

## **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))

July 11<sup>th</sup>, 2023

**1) Call to Order:** President Barbara Sharp called the meeting to order at 3:03 pm.

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

**Staff Present:** Laurie Orton, Amy Saxe-Eyler, Heather Dima, Kasey Rasmussen

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

**2) Visitors:** Connor Garrett; Leah Martin, Allied8

**3) Public Access:** none

**4) Agenda Approval:**

**MSC** Boyd Pratt moved and Becki Day seconded to accept the agenda as submitted. Carried.

**5) Minutes**

**a) Approval of Board Minutes of June 13<sup>th</sup>, 2023 Regular Meeting:**

**MSC** Boyd Pratt moved and Paul Peterson seconded to approve the minutes of the **June 13<sup>th</sup>, 2023** regular meeting as submitted. Carried.

**b) Approval of Board Minutes of June 27<sup>th</sup>, 2023 Special Meeting:**

**MSC** Karen Vedder moved and Becki Day seconded to approve the minutes of the **June 27<sup>th</sup>, 2023** special meeting as submitted. Carried.

**6) Friends of the Library (FOL)**

Delegate to next FOL meeting: Barbara Sharp, Wednesday, August 2<sup>nd</sup>, 2023, 4 to 6 pm, via Zoom.

FOL Board President Stan Mayhew reported:

- The new Book Palace signage guiding visitors to the building is up. There is also a new permanent sign on the building.
- The Cakewalk on the 4<sup>th</sup> of July was well attended and the FOL raised over \$900 at the event.
- The FOL raised \$170 at the Farmers Market last month on June 17<sup>th</sup>. The next Farmer's Market visit will be this Saturday, July 15<sup>th</sup>.
- The FOL are preparing for the Summer Book Fair on August 12<sup>th</sup>.
- Discover Books is coming on July 29<sup>th</sup> to take away surplus books from the storage barn. They would appreciate volunteer help with loading the truck.

July 11<sup>th</sup>, 2023

## 7) Approval of Bills:

The Consent Agenda included the following:

Bills Dated June 13, 2023 in the amount of \$25,334.25.

Bills Dated June 13, 2023 in the amount of \$2,129.48.

Bills Dated June 26, 2023 in the amount of \$6,598.06.

Bills Dated June 26, 2023 in the amount of \$3,223.81.

Bills Dated June 30, 2023 in the amount of \$14,258.97.

**MSC** Boyd Pratt moved and Karen Vedder seconded to accept the consent agenda for Expense Claims Transmittals as presented. Carried.

## 8) Payroll

**MSC** Becki Day moved and Paul Peterson seconded to affirm the **June 2023 Payroll** dated June 22<sup>nd</sup>, 2023 in the amount of \$78,925.62. Carried.

## 8) Reports

### **Director Report (Laurie Orton)**

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

- Laurie met with Farhad Ghatan on June 22<sup>nd</sup> for a tour of the Spring St. property, including the Heritage House, the Physical Therapy building, and Rita's Barn. Afterwards, Laurie received a tour of Mr. Ghatan's property and was shown where he proposes to move some of the Spring St. property outbuildings if his proposal is accepted.
- Laurie is hoping to hear back from McLarens about the estimated insurance payment comparison this week.
- Valdi found two people and their three dogs sleeping on the Spring St. property yesterday. They were asked to leave and did so. He will keep an eye out and report the incident to the Sheriff's Office if they return. A patron also reported the incident to the Sheriff's Office independently.
- Laurie met with Kris Brown from Printonyx to talk about what printing services Printonyx and the Library offer and how they can complement each other as they plan for the future.
- Anthony Morris, the new Assistant Director, will start on July 18<sup>th</sup>.

### **Adult Services Report (Wendy Waxman Kern)**

Wendy's written report was noted.

### **Youth Services Manager Report (Melina Lagios)**

Melina's written report was noted.

- Barbara and Boyd commented on how busy Melina and Elizabeth are. They are impressed with their robust programming.

### **Development Director Report (Amy Saxe-Eyler)**

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

- Amy is back from her extended leave. She has been catching up with known donors, meeting new donor prospects, and has met with a few participants who spoke at the public forum on June 27<sup>th</sup>.
- Amy spoke with the Program Manager from the Washington State Department of Commerce Library Capital Improvement Program (LCIP), Cathy Brockmann. She received clarification about the program deadlines and the re-appropriation process in the event that all funds are not used by the June 30<sup>th</sup>, 2025 deadline. We have not yet received the contract from the Department of Commerce; it is expected to be ready in the next few weeks. Some contracts from past projects have taken years to prepare and submit for signature.
- Amy is exploring funding options for increased staff capacity. She is looking into ways to further develop the philanthropy role to continue to benefit the Library and the building project.
- Barbara answered visitor Connor Garrett's questions about the LCIP grant.

### **IT Administrator Report (Floyd Bourne)**

Floyd's written report was noted.

- Barbara thanked the FOL for their donation of wifi hotspots and service coverage. Boyd noted that the hotspots are a great example of the varying and essential non-book services we offer.
- Laurie shared answers from Floyd regarding website usage questions from the last board meeting. The spikes were anomalies, as expected: the large spike in 2021 was a spam bot trying to access our website, and the smaller spikes were likely crawlers. Our policy does specify not to crawl our website, but it sometimes happens anyway.

### **Financial Report (Heather Dima)**

Heather's written report was noted.

- Laurie answered questions about the financial report.

## **9) New Business**

### **a) Public Forum Debrief**

- The board discussed summaries of the public forum prepared by board members and staff present, as well as impressions and reflections on the meeting and the public response.
- The recording of the meeting had audio issues. A summary transcript will be posted along with it on the Library Building Project page. A different audio set-up will be used at future meetings.

- Visitor Leah Martin of Allied8 spoke to the board about options for community-engagement design sessions to start providing the public with visuals and taking public input. Public information and input sessions were frequently mentioned at the public forum. Leah suggested starting with a comparison of site plans before we get to the rendering stage.
- The board discussed what steps need to be taken before the community design process starts. The three big decisions that need to be made are on funding, cost, and size of the project. It was agreed to discuss these factors at a work session before engaging Allied8 for the community input process.
- Laurie shared how much positive public feedback she's been getting since the meeting. The board discussed compiling this feedback in a digestible form so that the public can see what the board has already committed to doing as part of the work session.
- Visitor Connor Garrett presented a conceptual design to the board and shared feedback he heard from community members about it. He expressed his interest in joining a building project committee.

**b) Board Work Session for Project Planning**

- The board will hold a special meeting on July 28<sup>th</sup>, 2023, for a Board Building Project Planning work session. The meeting will be held in the Library meeting room from 10am-3pm.
- Boyd will write an agenda for the meeting. He took input from the board on topics the workshop should cover, including forming a public committee, a project timeline, commitments board to be displayed at meetings, revisions to funding, cost, and size of the project, the fee threshold for conceptual work, etc.
- Laurie will reach out to OCMI for updated project cost estimates for a 13,000 sq. ft. and a 15,000 sq. ft. facility. She will see if it is possible to get these estimates before the work session.

**c) Committee Appointments on Affordable Housing**

- Barbara and Karen proposed forming a committee to focus on affordable housing projects at the Spring St. property. Karen and Barbara will be the committee members. They will look into the legalities dictating how the Library can be involved in a housing project. They will also research the legalities of using the funds from the future sale of the current property for the operational budget.

**MSC** Paul Peterson moved and Becki Day seconded to form the Affordable Housing Issues Committee. Carried.

**d) Board at County Fair**

- Boyd proposed having board members present at the Library's booth during the San Juan County Fair in August. Laurie has discussed sharing the Library's booth with the trustees with Wendy. They also discussed how the booth activities could engage with the Building

Project. Board members will sign up for shifts at the booth alongside staff members.

- Amy will work on a handout with updated project information to give out at the booth.

**e) Board Volunteer Hours**

- Laurie explained that Wendy gathers volunteer hours to send to the county auditor each quarter. Since the board members are volunteers, their hours should be included going forward. The board agreed to report their hours to Laurie each month at the regular meetings.

**f) 2023 Budget Amendments (tentative)**

- Laurie did not have amendments to present today.

**10) Old Business**


**a) Committee Updates**

- Bond Payoff Committee
  - The committee is still waiting on the insurance payment estimate.
- Lessons Learned Committee
  - Updates discussed as part of agenda item 9 a).
- Private Fundraising Committee
  - Laurie completed the revision of the MOU. Barbara will deliver the revised version to the San Juan Island Community Foundation.


**ADJOURNMENT**

**MSC** Boyd Pratt moved and Becki Day seconded to adjourn the meeting at 4:52 pm. Carried.

Respectfully submitted:

DocuSigned by:  
  
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 Board Secretary

Approved:

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 Board President