

## **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))

October 10<sup>th</sup>, 2023

**1) Call to Order:** President Barbara Sharp called the meeting to order at 3:04 pm.

**Members Present:** Barbara Sharp, Becki Day, Karen Vedder

**Staff Present:** Laurie Orton, Anthony Morris, Heather Dima, Kasey Rasmussen

**FOL Present:** Valdi Bjarnason, FOL Board Vice President

**2) Visitors:** Mark Madsen

**3) Public Access:** none

### **4) Agenda Approval**

Item 11 d) Levy Lid Lift and item 11 e) Director Review were added to New Business. Item 5 a) was removed from the agenda.

**MSC** Karen Vedder moved and Becki Day seconded to accept the changes to the agenda. Carried.

**MSC** Becki Day moved and Karen Vedder seconded to adopt the agenda as amended. Carried.

### **5) Minutes**

- a) Approval of the **September 12<sup>th</sup>, 2023** regular meeting minutes was postponed to the November 14<sup>th</sup>, 2023 regular meeting to ensure a quorum of board members present at the September meeting.

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

Delegate to next FOL meeting: Barbara Sharp, Wednesday, November 1<sup>st</sup>, 2023, 4 to 6 pm, via Zoom.

FOL Board Director Valdi Bjarnason reported:

- National Friends of Libraries Week is October 15<sup>th</sup>-21<sup>st</sup>.
- The FOL board is working on an early bird FOL membership push. They are considering a gift certificate raffle as a reward.
- Volunteers are working hard on reorganizing the Book Palace after the Summer Book Sale.

## 7) Approval of Bills

The Consent Agenda included the following:

Bills dated September 4, 2023 in the amount of \$2,566.49.

Bills dated September 4, 2023 in the amount of \$1,627.58.

Bills dated September 18, 2023 in the amount of \$30,497.75.

Bills dated September 18, 2023 in the amount of \$2,644.79.

Bills dated September 30, 2023 in the amount of \$13,526.13.

**MSC** Becki Day moved and Karen Vedder seconded to accept the consent agenda for Expense Claims Transmittals as submitted. Carried.

## 8) Payroll

**MSC** Karen Vedder moved and Becki Day seconded to affirm the **September 2023 Payroll** dated September 25<sup>th</sup>, 2023 in the amount of \$86,035.32. Carried.

## 9) Reports

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

Laurie's written report was noted.

### **Assistant Director/Adult Services Manager Report (Anthony Morris)**

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

- Anthony shared that we've had positive feedback on the 2022 Newsletter and Annual Report from patrons.

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

Melina's written report was noted.

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

- Laurie shared that Amy will be resigning. Her final day is yet to be decided.

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

Floyd's written report was noted.

- Karen asked a clarifying question about the direction of the current website. Anthony reported that we are updating and improving on what we have in-house rather than engaging an outside vendor to create an entirely new website. The current focus is on making organizational changes and improving ease of use and navigation.

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

Heather's written report was noted.

## 10) Public Hearing

### a) 2023 Final Budget Amendments/Resolution

- Barbara Sharp declared the Public Hearing open at 3:18pm.
- Laurie reviewed the updated 2023 budget draft and answered questions from the board.
- Barbara Sharp declared the Public Hearing closed at 4:22pm.

**MSC** Karen Vedder moved and Becki Day seconded to accept Resolution #1-2023 Amending the 2023 Budget. Carried.

## 11) New Business

### a) 2024 Draft Budget

- Laurie shared the 2024 draft budget and discussed the changes with the board. Multiple versions were presented, each with a different COLA. The drafts include possible new positions in the circulation department. Laurie recommended offering at least a 5% COLA, which would require drawing down more from the general reserves.
- The board discussed strategies to fund the project budget.
- Laurie will continue work on the 2024 draft budget.

### b) Allied8 and SiteWorkshop Contracts

- Laurie shared the completed Allied8 and SiteWorkshop contracts. The board agreed not to direct Laurie to sign the contracts in consideration of the budget discussion.

### c) Fivedot Considerations and Steering Committee

- Anthony and Laurie met with Fivedot representatives and worked on a job description for members of the Steering Committee. The board reviewed the draft job description.
- Laurie will contact Fivedot to discuss putting the contract on hold.

### d) Levy Lid Lift

- The board agreed on the need to prioritize a levy lid lift in 2024.
- The board will hold a special meeting on October 25<sup>th</sup>, 2023 for a Budget Work and Planning session. The meeting will be held in the Library meeting room at 9am. The board will discuss a plan for a levy lid lift and plans for the building project and the 2024 budget.

### e) Director's Review


- In consideration of staff and board feedback last year, Becki proposed moving the Director's Review to November rather than December. The board agreed on the new timeline. Becki will provide paper copies to all staff.

- Review forms will be distributed the first week of November, and will be due mid-November.

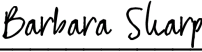
**Adjournment**

**MSC** Becki Day moved and Karen Vedder seconded to adjourn the meeting at 4:42 pm. Carried.

Respectfully submitted:

DocuSigned by:  
  
B19F218019F64C0...  
Board Secretary

Approved:

DocuSigned by:  
  
88AF79B6B00E467...  
Board President