

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

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

November 14th, 2023

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

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

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

FOL Present: Stan Mayhew, FOL Board President

2) Visitors: Mark Madsen, Cynthia Todd

3) Public Access: none

4) Agenda Approval:

Added item 11 e) Director Evaluation to Old Business. Added item 12 c) K9 Agreement to New Business. Corrected item 5 a) Approval of Board Minutes of September 13th, 2023 Regular Meeting to 5 a) Approval of Board Minutes of September 12th, 2023 Regular Meeting.

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

5) Minutes

a) Approval of Board Minutes of September 12th, 2023 Regular Meeting:

MSC Becki Day moved and Karen Vedder seconded to approve the minutes of the **September 12th, 2023** regular meeting as submitted. Carried. Karen Vedder abstained due to her absence at the September 12th meeting.

b) Approval of Board Minutes of October 10th, 2023 Regular Meeting:

MSC Karen Vedder moved and Becki Day seconded to approve the minutes of the **October 10th, 2023** regular meeting as submitted. Carried. Boyd Pratt abstained due to his absence at the October 10th meeting.

c) Approval of Board Minutes of October 25th, 2023 Special Meeting:

MSC Boyd Pratt moved and Karen Vedder seconded to approve the minutes of the **October 25th, 2023** special meeting as submitted. Carried. Becki Day abstained due to her absence at the October 25th meeting.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Karen Vedder, Wednesday, December 6th, 2023, 4 to 6 pm, via Zoom.

FOL Board President Stan Mayhew reported:

- The new FOL website, sjlibfriends.org, is live.
- The early bird membership drive ends Nov. 30th, 2023.
- Multiple FOL holiday events are coming up in December, including:
 - Dec. 2nd: Holiday Sale in the Library Meeting Room
 - Dec. 2nd-9th: Holiday Silent Auction in the Main Salon
 - Dec. 11th-23rd: Gift Wrapping Service Fundraiser in the Main Salon

7) Approval of Bills:

The Consent Agenda included the following:

Bills dated October 2, 2023 in the amount of \$5,500.98.

Bills dated October 2, 2023 in the amount of \$3,676.76.

Bills dated October 16, 2023 in the amount of \$6,152.25.

Bills dated October 16, 2023 in the amount of \$25,087.16.

Bills dated September 30, 2023 in the amount of \$198.85.

Bills dated October 31, 2023 in the amount of \$13,525.95.

MSC Karen Vedder moved and Boyd Pratt seconded to accept the Consent Agenda for Expense Claims Transmittals as submitted. Carried.

8) Payroll

MSC Boyd Pratt moved and Becki Day seconded to affirm the **October 2023 Payroll** dated October 24th, 2023 in the amount of \$82,680.02. Carried.

9) Reports

a) Director Report (Laurie Orton)

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

- The staff organization structure was revised to redistribute supervisory duties.
- UltraTank Services removed the dilapidated heating oil tank at 660 Spring St.
- Laurie received a quote from RainShadow Consulting about removal and pruning of hazardous trees at 660 Spring St.

- Sara Jones, the Washington State Librarian, visited the Library in October and received a tour and visited with staff. We were able to express our thanks for Washington State Library programs and tech services support.

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

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

- Anthony answered questions about the NewsBank analysis included in his report. He pointed out that there was a noticeable increase in patron usage following recent website reorganization focused on highlighting online resources. The adult services team looks forward to analyzing the usage info to tune programs to community interests.
- Anthony shared that the Seattle Arts and Lectures event was very popular with patrons.

c) Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

d) IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- Barbara noted that public computer usage continues to rise.
- Board members discussed the Library's computer station capacity. Laurie noted that we are reaching capacity at the teen and children's computers when the kids are out of school, but the adult computers have room for more use.

e) Financial Report (Heather Dima)

Heather's written report was noted.

10) Public Hearing

Barbara Sharp declared the Public Hearing open at 3:26 pm.

a) Correction to 2023 Budget Amendments Resolution

- Formula errors were noted in the 2023 amended budget submitted to the County. The formula errors did not require an adjustment to the final budget figures. Attachment A has been corrected to fix the errors.

MSC Boyd Pratt moved and Karen Vedder seconded to approve Resolution #4-2023 Amending Attachment A for Amended 2023 Budget Resolution #1-2023 as submitted. Carried.

b) 2024 Final Budget Draft

- Laurie reviewed the 2024 budget final draft and answered questions. The 2024 budget includes a new grant for children's audio and video collections, new circulation positions, a new fundraising associate position, and a new grant-funded early learning associate position.

c) 2024 Levy Certification

- Laurie reviewed the 2024 Levy Certification from the County Assessor.

MSC Karen Vedder moved and Boyd Pratt seconded to authorize Laurie to sign the Levy Certification. Carried.

d) 2024 Ordinance Resolution

- Laurie reviewed the 2024 Ordinance Resolution.

MSC Boyd Pratt moved and Becki Day seconded to accept Resolution #2-2023 Ordinance Resolution as submitted. Carried.

e) 2024 Budget Resolution

- Laurie presented the 2024 Budget Resolution. A formula error was noted bringing the final Project Fund budget to \$1,828,690.00 after correction.

MSC Boyd Pratt moved and Becki Day seconded to accept Resolution #3-2023 2024 Library Budget as amended. Carried.

Barbara Sharp declared the Public Hearing closed at 4:14 pm.

11) Old Business

a) Asset Proceeds for Operations

- Barbara shared attorney David Doughman's response advising that proceeds from the sale of capital assets would be available for use for operating expenses, citing RCW 27.12.210, 27.12.240, and 27.12.060. He recommended that we revisit the question at the time such a sale would occur to confirm there have been no changes in the law that would affect this conclusion.

b) 2024 Planning/Timeline/Press Release

- Discussion was held on topics covered in the October 25th, 2023 special meeting.
- The board agreed to table a final decision on pursuing a levy lid lift in 2024 until the December 12th, 2023 regular meeting. Laurie will prepare an example levy lid lift timeline to present at that meeting.
- Laurie recommended we consider an updated compensation study as part of planning for a potential levy lid lift.

c) Consultants/Renderings

- Anthony and Laurie spoke to Fivedot and Allied8 about taking a step back in the building project process. Fivedot and Allied8 representatives shared suggestions on how to keep the public engaged with the building project during the pause and expressed interest in continuing to help us with the project.

- Laurie shared that we have had an offer from architects to do some renderings pro bono. The renderings would not include public input consideration like the design process with Fivedot and Allied8 would.

d) New Counsel

- Board members discussed engaging new counsel and reviewed the proposed engagement letter from Hillis Clark Martin & Peterson for the services of attorney Daniel S. Gottlieb through the end of 2024.
- The board noted that when considering new counsel, the Library requires expertise in administrative law, municipal law, familiarity with library policies, and experience working with libraries.

MSC Karen Vedder moved and Becki Day seconded to authorize Laurie to sign the agreement with Hillis Clark Martin & Peterson. Carried.

e) Director Evaluation

- The due date for the director evaluation has been extended to December 8th, 2023. Becki has sent the form to trustees for their review. She will send out the survey to staff following board input. Boyd will write the summary.

12) New Business

a) Updated Friends of the Library Agreement

- Laurie shared the updated Master Agreement between the Library and the FOL. Laurie presented the agreement to the FOL board at their November meeting and incorporated their proposed changes. The agreement has been reviewed by attorney David Doughman.

MSC Karen Vedder moved and Becki Day seconded to accept the Master Agreement between the San Juan Island Library District and the FOL. Carried.

b) Library Cards for the Unhoused

- Anthony presented a proposed policy creating limited access library cards for unhoused residents or other residents that are unable to verify their address. The new cards aim to increase access and positive service interactions and are in line with a growing trend in libraries across the country. The accounts will be limited to 3 items, and only print materials and DVDs.
- Anthony and Sue will prepare a policy for board approval at a future meeting.

c) K9 Agreement

- Laurie shared the final agreement, reviewed by attorney David Doughman, to allow the nonprofit SJI K9 Detection Club to use the Spring St. property for K9 scent training.

MSC Boyd Pratt moved and Karen Vedder seconded to accept the Real Property License Agreement between the San Juan Island Library District and the SJI K9 Detection Club. Carried.

Adjournment

MSC Boyd Pratt moved and Paul Peterson seconded to adjourn the meeting at 5:09 pm. Carried.

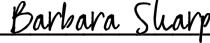
Respectfully submitted:

DocuSigned by:

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Board Secretary

Approved:

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Board President