

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Hybrid & via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
September 13th, 2022

1) Call to Order: President Karen Vedder called the meeting to order at 3:01 pm.

Members Present: Mark Madsen, Karen Vedder, Barbara Sharp, Becki Day, Boyd Pratt

Staff Present: Laurie Orton, Rowan Buckton, Heidi Kuheim, Amy Saxe-Eyler

FOL Present: Nancy Sheplor, FOL Secretary

2) Visitors: none

3) Public Access: none

4) Agenda Approval:

Item 9e Public Campaign Update was added to the agenda.

MSC Boyd Pratt moved and Barbara Sharp seconded to accept the agenda as amended. Carried.

5) Approval of Board Minutes of August 9th, 2022 Regular Meeting:

MSC Barbara Sharp moved and Becki Day seconded to approve the minutes of the **August 9th, 2022** regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Boyd Pratt, Tuesday, October 4th, 2022, 4 to 6 pm, via Zoom.

FOL BOT Member Nancy Sheplor reported:

- FOL is looking for a new Treasure Cove Manager!
- September 15th the annual FOL newsletter will be mailed out.
- The FOL will meet with Melina soon about the FOL's participation in the Dolly Parton Imagination Library Program.
- Tuesday is the tentative new meeting day for FOL meetings due to new early out Wednesdays for the public schools.
- October 10th is the Chamber of Commerce luncheon with a reception at the Library meeting room. FOL will contribute punch and wine and get a banquet license for the event. Becki Day will help with the license.
- In collaboration with the Chamber of Commerce the FOL is also organizing the annual Scarecrow Contest. FOL will also make an entry which will be at the library.
- October 16-22 is National FOL Week. FOL will bring treats for the staff and for the public, and will do an activity each day of the week
- The annual online auction will start in late November.

- Starting December second, the FOL will be opening a new Holiday Gift Wrap Service out of the Book Palace.
- The annual book sale was very successful! \$3,400 was raised, more than ever!

Questions about bills:

The BOT discussed the new payroll format. The BOT agreed that it includes more information than is needed but it is acceptable and all of the information is public anyways.

7) Approval of Bills:

MSC Boyd Pratt moved and Barbara Sharp seconded to approve the bills dated July 28, 2022 in the amount of \$701.41. Carried.

MSC Barbara Sharp moved and Mark Madsen seconded to approve the bills dated August 12, 2022 in the amount of \$87,933.50. Carried.

MSC Becki Day moved and Boyd Pratt seconded to approve the bills dated August 12, 2022 in the amount of \$36,501.97. Carried.

MSC Barbara Sharp moved and Mark Madsen seconded to approve the bills dated August 25, 2022 in the amount of \$120.51. Carried.

MSC Boyd Pratt moved and Becki Day seconded to approve the bills dated August 25, 2022 in the amount of \$15,512.52. Carried.

MSC Barbara Sharp moved and Boyd Pratt seconded to approve the bills dated August 31, 2022 in the amount of \$15,218.87 for PEBB/ LifeMap benefits. Carried.

MSC Becki Day moved and Barbara Sharp seconded to affirm the **August 2022 Payroll** dated August 25th, 2022 in the amount of \$83,378.02. Carried.

8) REPORTS

Director Report (Laurie Orton)

Laurie's written report was noted.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

Rowan's written report was noted. Rowan also reported on the following:

- Rowan reported further details on the San Juan Island Library Inclusivity Initiative for the San Juan County Fair Matching Grant, which raised over \$6,000.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Heather Dima)

Heather's written report was noted.

Development Director Report (Amy Saxe-Eyler)

Amy's written report was noted.

- Soon we should hear from the WA Department of Commerce about whether we will advance to the final level of the grant process.
- Amy explained that the library needs to set up a nonprofit fund with the San Juan Island Community Foundation to receive new building donations. This is a simple way to take donations and the Library does not have to be established as a 5013C since the SJICF is. The BOT discussed this and agreed that it is a good plan. This fund will be called "A New Library for San Juan Island – San Juan Island Library District."

MSC Boyd Pratt moved and Barbara Sharp seconded to authorize Laurie Orton to establish a fund through the SJICF. Carried.

9) NEW BUSINESS

Budget Note: Consulting fees are much higher than expected due to slow repairs. We will receive insurance reimbursements to cover these fees but not until next calendar year. Laurie will be working on budget amendments soon and it will be difficult.

9a) HVAC and Fire Alarm Monitoring at Spring Street

- Before the leak at 660 Spring Street last winter there were six HVAC units and only one worked. Restoring the whole system would be costly and is not necessary, however, we do need to prevent further freezes in the building.
- The options include draining all pipes in the event of a freeze, including the fire suppression line, or renting commercial space heaters for the winter season. Laurie will talk to the town and our insurers and find out what their minimum fire requirements are to maintain coverage then discuss the matter with the BOT again.
- The BOT discussed how proactively we can arrange these solutions to avoid another disaster and the cons to each option.
- Boyd Pratt asked whether a sprinkler system is necessary since the Library also has a contract with Guardian Security to monitor the fire alarms.
- Dewey has a meeting set up with the town and will get more information about their minimum fire safety requirements at this meeting.
- Alarm monitoring contract cost is \$840 for up to one year, renewed quarterly.
- BOT requested an estimate on the price and availability of commercial space heaters and the power they would use so that the BOT can weigh options. If we decide to proceed with this option we need to get the heaters before the winter season so that we can be sure we have them before we need them.

9b) Cost Estimating Services Agreement

- The hypothetical rebuild estimate work will cost \$30,000, not including travel and a site visit. Karen asked about two portions of the agreement that appeared to be contradictory concerning billing for communications between McBride and our

insurers. Laurie will look into this and bring back an answer. Karen also had a question about the mediation clause, and will look up that information.

MSC Boyd Pratt moved and Mark Madsen seconded to authorize Laurie Orton to enter into an agreement with McBride pending a satisfactory answer to Karen's questions. Carried.

9c) Town Planning Meeting Report

- Laurie Orton distributed a summary of Boyd Pratt's and her Town Planning Meeting. They met with Ryan Ericson and Carol Holman who gave them a rundown of the planning development process. The site is currently in the pre-pre-development stage. They discussed the timeline of the bond, planning development, and next steps. The town may want to change the roundabout near 660 Spring. They also expressed interest in developing a walkable path connecting the back of the property to affordable housing neighborhoods and the schools.
- At some point a new occupation permit needs to be applied for.
- The possibility of rezoning the property was discussed.

9d) Rules of Conduct Policy—food, cell phones, personal belongings

- A proposed change to the policy would allow light snacks in addition to covered beverages in the main portion of the library; patrons are responsible for cleanup.
- Cell phone use is no longer prohibited as long as conversations don't disturb others.
- Taking up more space than is needed or is safe (blocking aisles, e.g.) is prohibited.

MSC Barbara Sharp moved and Boyd Pratt seconded to adopt the changes to section 5.1 Rules of Conduct. Carried.

9e) Public Campaign Update

- The Fair bond table was busy and many people signed pledge forms to vote yes.
- This Monday they are gearing up to distribute yard signs.
- A letter-writing campaign is beginning. A form letter will be supplied and anyone can add a personal note and mail the letter to friends or neighbors.
- Ballots mail out October 18.
- A mailer and the letters will be ready soon.
- A letter to the editor campaign in support of the new Library is also beginning.
- Personal stories about what the Library means to people and why a new Library is necessary are being gathered for social media.
- Library staff and trustees can participate in any of these campaign activities as private citizens.
- Karen Vedder added that she is always very impressed with the quality and quantity of youth programming that the Library provides and she thinks that most people aren't aware of how much Youth Services does. It is important to share this information with the public.
- There will be a bond table at the Farmers Market every Saturday until the election and volunteers will be needed.

9f) Trustee Recruitment

- Mark Madsen’s final term as a trustee will end in December.
- The BOT discussed what they’re looking for in a new trustee. Experience in construction or construction management would be ideal. There are many construction decisions that will come up as the building project progresses and familiarity with these topics would be a helpful attribute.
- All trustees will need to understand the relationship between levies, assessed property values, predicting how long the Library’s reserves will last, and predicting the need for a levy lid lift. Mark reminded the BOT that last time a Library levy lid lift vote was on the ballot voters were promised that there would not be another Library levy lid lift vote until 2018, four years ago.
- The BOT discussed the bond vote timeline and the 660 Spring Street property development timeline.

ADJOURNMENT

MSC Becki Day moved and Barbara Sharp seconded to adjourn the meeting at 4:49 pm. Carried.

Respectfully submitted:

DocuSigned by:
Barbara Sharp

Barbara Sharp
Board Secretary

Approved:

DocuSigned by:
Karen Vedder

Karen Vedder
Board President