

## **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))  
September 12<sup>th</sup>, 2023

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

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

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

**FOL Present:** Nina VanLund, FOL Board Director

**2) Visitors:** Mark Madsen

**3) Public Access:** none

### **4) Agenda Approval**

Added item **11 a) Consultant Proposals** to New Business.

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

### **5) Minutes**

#### **a) Approval of Board Minutes of August 8th, 2023 Regular Meeting:**

**MSC** Boyd Pratt moved and Becki Day seconded to approve the minutes of the **August 8<sup>th</sup>, 2023** regular meeting as submitted. Carried.

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

Delegate to next FOL meeting: Becki Day, Wednesday, October 4<sup>th</sup>, 2023, 4 to 6 pm, via Zoom.

FOL Board Director Nina VanLund reported:

- FOL Treasurer Judy Bentzen reported earnings of approximately \$600 from the three farmers market booths this summer, as well as approximately \$2675 earned at the August Book Sale.
- FOL board members are working on transferring funds from the FOL checking account into higher-earning CDs at Wells Fargo Bank.
- The early membership drive will take place October 1<sup>st</sup> through December 1<sup>st</sup>.
- FOL board members are meeting with a volunteer about the FOL website project and exploring an option for online membership renewal.

- The FOL board held discussion evaluating their ability to keep selling used books as part of their fundraising mission. They are having trouble with the lack of vendors available to pick up excess books from the Book Palace and storage barn. Discussion was held on other potential fundraising options if they move away from selling books.
- The board discussed holding an auction for the Library's surplus art.
- Margaret Barker will organize a gift-wrapping service in the Main Salon in December.
- The Holiday Silent Auction will take place December 2<sup>nd</sup> through 9<sup>th</sup>.

## 7) Approval of Bills

The Consent Agenda included the following:

Bills dated August 7, 2023 in the amount of \$16,164.62.

Bills dated August 7, 2023 in the amount of \$1,113.11.

Bills dated August 21, 2023 in the amount of \$40,266.24.

Bills dated August 21, 2023 in the amount of \$47,716.56.

Bills dated August 31, 2023 in the amount of \$14,961.16.

**MSC** Becki Day moved and Boyd Pratt seconded to accept the Consent Agenda for Expense Claims Transmittals as submitted. Carried

## 8) Payroll

**MSC** Becki Day moved and Boyd Pratt seconded to affirm the **August 2023 Payroll** dated August 24<sup>th</sup>, 2023 in the amount of \$93,030.17. Carried.

## 9) Reports

### a) Director Report (Laurie Orton)

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

- Laurie included the MKA Insurance estimate in her report to discuss as part of agenda item 10 c).
- Laurie shared with the board a list of suggested community member names (gathered from various sources) to consider inviting to apply for the Steering Committee. She is accepting other suggestions.
- Laurie noted that she will explore our attorney's recommended firm to take over as legal counsel next year.

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

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

- It is Wendy's last week at the Library. Her position is posted. Board members emphasized their appreciation for Wendy's work in her time at the Library.
- The 2023 newsletter will be in the mail soon.

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

Melina's written report was noted.

- The board commented on the return to robust youth programming as the school year starts.

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

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

- The first development newsletter was sent to adult patrons. Development newsletters will continue going out quarterly. She received positive feedback from patrons on the community engagement meetings following the newsletter distribution.
- Melina and Amy are working together on a new grant opportunity for purchasing children's media.
- Amy hosted a meeting with Sara Elward, a fundraising professional. Sara shared her experience in fundraising and fundraising best practices. She noted the importance of starting with the inner circles of an organization, for example board members and staff, for fundraising support.

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

Floyd's written report was noted.

- Barbara noted another increase in physical books checked out.

**f) Financial Report (Heather Dima)**

Heather's written report was noted.

**10) Old Business**

**a) Dept. of Commerce Grant Contract**

- Laurie and Amy reviewed the grant contract in detail. According to the terms of the contract, we cannot seek reimbursement until the Library has all funds in hand to complete the project. This means we will not receive the grant funds until nearer to the end of the project than originally expected.
- Visitor Mark Madsen and the board discussed keeping in touch with our legislative delegation to communicate where we are in terms of using the grant for the project.
- Boyd noted that despite the difficulty in negotiating the logistics of the grant, it remains an important asset for the building project.

**b) SJICF MOU**

- The board discussed the San Juan Island Community Foundation's (SJICF) proposed changes to the MOU and how to move forward in a way that would allow the Library to continue its fundraising efforts.
- Barbara will draft a letter to the SJICF board with Boyd and Mark. If the MOU is dissolved, the Library would still maintain its project account with the SJICF and deposit donations there.

**c) Bond Payoff Update**

- Laurie reviewed the latest insurance payout estimate from MKA International in comparison to the Røen estimate. The updated MKA estimate increased from the previous estimate of \$1.1 million to \$1.7 million. Negotiations on the final figure continue.

**11) New Business**

**a) Consultant Proposals**

- The board discussed the new proposals from Fivedot, which split the original proposal into two separate phases. The information in the proposals remains the same, except for a slightly adjusted timeline. The proposals from Allied8 and Site Workshop were also discussed.
- Laurie is waiting on final word from our attorney before entering into contract with Fivedot for the two sequential proposals, per the board decision at the August 8<sup>th</sup>, 2023 regular meeting.
- Laurie will ask Allied8 for explicit language allowing use of architectural documents for PR and fundraising to be added to the agreement.
- The board discussed the financial feasibility of this planning process and fundraising possibilities.

**b) Disability Hiring Request**

- Laurie was approached by Sherwood Community Services, an organization that provides employment placement services to adults with disabilities, about a client of theirs seeking a job at the Library. Laurie let them know that the job duties the client requested are already performed by volunteers and we didn't have it in our approved budget to create a new position.
- Barbara explained that since the job requested was not an existing and open position and reasonable accommodation does not include creating a new job, the Library remains in compliance with the ADA.
- Laurie will review our hiring policies to ensure they reflect compliance with the ADA.

**c) K-9 Search Requests**

- Laurie received two requests to use the Spring St. property for K-9 search training. One request was from a non-profit organization and one was from a business.
- The board discussed appropriate use of Library property and agreed that non-profit use was acceptable, but private business use was not.

- Laurie will work with the non-profit to ensure they have the required liability insurance and a written agreement with the Library.

**d) Sara Elward Fundraising Debrief**

- Discussed as part of agenda item 9 d). Amy gave a brief overview of the visit and insights from the meeting.


**e) 2023 Draft Budget Amendments**

- Laurie presented the 2023 Draft Budget Amendments for the Operating Fund and the Project Fund. Laurie reviewed each change and answered questions from the board. The final version will be presented at the October 10<sup>th</sup>, 2023 regular meeting after Laurie has received input from the board and staff members.
- The board discussed fundraising needs for the Project Fund.

**Adjournment**

**MSC** Boyd Pratt moved and Becki Day seconded to adjourn the meeting at 5:20 pm. Carried.


Respectfully submitted:

DocuSigned by:  
  
B19F216619F84C0...

---

Board Secretary

Approved:

DocuSigned by:  
  
88AE79B5B00E467

---

Board President