

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

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

March 14, 2023

1) Call to Order: President Barbara Sharp called the meeting to order at 3:07 pm.

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

Staff Present: Laurie Orton, Rowan Buckton, Kasey Rasmussen

FOL Present: none

2) Visitors: Ray Jackson; David Doughman, attorney; Mark Madsen

3) Public Access: none

4) Agenda Approval:
Removed New Business.

MSC Boyd Pratt moved and Karen Vedder seconded to accept the agenda as amended. Carried.

5) Approval of Board Minutes of February 14, 2023 Regular Meeting:
MSC Boyd Pratt moved and Karen Vedder seconded to approve the minutes of the **February 14, 2023** regular meeting as amended. Carried.

6) Friends of the Library (FOL)
Delegate to next FOL meeting: Barbara Sharp, Wednesday, April 5, 2023, 4 to 6 pm, via Zoom.
There was no FOL report.

7) Approval of Bills:
MSC Karen Vedder moved and Boyd Pratt seconded to approve the bills dated February 13, 2023 in the amount of \$20,580.91. Carried.

MSC Boyd Pratt moved and Karen Vedder seconded to approve the bills dated February 13, 2023 in the amount of \$7,158.72. Carried.

MSC Karen Vedder moved and Becki Day seconded to approve the bills dated February 28, 2023 in the amount of \$14,324.93. Carried.

MSC Karen Vedder moved and Boyd Pratt seconded to affirm the **February 2023 Payroll** dated February 21, 2023 in the amount of \$79,428.92. Carried.

8) REPORTS
Director Report (Laurie Orton)

March 14th, 2023

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

- The sidewalk near the front of the library has lifted approximately 2.5 to 3 inches due to tree roots growing underneath. Lawson Construction has dug it out and will re-lay the sidewalk.
- This week, Laurie will be submitting the final invoice from Belfor for payment for all the leak work.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

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

- Rowan's last day at the Library will be March 18th. She thanked the board and wished the library continued success. Barbara and Boyd noted their appreciation of Rowan's service and that the Library board and staff will miss her.
- Boyd asked about the new website progress. Rowan reported that it is in the final stages of development, focusing on the fine details now. Treehouse Designs hoped it would launch end of March at the last update she received. Rowan has a long meeting this week with the developers about website details.
- Laurie noted that she is thrilled with the direction Rowan and Wendy are taking ELL. ELL will be moving from formal classes to more casual conversation circles, and Wendy will be introducing an English Language Learners book club. The Library, along with other community stakeholders including Skagit Valley College and the Family Resource Center, considered the needs of the island's ELL community and available resources (particularly the island-wide lack of bilingual staff and volunteers), and decided that formal classes at the Library are not feasible at this time. SVC may host some in the future.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

- Barbara noted that she was pleased to see the high rate of participation for the Dolly Parton Imagination Library. The Library surpassed the 2023 year-end goal of signing up 100 children by March.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- Boyd asked what was meant by Vega LX Starter being described as "making library notification messages more engaging and informative." Laurie explained that it will invite people to engage with the library in other ways alongside the notification, and passed around an information sheet about the tool.
- Laurie shared a graphic from Floyd comparing the monthly door count figures from 2022 v. 2023, which showed that we've exceeded the 2022 figures for the past two months.

Development Director Report (Amy Saxe-Eyler)

Amy's written report was noted.

- Laurie also noted that Amy will be on leave starting next week, which is expected to end on May 5th.

Financial Report (Heather Dima)

Heather's written report was noted.

- Laurie also noted an error on page 35 of the board report, budget line 10.0025. The percentage figure 29% is a clerical error; it is actually 17%.

9) OLD BUSINESS

a) Mayor's Shared Use Proposal

- The board explained to Ray Jackson that the Library is open to a formal proposal for a joint use project. The proposal would need to fulfill four requirements for the Library to entertain a shared use proposal. The requirements are:
 1. Firm source of funding and a building plan from the appropriate Town of Friday Harbor/San Juan County housing authority;
 2. Any plan must include adequate square footage, public open space, and parking for the library;
 3. The Town of Friday Harbor/San Juan County housing authority must be responsible for a workable operational plan to handle the housing portion or other use of the property, with release of liability for the library for any cause of action arising out of rental property or other non-library activities.
 4. By statute, RCW 27.12.240, library funds cannot be used for any purpose but maintaining, operating, and building libraries.

Discussion of these requirements followed. The board clarified that the discussion at this meeting was to state the Library's requirements to entertain a shared use proposal, and not to debate the particulars of the building project or to discuss the sale of the Spring Street property. The board asked Laurie to direct Mr. Jackson to the Library's campaign materials and the Library's webpage about the Building Project for more information on the funding plan. Mr. Jackson clarified to the board that he was not speaking on behalf of the town, but rather as a representative of a potential private partnership for workforce housing, and confirmed that he no longer sees a shared use proposal as feasible due to the Library's space requirements.

b) Consent Agenda Policy Change

- Barbara Sharp presented the changes to the Operation Policy Manual's by-laws to allow a consent agenda for bill approval, as seen on page 40 of the board report.

MSC Karen Vedder moved and Boyd Pratt seconded to adopt the changes to the by-laws. Carried.

c) Salary Issue

- Due to a clerical error, last year an employee was accidentally given a 10% raise instead of the intended 1% raise after their annual evaluation. The Library only became aware of this error recently. The Library's attorney David Doughman and the board discussed how the overpayment of funds needs to be handled legally. David reported that per his research, state law says the Library has a legal right to seek repayment. Legal guidance on if the Library was legally able to *not* seek repayment was more ambiguous, but he thinks that would be permissible. The board requested more research on the topic, in particular from a use of public funds lens, were the Library to not seek repayment, and gave David the go ahead to research the matter further.


d) Committee Updates

- Fundraising Goal Committee:
 - Visitor Mark Madsen reported that the Committee was working on changes to the MOU with the San Juan Island Community Foundation, and is hopeful that the updated MOU will be available by the next BOT meeting. Changes include the creation of two classes of pledges, one for the pre-construction phase and one for the construction phase. Donors always have the option to declare exactly what they want their funds to go to.
 - Laurie asked if we are at the point where we can look at a new funding mix. Mark recommended that the BOT approve a new funding mix before presenting it to the SJICF to set a new target. The Committee will work on a capacity analysis for the local donor community before finalizing a new private fundraising goal.
- Bond Payoff Committee:
 - Barbara Sharp reported that the Committee is hoping the insurance settlement will go a long way towards paying off the bond, depending on the final figure. Laurie suggested looking into other options they mentioned previously. The Committee will have more information to share when the final insurance figure comes in.
- Lessons Learned Committee:
 - The Committee hasn't been able to meet since the last board meeting. Boyd Pratt has asked the county administrator if they have any recommendations on firms for outside analysis, but doesn't have any other news to report.

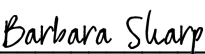
ADJOURNMENT

MSC Karen Vedder moved and Boyd Pratt seconded to adjourn the meeting at 4:20 pm. Carried.

Respectfully submitted:

DocuSigned by:

5E33B2D09E48486
Board Secretary

Approved:

DocuSigned by:

88AF390D990F4671
Board President

March 14th, 2023