

## 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))  
Friday, July 28<sup>th</sup>, 2023, 10:00 – 3:00

Special Meeting for the Purposes of a Building Project Planning Work Session

1) **Call to Order:** President Barbara Sharp called the meeting to order at 10:05 am.

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

**Staff Present:** Anthony Morris, Kasey Rasmussen, Amy Saxe-Eyler

2) **Visitors:** Mark Madsen, Steve Ulvi, Alan Roochvarg, Lynn Weber Roochvarg

3) **Public Access:**

Steve Ulvi: Mr. Ulvi expressed his interest in observing the board's work on the building project. Barbra thanked Steve for his attendance and his input since the public forum.

Alan Roochvarg: Mr. Roochvarg spoke about his interest in the building project. He and Lynn Weber Roochvarg attended this meeting to keep up to date with the project.

4) **Agenda Approval:**

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

5) **New Business:**

### Introduction: Purpose of Meeting

Barbara reviewed the agenda. The board agreed to use this meeting as a session to discuss the topics in the agenda and lay the groundwork for later decision making.

### Scope of New Library

#### **Size/Cost**

The board discussed square footage and phasing options for the new building. The updated cost estimates for 12,000 sq. ft., 13,000 sq. ft., and 15,000 sq. ft. facilities provided by OCMI were reviewed. Mark Madsen provided insight into the decisions behind the square footage options proposed earlier in the project.

Discussion was held on cost-cutting options such as delaying landscaping to a later phase.

The board discussed the areas of the library that the board has aimed to expand: collections space, staff space, meeting spaces, and separated teen/children's spaces.

Mr. Ulvi shared his experience in public project planning and emphasized the need for graphics to compare space requirements for the different programmatic elements in the building. Discussion followed about the need for the board to make decisions on certain building elements (i.e. staff space, restroom space, etc.) as fixed requirements. The board brainstormed possibilities for graphics to present at the next public meeting.

The board reviewed goals for the next public meeting.

**ACTION ITEM:** Anthony will reach out to OCMI for a version of the cost estimates with corrected dates and headings.

**ACTION ITEM:** Compile a list of current square footage devoted to these spaces.

**ACTION ITEM:** Paul will prepare a data visualization idea for use at the next public meeting. He will present it to the board at the August 8, 2023 regular meeting.

## **Funding**

The board reviewed previous decisions on the project funding formula. The board will continue to move forward with the revised funding formula (\$10 million from private fundraising, \$2 million from grants, and \$6-8 million from a bond) as agreed to at the April 11, 2023 regular meeting.

Mark updated the board on the current fundraising target, set with the San Juan Island Community Foundation (SJICF), of \$2 million over the next 12 months in order to demonstrate project viability and begin reimbursement for the Washington State Department of Commerce Library Capital Improvement Program (LCIP) grant, as will be required by the grant contract. Mark and Barbara updated the board on the MOU revision process with the SJICF.

**ACTION ITEM:** Give the SJICF the updated OCMI cost estimates, minutes from this meeting, a summary of what the costs detail, and reiteration of \$10 million goal for private philanthropy. Barbara will let them know that the board needs the revised MOU concluded and ready for signature in advance of the September 12, 2023 regular meeting.

## **Affordable Housing**

Karen and Barbara updated the board on their activities as the Affordable Housing Committee. After consulting with MRSC for guidance on statutory standards and with the Library's attorney, David Doughman, the committee recommends the sale of the back portion of the property for an affordable housing project rather than a long-term lease. Barbara and Karen also reported that they have been approached by the San Juan Community Home Trust with interest in an affordable housing project on that portion of the property.

**ACTION ITEM:** The Affordable Housing Committee will update the board on their meeting with the Home Trust and further legal advice from David Doughman at the August 8, 2023 regular meeting.

## **Disposition of Old Property**

Discussion was held regarding the use of funds from the sale of the current property. Karen consulted with MRSC on the issue and confirmed that the proceeds from the sale of the current property can be used for funding the operations budget, although we will need our attorney to confirm. The board discussed questions, brought up at the public forum, over why the proceeds from the sale of the current property have not been included in the project budget and the need to clarify the reasoning behind that decision to the public— the reasoning being that the current property cannot be sold until the new building is completed and occupied, and that we cannot predict what the proceeds from the sale will be years ahead of time.

The board discussed the two options for use of the proceeds from selling the current property: reduce the bond or delay the operational levy lid lift. The board confirmed that a decision on those options cannot be made at this time, following the principle that the current board should not make decisions binding future boards, although the possibilities can be considered now and discussed with the public.

**Lunch break at 12:02 pm. Meeting reconvened at 12:45 pm.**

## **Plans for the Future**

### **Public Design Process & Committee**

The board reviewed the Community Engagement Process document that Fivedot provided. Anthony shared Laurie's summary of her conversation with Fivedot regarding the formation and function of a Fivedot-facilitated steering committee, focused on guiding the community-design process.

Boyd recommended the board form a steering committee, chaired by a board member and perhaps co-chaired by a member of the public. The committee would help facilitate community meetings and gather community feedback, that

the board would use to inform their decisions. The board agreed on forming a 7-8 member committee. The board discussed how to recruit and select members. Boyd will chair the committee and Karen will join as the second board member. The committee will be called the Community Advisory Committee.

**ACTION ITEM:** Boyd and Anthony will reach out to Fivedot and ask for more specific information on the process of forming the committee. They will report on their conversation at the August 8, 2023 regular meeting.

## **Public Information & Library's Commitments**

The board discussed an information board to be displayed in the Library, and a parallel social media campaign and/or website.

Discussion was held about the structure of the social media outreach and who will be responsible for it. The board agreed that Library staff cannot be responsible for the social media campaign, although they may be able to share some content for use on social media. The board discussed the financial capacity to hire a communications staff person to be in charge of the social media campaign. They agreed that for now, they should look for a social-media-savvy member of the community to volunteer to fill this role, in the interest of establishing a social media presence as soon as possible. The board discussed the importance of maintaining a steady content supply on social media. Mark volunteered to help get the social media campaign started on the technical end, but noted that content will need to be provided. Mark also noted that because we are not in an election period, the restriction that the Library's social media cannot be used for building project campaigning no longer applies. The board discussed asking Fivedot for input on how they recommend coordinating social media messages with the community design process.

The board discussed the need for a physical presence of building project information in the library, in addition to the social media presence.

The first physical display will include the following information:

- Summary of June 27 Public Forum
- List of "Library Commitments"
- Date of the next public meeting

Boyd recommended the board form a Public Relations (PR) Committee to oversee the social media and physical information presentations. The committee will include one or two board members and interested community members. Becki will chair the PR Committee. Anthony will serve as staff liaison for the PR Committee.

**ACTION ITEM:** The board will ask Laurie for the list of community members who have reached out to her with interest in joining the PR Committee.

**ACTION ITEM:** Mark, Becki, and Boyd will reach out to community members with an interest in graphic design and gauge their interest in joining the PR Committee.

### **New Library Staffing**

Discussion was held on the need for a building design that will not require increased staffing. The staffing issue cannot be addressed until there is a design to consider. The board discussed the staffing issue as a good example of the interaction of the project budget and the future levy lid lift, and explored how to communicate these funding needs to the public.

### **Campaign & Funding Discussion**

The board discussed the operational levy lid lift and bond campaign timing. Discussion was held on the importance of communicating to the public how libraries are usually funded and how the board is planning on funding the library for the next 10 years. Mark noted common misperceptions about levies and the need to clarify how they work for the public.

The board briefly discussed options if going out for a bond is not possible. The board agreed to defer further fundraising discussion to the August 8, 2023 regular meeting.

Amy Saxe-Eyler joined the meeting and reported on her work with the SJICF.

### **Next Steps**

#### **Schedule of Public Meetings**

The board agreed to move forward with planning the next public meeting. The meeting is tentatively planned to be held on September 13<sup>th</sup>, at 7pm. The board agreed on the following items to cover in that meeting:

- Educate the public on the need to move to a new building
- Educate the public on the requirements and restrictions for public construction
- Community priorities using data visualization to compare the size of building elements (i.e. meeting room space, collections space, etc.)

**ACTION ITEM:** Boyd, Karen, and Anthony will meet later in August to prepare for the September public meeting.

### Schedule of Board Decision Making


The next public meeting is planned to take place on September 13, 2023.

Board discussed what is necessary in terms of deciding on the size of the new building. The board agreed that a decision cannot be made until there is more public input. The aim of the next public meeting will be to solicit the necessary feedback; the board will decide on a target square footage after that meeting.

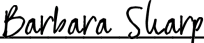
#### 6) Adjournment:

**MSC** Karen Vedder moved and Boyd Pratt seconded to adjourn the meeting at 2:52 pm. Carried.

Respectfully submitted:

DocuSigned by:  
  
Board Secretary

Approved:

DocuSigned by:  
  
Board President

July 28<sup>th</sup>, 2023