

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Hybrid & via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
May 9th, 2023

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

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

Staff Present: Laurie Orton, Heather Dima, Kasey Rasmussen

FOL Present: Nina Vanlund, FOL Board Director

2) Visitors: Mark Madsen

3) Public Access: none

4) Agenda Approval:

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

5) Minutes:

a) Approval of Board Minutes of April 11th, 2023 Regular Meeting:

MSC Boyd Pratt moved and Becki Day seconded to approve the minutes of the April 11th, 2023 regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Becki Day, Wednesday, June 7th, 2023, 4 to 6 pm, via Zoom.

FOL Board Director Nina Vanlund reported:

- The Annual Meeting took place on April 12th. It went well, although some Zoom participants experienced audio issues.
- At the regular meeting on May 3rd, Directors discussed the Mother's Day raffle basket. They arranged to have volunteers at Market Place to sell raffle tickets on May 6th and May 12th. Raffle tickets are for sale at the Treasure Cove as well.
- This June, the FOL will do a Father's Day raffle basket for the first time.
- They've arranged for the FOL to be at the Farmer's Market three Saturdays this summer- June 17th, July 15th, and August 26th.
- The FOL are asking for donations of jewelry and knick-knacks to the Treasure Cove.

- Discover Books is sending a truck to pick up old books from the Book Palace in June or July. This will be their final pick-up.

7) Consent Agenda:

The Consent Agenda included the following:

Bills Dated April 10, 2023 in the amount of \$19,894.95.

Bills Dated April 10, 2023 in the amount of \$1,162.53.

Bills Dated April 24, 2023 in the amount of \$5,158.16.

Bills Dated April 24, 2023 in the amount of \$3,067.70.

Bills Dated April 18, 2023 in the amount of \$12.18.

Bills Dated April 30, 2023 in the amount of \$13,269.55.

MSC Karen Vedder moved and Paul Peterson seconded to accept the consent agenda for Expense Claims Transmittals as presented. Carried.

8) Payroll:

MSC Becki Day moved and Karen Vedder seconded to affirm the **April 2023 Payroll** dated April 24th, 2023 in the amount of \$67,154.57. Carried.

9) REPORTS

Director Report (Laurie Orton)

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

- Jill Twist is resigning; her last day will be June 14th. Laurie will begin the hiring process for new substitute staff.
- Laurie has written a Request for Proposal for landscaping/grounds maintenance at the Spring Street property, which will be published soon in local papers and on our website. It will be up to 2-3 hours a week as a supplement to Valdi's landscaping maintenance. She confirmed that Green Man still does the landscaping maintenance at the Guard Street property.
- Overdrive has fully transitioned to Libby. Many patrons have already been using Libby.
- Laurie shared the news that the Seattle Public Library has joined the Brooklyn Public Library as the 2nd library system in the country to offer ebooks and eaudiobooks to teens and young adults (ages 13-26) who live in the United States, for free.
- Laurie noted that the visitor count from last month's Board Report was off because of a calculation error. The count should have showed

approximately 500 more people. In this month's Board Report, the March figure was corrected.

- Laurie has offered the Assistant Director position to one of the interviewees. Laurie offered 6-8 weeks to complete a move here. She reminded the board that the Library has paid for moving expenses for executive positions if applicants had to move more than 50 miles to the island. She alerted the board that she would like to offer that stipend to this applicant. When she does budget amendments she'll move the moving stipend to the appropriate budget line, drawing on the unused funds that have not been paid during the absence of an Assistant Director. The board agreed that paying for moving expenses would be appropriate.
- Laurie will be taking vacation from May 23rd through June 8th. She answered questions about how vacation time is accrued per our policy manual for other employees, and by contract for her.
- Laurie reported that there has been no word yet on a final or negotiated insurance settlement.

Adult Services Report (Wendy Waxman Kern)

Wendy's written report was noted.

- Boyd asked about the New Day Recovery Café. Becki explained that it is a space for people in recovery and is run by volunteers. Laurie reported that Wendy is in the process of working out how to provide outreach services in that space.
- Laurie also pointed out that Frankie is scheduling programs and that next month adult programming will start picking up again.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

- Laurie also noted that the Youth Services team is advertising for teen summer interns.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- Barbara commented on how exciting it is that we are saving money with the new phone system.

Financial Report (Heather Dima)

Heather's written report was noted. Laurie answered questions about budget lines in the report.

10) OLD BUSINESS

a) Committee Updates

- Bond Payoff Committee

- Barbara reported that the committee is still waiting on the final insurance settlement figure. Laurie noted that the Capital Grant cannot be used to pay off the bond.
- Lessons Learned Committee
 - Boyd reported that the members of the committee have broken down the different areas of analysis they will each focus on: hearsay, social media, and editorials/letters to the editor in local papers. They plan to identify problem areas and come up with strategies to address them in the next campaign. They will prepare a report with their conclusions to present to the board.
 - Boyd also recommended that it is time to hold a public meeting for the community to address what's next for the Library regarding the new Spring Street facility. He advised that it be held in the form of a discussion or listening session. The board discussed ideas for the structure and logistics of this "New Library Public Forum," and what the content of the meeting should be. Boyd will begin work on drafting an agenda for this meeting to present to the board. The goals for the meeting are for the community to have a clearer sense of where the building project stands and for the board to have a chance to hear questions and feedback from the community.
 - Laurie noted that a Library patron recently provided her with a presentation to show to the community with ideas for what the future Library could be, and will share the presentation with the board.
- Private Fundraising Committee
 - Visitor Mark Madsen answered questions about the upcoming meeting between Barbara, Boyd, Mark, and the SJICF board to discuss the MOU and introduce board members to each other. Mark asked the board to review the current draft of MOU language prior to the meeting.

11) NEW BUSINESS

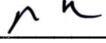
a) **Library Capital Improvements Program (LCIP) Contracting Specifics**

- The board discussed the estimated project costs and the contracting specifics for the \$2 million Department of Commerce grant, including the following main takeaways:
 - All funds should be used by June 30th, 2025.
 - Drawdown of funds must begin by June 30th, 2024.
 - The Library must demonstrate financial capability to complete the project.
- Laurie will begin work on the archaeological and cultural resources review to comply with Executive Order 21-02, as required by the grant contract.
- Boyd will draft a letter thanking our state representatives and Christine Minney from the County Council for the board to sign.

ADJOURNMENT

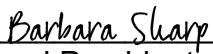
MSC Boyd Pratt moved and Becki Day seconded to adjourn the meeting at 4:22 pm.
Carried.

Respectfully submitted:

DocuSigned by:


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Board Secretary

Approved:

DocuSigned by:


Board President