

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
July 13, 2021

Members Present: Becki Day, Barry Jacobson, Mark Madsen, Barbara Sharp, Karen Vedder

Staff Present: Floyd Bourne, Stephanie Mattox, Laurie Orton, Sue Vulgares

FOL Present: Don Hendrix, FOL board member

Guests: none

Visitors: none

Call to Order: President Barry Jacobson called the meeting to order at 3:05 pm.

Public Access: none

Agenda Approval:

MSC Mark Madsen moved and Barbara Sharp seconded to accept the agenda as submitted. Carried.

Approval of Board Minutes of June 8, 2021 regular meeting

MSC Mark Madsen moved and Karen Vedder seconded to approve the minutes of the June 8, 2021 regular meeting as submitted. Carried.

Friends of the Library (FOL)

Delegate to next FOL meeting: Mark Madsen, Wednesday, August 4, 2021, 4 to 6 pm, via Zoom.

FOL Board Director Don Hendrix reported:

- FOL board meeting occurred on July 7th by Zoom and they are doing well financially;
- Annual Meeting for members and the public will take place on Saturday, October 23rd; Stan Mayhew is looking for a speaker and the topic will be "Water on San Juan Island";
- Treasure Cove can now reopen and Louise Lelevich is looking for volunteers to staff it and getting inventory to sell;
- Louise will be moving to Longview, WA in September (August will be her last month with FOL) and she will be greatly missed by all;
- The FOL book sale will be on Saturday, August 14th in the front parking lot of the new Library site;
- Laurie will be reviewing and updating our policy regarding the Library accepting gifts after a development director is hired;
- Appreciative of Laurie's efforts to get a new garage door and a sink at the storage facility.

Approval of Bills:

MSC Mark Madsen moved and Karen Vedder seconded to approve the bills dated June 14, 2021 in the amount of \$15,475.51. Carried.

MSC Mark Madsen moved and Barbara Sharp seconded to approve the bills dated June 22, 2021 in the amount of \$8,617.42. Carried.

MSC Mark Madsen moved and Karen Vedder seconded to approve the bills dated June 25, 2021 in the amount of \$7,413.38. Carried.

MSC Mark Madsen moved and Barbara Sharp seconded to approve the bills dated July 12, 2021 in the amount of \$20,805.08. Carried.

MSC Barbara Sharp moved and Mark Madsen seconded to affirm the **June 2021 Payroll** dated June 23, 2021 in the amount of \$89,370.18. Carried.

REPORTS

Staff Member Visit

Laurie introduced Stephanie Mattox, the new Cataloger & Collections Specialist. Stephanie has worked for the Library as a substitute for 15 years. She is now working 32 hours per week doing collection development for adult fiction & adult nonfiction and is the cataloger for all adult materials. She has received excellent training from Jenni and Heidi and thanks them for setting her up well for this new role. Stephanie is loving her new position and enjoys learning the intricacies of what happens to make it all work behind the scenes.

Director Report (Laurie Orton)

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

- Is on vacation from 7/12/21-7/23/21;
- Attended the San Juan Island Community Foundation Cornerstone Event on 7/10/2021 where she spoke on behalf of the Library about the new building project and received lots of positive feedback; was assured that the Foundation Board is fully behind us;
- Carrie's position has been split into two jobs - Bookkeeper and Administrative Manager; the positions have been advertised in several places and will go out in our eblast this week;
- Has been working on getting someone to do payroll for us; in the interim Floyd will be working with Michelle Novak (Payroll Manager) at the County to do the July payroll and the L&I quarterly report; she is appreciative of his help with this;
- The County would like us to switch to Eden for our payroll and she will give this another look and consider it for August;
- We can have in person meetings if the option to attend remotely is still offered (until the Open Public Meetings Act Proclamation is rescinded);
- Guests staying at Discovery Inn are still placing garbage in our recycling bin despite efforts to secure it with chains;
- The Spring Street water bill has improved now that the leak is fixed; it will still be higher in the summer months due to increased usage for watering for the plants.

Assistant Director/Adult Services Manager Report (Rowan Buckton)

Rowan’s written report was noted.

Youth Services Manager Report (Melina Lagios)

Melina’s written report was noted. The Board commented on how impressed they have been with all of Elizabeth and Melina’s Summer Reading Program outreach efforts. Laurie added that they make a really good team and that Elizabeth has been a great addition to our staff.

IT Administrator Report (Floyd Bourne)

Floyd’s written report was noted.

Financial Report

No bookkeeper to produce financial report this month.

NEW BUSINESS

Resolution #4-2021 – Appointing Auditing Officers

The auditing officers need to be updated.

MSC Karen Vedder moved and Barbara seconded to approve Resolution #4-2021 naming Laurie Orton and Rowan Buckton as auditing officers. Carried.

Sculpture Donation

- A Library patron would like to donate a Tom Small sculpture titled “Mother and Child” to the Library;
- It is made out of stone and is approximately 6-7 feet tall;
- The art committee wholeheartedly approved recommending it to the BOT to accept for the Library;
- Alan & Lynn Weber-Roochvarg have offered to be caretakers for this sculpture until the new building is ready.

MSC Mark Madsen moved and Barbara Sharp seconded to approve the Art Committee’s recommendation to accept the Tom Small sculpture donation.

ADJOURNMENT


MSC Karen Vedder moved and Barbara Sharp seconded to adjourn the meeting at 3:52 pm. Carried.

Respectfully submitted:

DocuSigned by:

 Board Secretary

Approved:

DocuSigned by:

 Board President