

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Hybrid & via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
November 8th, 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, Heather Dima

FOL Present: Beth Spaulding

2) Visitors: Paul Peterson, Connor Garrett

3) Public Access: none

4) Agenda Approval:

Items 9d) Internet Filtering and 10a) 2023 Budget Draft were removed.

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

5a) Approval of Board Minutes of October 11th, 2022 Regular Meeting:

MSC Boyd Pratt moved and Mark Madsen seconded to approve the minutes of the **October 11th, 2022** regular meeting as submitted. Carried.

5b) Approval of Board Minutes of October 28th, 2022 Special Meeting:

MSC Becki Day moved and Mark Madsen seconded to approve the minutes of the **October 28th, 2022** special meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Barbara Sharp, Wednesday, December 7th, 2022, 4 to 6 pm, via Zoom.

FOL Board Member Beth Spaulding reported:

- Scarecrow contest winners have been announced. They are: Julie's Nursery, The Port, and the Physical Therapy business on Airport Center.
- The FOL approved the Library's request to increase their donation amount to \$28,800. This increase will help pay for additional online databases.
- The Online Holiday Auction is in the works. Photos are being taken and items will be listed for preview soon. The auction starts on November 25.
- Many postal patrons did not receive their FOL newsletters likely due to postal error. Membership is down because of this, please remind friends to re-join.
- The FOL is still looking for a Treasure Cove Manager. Becki Day will add this into the Chamber of Commerce email.

7) Approval of Bills:

MSC Boyd Pratt moved and Barbara Sharp seconded to approve the bills dated October 3, 2022 in the amount of \$6,228.56. Carried.

MSC Mark Madsen moved and Becki Day seconded to approve the bills dated October 14, 2022 in the amount of \$2,289.08. Carried.

MSC Becki Day moved and Boyd Pratt seconded to approve the bills dated October 14, 2022 in the amount of \$16,999.33. Carried.

MSC Barbara Sharp moved and Mark Madsen seconded to approve the bills dated October 20, 2022 in the amount of \$393.19. Carried.

MSC Becki Day moved and Boyd Pratt seconded to approve the bills dated October 31, 2022 in the amount of \$13,914.95. Carried.

MSC Boyd Pratt moved and Mark Madsen seconded to affirm the **October 2022 Payroll** dated October 22th, 2022 in the amount of \$82,880.40. Carried.

8) REPORTS

Director Report (Laurie Orton)

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

- Laurie had to reschedule her visit with Ingrid Mattson, the new Director of the Orcas Library, due to conflicts in Ingrid's schedule.
- Due to COVID, the company who is coming to winterize the Spring Street buildings had to reschedule and will be here this Thursday. Laurie talked to the manager of the company and he reassured her that temperatures must be under 25° for pipes to freeze solid.
- The heat is not working in the Physical Therapy Building. Guard Electric looked at it and Laurie will talk to Valdi soon about the discovered problem.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

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

- There were more than 75 people for the program on slugs!

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted. Laurie also noted...

- The new Meeting Owls are being funded by San Juan Island Community Foundation.

Financial Report (Heather Dima)

Heather's written report was noted.

Development Director Report (Amy Saxe-Eyler)

Amy's written report was noted.

- Amy gave a review of the Chamber of Commerce Social, which was hosted by the Library. It went well but only 13 people came. It was on a COVID booster clinic day so people may not have gone because they were not feeling well.

9) NEW BUSINESS

9a) Director's Annual Review

- Karen and Becki are working with Barry Jacobson to update the documents for the director's annual review, which has been on hold since COVID.
- There will be an executive session at the December regular meeting for the Director Review Committee.

9b) Spring Street Security/ Attractive Nuisance Doctrine

- Barbara Sharp and Karen Vedder looked into the definition of an attractive nuisance and explained it to the BOT. The BOT discussed this information in relation to 660 Spring Street and whether No Trespassing signs would be a good idea. The BOT decided against signage. The buildings are locked and Valdi checks the buildings and site every week day.
- The BOT agreed that a fence is not necessary at this time. Laurie will notify Dewey Lybecker of OCMI who had obtained fence quotes.

9c) Enduris Legal Coverage

- Laurie sent our attorney a hypothetical question about coverage but the attorney is unable to answer without specific details.
- Laurie will double-check that the BOT has negligence coverage.

9d) Flexible Employee Policy Correction

- Our attorney recommended one change to the Flexible Employee Policy.

MSC Boyd Pratt moved and Barbara Sharp seconded to accept the changes to section 1.05 of the Policy Manual. Carried.

9e) Trustee Recruitment

- The BOT has received two applications and is expecting one more.
- There may be a special meeting set for late November for both 2023 budget draft review and potential trustee interviews.
- Boyd and Barbara will revise the interview questions and send them to interviewees ahead of time.

9f) Library Bond Update

- The campaign committee sent out almost 1,000 personalized letters and ran a full-page Journal ad with the names of people who endorsed the vote. There was also a flood of letters to the editor in support of the project. More "No" signs have appeared, the effect of which will be known soon.
- Vote counts start coming in around 8pm tonight.

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- Our Bond attorney sent a letter to the Treasurer letting them know that we may be filing soon.
- The BOT discussed next steps in case of the bond passing and different options for selling the bonds.

ADJOURNMENT

MSC Barbara Sharp moved and Mark Madsen seconded to adjourn the meeting at 4:00 pm. Carried.

Respectfully submitted:

DocuSigned by:
Barbara Sharp
83AF7910B90E467
Board Secretary

Approved:

DocuSigned by:
Karen Vedder
897627280510
Board President