

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

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

December 13th, 2022

1) Call to Order: President Karen Vedder called the meeting to order at 3:02 pm.

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

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

FOL Present: Stan Mayhew, FOL Board Member

2) Visitors: none

3) Public Access: none

4) Agenda Approval:

Items 5b and 5d were removed.

Item 9c) Director Review was added.

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

5) Approval of Board Minutes of November 8th, 2022 Regular Meeting:

Item 9a) Director's Annual Review was moved to the January Regular Meeting.

MSC Boyd Pratt moved and Mark Madsen seconded to approve the minutes of the **November 8th, 2022** regular meeting as amended. Carried.

Approval of Board Minutes of November 28th, 2022 Special Meeting:

MSC Boyd Pratt moved and Mark Madsen seconded to approve the minutes of the **November 28th 2022** regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Paul Peterson, Wednesday, January 4th, 2022, 4 to 6 pm, via Zoom.

FOL Board Member Stan Mayhew reported:

- The online auction is complete
- More than \$3,800 was raised and there were 980 donations made to two Library programs.
- The FOL entered into an agreement with the Dolly Parton Imagination Library Program. This will be funded by United Way and the FOL.
- Next week the FOL is hosting their Gift Wrap Service Fundraiser in the Main Salon of the Library from 12-5pm.

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- Mark Madsen pointed out that bidding was slow and he ended up winning his own item in an attempt to bid it up. Are there ways that this event can be advertised more in advance in future iterations to bolster community participation?

7) Approval of Bills:

MSC Barbara Sharp moved and Mark Madsen seconded to approve the bills dated October 28, 2022 in the amount of \$19,613.12. Carried.

MSC Boyd Pratt moved and Mark Madsen seconded to approve the bills dated November 11, 2022 in the amount of \$2,069.85 Carried.

MSC Boyd Pratt moved and Barbara Sharp seconded to approve the bills dated November 11, 2022 in the amount of \$28,146.20. Carried.

MSC Boyd Pratt moved and Barbara Sharp seconded to approve the bills dated November 30, 2022 in the amount of \$13,914.90. Carried.

MSC Mark Madsen moved and Barbara Sharp seconded to affirm the **November 2022 Payroll** dated November 25th, 2022 in the amount of \$83,549.70. Carried.

8) REPORTS

Director Report (Laurie Orton)

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

- Laurie has been home sick and is planning a vacation from December 19-January 9.
- Laurie will follow-up on the BOT's Enduris liability coverage in reference to the bond.
- Laurie clarified that the wet and dry sprinkler systems are separate systems.
- County Auditor costs have gone up recently and we cannot be sure yet exactly how much this increase will be.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

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

- Rowan apologized for the late delivery of their Board Report.

Youth Services Manager Report (Melina Lagios)

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

- Youth Services has been very busy!
- Boyd Pratt commented that he loved seeing Sasha Von Dassow play live at the Library as the community filtered through and used the Library as well.

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.

- A year-end appeal went out to Library supporters, including a brochure about Library programming.
- We will find out in the spring (late March or early April) whether we were awarded the WA state grant for the Building Project.

9) Old Business

9a) CIPA & Internet Policy

- We are participating in LibTech, a WA State Library program that provides deeply discounted software and hardware. To participate, libraries must be CIPA compliant. Our Policy Manual cites our CIPA compliancy guidelines. We use a software called Untangle to filter internet on the youth computers and youth are not allowed on adult computers. Floyd explained the Library's CIPA compliancy procedures to the BOT. The Library is currently CIPA compliant and will continue to operate as such.

9b) Paid Family and Medical Leave Policy (PFML) & Leave Accruals

- This discussion was started at last week's special meeting.
- Laurie asked the BOT whether they think employees on PFML should accrue leave. The BOT discussed and agreed that leave is accrued for time worked and employees on PFML are not working so should not accrue leave.

9c) Director Review

- Evaluation Forms will be distributed to staff, the Director, and trustees.
- Laurie will inform staff tomorrow at the staff meeting.
- The BOT needs the review forms back by January 6, then there will be an executive session in the regular January meeting to conduct the review.

10) New Business

10a) SJ County Council & Legislators / WA Library Legislative Day

- The County Council is meeting with the 40th District representatives in January. Boyd suggested that we ask the Council to take our cause for the WA State Grant to the meeting and advocate on our behalf.
- Legislative Day is February 9, 2023. Laurie, Amy, and one or two BOT members will meet with the candidates and request that they endorse our New Building Project. Next meeting the BOT will confirm who will go.

10b) Surplus LCC Medical Bed

- Before the closure of the Life Care Center, all of the remaining beds were donated to San Juan Hospice Care. Valdi has been maintaining the beds for SJ Hospice. There is one bed that has no headboard or rails and Valdi would like to use it for parts for the maintenance of the remaining beds.

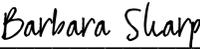
- The BOT declared the bed to have a value of \$100 and approved that it be used for parts.

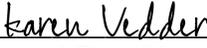
10c) Building Project Committees

- The BOT discussed forming three Building Project Committees. This will be revisited at the January meeting.
- Paul Peterson has been approved by the County Council as a trustee.
- The BOT thanked Mark for his time on the Board.

ADJOURNMENT

MSC Mark Madsen moved and Boyd Pratt seconded to adjourn the meeting at 4:03 pm. Carried.

Respectfully submitted: 
Board Secretary

Approved: 
Board President