

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Hybrid & via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
August 8th, 2023

1) Call to Order: President Barbara Sharp called the meeting to order at 3:01 pm.

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

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

FOL Present: Valdi Bjarnason, FOL Board Director

2) Visitors: Mark Madsen

3) Public Access: none

4) Agenda Approval:

MSC Boyd Pratt moved and Karen Vedder seconded to amend item 10 c) to "Affordable Housing Committee Report." Carried.

MSC Paul Peterson moved and Becki Day seconded to accept the agenda as amended. Carried.

5) Minutes

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

MSC Boyd Pratt moved and Karen Vedder seconded to approve the minutes of the **July 11th, 2023** regular meeting as submitted. Carried.

b) Approval of Board Minutes of July 28th, 2023 Special Meeting:

MSC Karen Vedder moved and Becki Day seconded to approve the minutes of the **July 28th, 2023** special meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Boyd Pratt, Wednesday, September 6th, 2023, 4 to 6 pm, via Zoom.

FOL Board Director Valdi Bjarnason reported:

- The FOL board was introduced to Anthony at the August 2nd meeting.
- The board had arranged for Discover Books to pick up surplus books from the storage barn on July 29th. The pickup was canceled due to restructure and relocation of Discover Books.

- The FOL board is preparing for the August 12th Summer Book Sale.
- The FOL board discussed Library trustees attending the Book Sale.

7) Approval of Bills:

The Consent Agenda included the following:

Bills dated July 10, 2023 in the amount of \$28,842.83.

Bills dated July 10, 2023 in the amount of \$873.54.

Bills dated July 24, 2023 in the amount of \$20,097.36.

Bills dated July 24, 2023 in the amount of \$1,868.97.

Bills dated July 31, 2023 in the amount of \$13,722.78.

The board clarified that the second page of the Expense Claims Transmittals & Payroll packet was in the document in error and should be removed.

MSC Paul Peterson moved and Boyd Pratt seconded to accept the consent agenda for Expense Claims Transmittals as amended. Carried.

8) Payroll

MSC Paul Peterson moved and Boyd Pratt seconded to affirm the **July 2023 Payroll** dated July 25th, 2023 in the amount of \$85,204.94. Carried.

9) Reports

a) Director Report (Laurie Orton)

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

- Guard Electric replaced emergency exit lights throughout the building.
- Laurie will be on vacation the rest of the week through next Tuesday.
- Laurie discussed terms from the Library Capital Improvement Program (LCIP) contracting papers regarding documenting funds and demonstrating project viability before receiving reimbursement. She will discuss details with Amy and Cathy Brockmann, the LCIP Program Manager.

b) Assistant Director Report (Anthony Morris)

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

- Anthony reviewed his first couple of weeks at the Library. He has spent time meeting with staff members and training.
- Anthony commended the Adult Services team on all their work and their many programs.
- Boyd thanked Anthony for stepping in in Laurie's absence at their meeting with Fivedot.

c) Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

d) Development Director Report (Amy Saxe-Eyler)

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

- Amy will be at the FOL Book Sale on Saturday and has some speaking points prepared.
- Amy will be at the fair two full days. She will be meeting with Laurie and Anthony about messaging prior to that.
- Amy has been working with a fundraising professional who does free consulting. She and Barbara will have a joint meeting with this professional later in the month.
- Barbara noted that she will send her letter to SJICF about the MOU revision on Monday, August 21st. She forwarded the revised OCMI construction cost estimate updates to them last week.
- Boyd noted that he attended the SJICF Cornerstone social event.

e) IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- Boyd commented that the circulation statistics show that physical books still have an important place in our library.
- Karen and Barbara noted the door count and how the numbers have been increasing steadily over the course of the year.

f) Financial Report (Heather Dima)

Heather's written report was noted.

- Laurie answered questions about the financial report.
- Laurie explained the recent change in the OCLC billing model.

10) New Business

a) Project Planning Debrief/Next Steps

- Anthony and Boyd met with Fivedot after the July 28, 2023 special meeting. Boyd reviewed their meeting and the timeline Fivedot proposed. He clarified the purpose of the steering/advisory committee, and selection of the committee members, after consultation with Fivedot.
- Boyd recommended not going ahead with the September 13th public meeting as planned at the special meeting after discussing the timeline with Fivedot. The board agreed.

b) Fivedot Proposal

- The board reviewed the Fivedot proposal. Discussion followed.
- Boyd noted that Fivedot emphasized at their meeting the importance of finding committee members willing to be part of the steering committee through the end of the project.

- The board discussed how they would find, approach, and select committee members.
- The board discussed the fee for Fivedot's services and the Library's procurement policy. The board agreed to discuss with Fivedot the possibility of signing contracts for two phases (Step 1 and Step 2, as outlined in the Fivedot proposal). Karen and Laurie will discuss the procurement policy specifics with David Doughman, the Library's attorney. Amy will look into the possibility of private fundraising for the Fivedot fee.
- The board discussed the creation of fact sheets, talking points, etc. and the need to educate the steering committee on the history of the project so that the committee can be effective. Mark encouraged everyone to reread the 2018 *Building Condition Assessment & Feasibility Study*, prepared by SHKS Architects, in preparation.

MSC Boyd Pratt moved and Paul Peterson seconded to authorize Laurie to engage with Fivedot in terms of a contract not to exceed \$35,000, pending Laurie's discussion with David. Carried.

c) Affordable Housing Committee Report

- Karen and Barbara shared their report. Following discussion with MRSC and attorney David Doughman about the legalities involved in using a portion of the Spring St. property for affordable housing, they do not recommend leasing as an option. Instead, they recommend portioning out a part of the property and selling it.
- Karen reviewed the rules and restrictions regarding the transfer, lease, or disposal of public property for affordable housing per RCW 39.33.015.
- Barbara explained that in order to sell a portion of the property the District would need to provide public notice and a hearing on the intent to sell, but would not be required to engage in a public bidding process. The board would also need to create and set official policy on regulating the disposition of property for public benefit purposes.
- The board discussed the property's current zoning and the requirement for a change in zoning if a portion of the property was sold. Discussion would need to be held with the Town Planning Commission.
- Barbara clarified that private owners/landlords may restrict rentals based on income thresholds, but may not consider source of income in their determinations, meaning rentals restricted to local employees by private developers would not be allowed.
- Boyd noted that we cannot sell a portion of the Spring St. property until it is fully paid off.
- Karen and Barbara will reschedule their meeting with the Home Trust after the Fair.

d) Trustee Outreach at FOL Book Sale August 12

- Barbara reported that the FOL board would like to have the trustees doing outreach at the Book Sale. Board members assigned themselves shifts at the Book Sale.

e) Trustees at County Fair

- Laurie noted that there won't be a building project emphasis as part of the Library's booth, as was previously planned. Board members signed up for a few shifts over the course of the Fair.

f) Surplus Art

- The Art Committee cleaned out the server room art storage as it was getting crowded. They returned some pieces to the artists and disposed of some damaged items. Laurie shared a list of the artwork selected as surplus with the board. The Committee will give the remaining surplus art to the FOL who may sell or auction items, and created a list with suggested minimum bids.
- Laurie will proceed with declaring the art pieces as surplus as the total amount is less than required for board approval (under \$1000).

11) Old Business

a) Committee Updates

- Lessons Learned
 - No updates at this time.
- Private Fundraising
 - Updates discussed as part of agenda item 9 d).
- Bond Payoff
 - Laurie reported that we have not heard back from McLarens about the estimated insurance payment comparison with Røen's estimate yet. They report that they are still working on the comparison in response to our letter claiming violation of the Insurance Fair Conduct Act (IFCA) and contested our claims.
 - The board discussed the possibility for arbitration as mentioned in our letter to McLarens. Laurie will get more information from Susannah about this option.

Adjournment

MSC Paul Peterson moved and Karen Vedder seconded to adjourn the meeting at 4:56 pm. Carried.


Respectfully submitted:

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Board Secretary

Approved:

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Board President