

## **SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Hybrid & via Zoom, San Juan Island Library  
(access information provided at [www.sjlib.org](http://www.sjlib.org))

Special Meeting for the Purposes of Budget Work Session and Trustees Interviews  
November 18, 2022

**1) Call to Order:** President Karen Vedder called the meeting to order at 1:00 pm.

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

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

**FOL Present:** Stan Mayhew, FOL Board Director

**2) Visitors:** Paul Peterson, Noel Monin

**3) Public Access:** none

**4) Agenda Approval:**

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

### **9) NEW BUSINESS**

a. Trustee Candidate Interviews

- Paul Peterson and Connor Garrett were interviewed for the trustee position opening up in January. They were given the interview questions prior to the meeting. They were asked why they wanted to serve on the board, how the library should move forward on the building project, their availability to serve, and other questions. The roles of the board and the rules for governance were discussed.
- A special meeting for a third candidate interview and a budget hearing was set for Monday, November 28<sup>th</sup> at 2:00pm.

### **10) OLD BUSINESS**

a. Building Project

- Mark Madsen reported about our attendance (Mark, Amy Saxe-Eyler, and Laurie) at the SJICF quarterly board meeting, where he affirmed the Library's commitment to the new library building project, and that we are still the owners of 660 Spring Street. He explained that the board will spend time reviewing the campaign, deciding how to modify our plans, looking at our funding mix with the idea of shifting target goals, changing the message to potential donors about tying donations to the passage of the bond, wanting the Foundation to publicly support the project, etc.
- Mark shared that he is willing to continue on as a volunteer for the building project after his term on the board ends on December 31<sup>st</sup>.

## DRAFT

- b. Director Review
  - Trustees should send suggested changes to review questions to Laurie who will give the information to Karen and Becki to finalize.
  - Questions should be ready to distribute by the board's December 13<sup>th</sup> meeting. Announcements of the open survey will be shared with trustees, Laurie and staff.
  - The board will discuss the director's review in executive session at the January 10<sup>th</sup> meeting.
  - The board will conduct Laurie's review in an executive session on February 10<sup>th</sup>.
  
- c. 2023 Budget Work Session
  - Laurie shared her 2023 budget draft. She had three major areas to address.
  - The board had asked Laurie to reduce as much as possible the amount of cash transferred from General Reserves to General Operating. This number was reduced from \$150,000 to \$125,000.
  - With the draft before them today, she would only be able to offer staff a 2.5% COLA, far lower than what she had envisioned.
  - She also felt that the budget for Consulting was inadequate, but wasn't sure how to adjust the budget in order to identify the funds to fix that.
  - Boyd suggested that all revenue and expenses pertaining to the 2021 leak be moved to the Project Fund. As a result, consulting fees would go down in the Operating budget, but would need to rise in the Project Fund to cover ongoing fees for the insurance attorney, construction manager, and cost estimator working on the leak. Certainly, the hypothetical rebuild actual cash value should be deposited in the Project Fund as it would be used for the new building project.
  - The board discussed hiring an architect this year to do some programming with the board, staff, and community in order to develop more specific conceptual plans to show the community potential features and uses for the new building, which would also come out of the Project Fund. Edits were made to the draft Project Fund.
  - Laurie reviewed the Dedicated, Bond, and General Reserves Fund budgets.
  - Questions arose about the funds in the General Reserves Fund, how they were generated, and how they are used. They are generated through a levy lid lift (last one was in 2011), and are used solely to supplement operating expenses as property tax increases are capped at 1% per year, which does not keep up with inflation.
  - The board directed Laurie to move all revenue and expenses regarding the Spring Street property to the Project Fund. This change would enable the board to give staff a 5% COLA.

- Laurie will prepare a final budget to propose at a special meeting on November 28<sup>th</sup> at 2:00 pm.
- Mark thanked both of the trustee candidates for staying through the budget discussion

**ADJOURNMENT**

**MSC** Barbara Sharp moved and Boyd Pratt seconded to adjourn the meeting at 4:05 pm. Carried.

Respectfully submitted:

DocuSigned by:  
*Barbara Sharp*  
88AF79D5B00E467  
Board Secretary

Approved:

DocuSigned by:  
*Karen Vedder*  
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Board President