

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

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

December 12th, 2023

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

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

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

FOL Present: none

2) Visitors: Mark Madsen

3) Public Access: none

4) Agenda Approval:

Item 12) Executive Session moved to January 9, 2023 meeting.

MSC Karen Vedder moved and Boyd Pratt seconded to postpone item 12) Executive Session to the January 9, 2023 regular meeting. Carried.

Item 9 e) Financial Report removed.

MSC Boyd Pratt moved and Karen Vedder seconded to strike item 9 e) Financial Report from the agenda. Carried.

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

5) Approval of Board Minutes of November 14th, 2023 Regular Meeting:

MSC Boyd Pratt moved and Karen Vedder seconded to approve the minutes of the **November 14th, 2023** regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: none chosen, Wednesday, January 3rd, 2024, 4 to 6 pm, via Zoom.

Karen and Laurie reported:

- At the December 6, 2023 meeting the FOL board discussed plans for managing funds from donations. Funds are currently in a short-term (5 month) CD. The FOL board asked for input from the Library board on

whether they should continue with short-term CDs or consider a long-term (12 month) CD. Board members discussed and recommended the FOL consider a long-term CD.

7) Consent Agenda

The Consent Agenda included the following:

Bills dated October 30, 2023 in the amount of \$8,034.86.

Bills dated October 30, 2023 in the amount of \$1,483.35.

Bills dated November 6, 2023 in the amount of \$13,990.84.

Bills dated November 6, 2023 in the amount of \$1,770.02.

Bills dated November 16, 2023 in the amount of \$545.06.

Bills dated November 16, 2023 in the amount of \$10,881.88.

Bills dated November 30, 2023 in the amount of \$14,969.81.

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

8) Payroll

MSC Karen Vedder moved and Boyd Pratt seconded to affirm the **November 2023 Payroll** dated November 16th, 2023 in the amount of \$83,077.61. Carried.

9) Reports

a) Director Report (Laurie Orton)

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

- Laurie reported that attorney Susannah Carr is working with OCMI on our rebuttal to the MKA report.
- Barbara expressed excitement for the upcoming extended weekend hours in 2024. Laurie explained how we are expecting to staff the extra hours with a rotation of regular staff.
- Laurie shared notes from Valdi's building status report for the 660 Spring St. property. He noted some leaks in the roof and requested we have a professional consultant take a look. Laurie will look into options.

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

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

- Anthony reported that the Volunteer Appreciation party on December 5th was a success.
- Anthony noted that we've posted new staff positions and are advertising them.

- Anthony shared his excitement for the variety of adult programming coming up next year.

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.

- Laurie answered questions about our past participation in the E-Rate program.
- Laurie noted that we were closed 4 days in November for holidays, which affects circulation statistics for that month.

10) New Business

a) Limited Access Account Policy

- Anthony presented the proposed changes to sections 4.1 and 4.2 of the Policy Manual. He answered questions about the changes and the proposed limited access accounts.
- Board members suggested the following edit to section 4.1.2. E.:

If an island resident is unable to provide full proof of address, they can be issued a library card which provides limited access to library materials until they can provide full information and are issued a full access library card. These residents still must provide their full written signature and are still responsible for all charges against it until the loss is reported. responsible until a loss of the card is reported.

MSC Boyd Pratt moved and Karen Vedder seconded to adopt the changes to section 4.1 of the Policy Manual as amended. Carried.

MSC Boyd Pratt moved and Karen Vedder seconded to adopt the changes to section 4.2 of the Policy Manual as proposed. Carried.

10) Old Business

a) 2024 Planning

- Discussion was held on the draft levy lid lift campaign timeline Laurie shared with the board.
- The board discussed potential campaign needs and strategies for communicating the Library's financial needs, in particular explaining the difference between the building project and the regular operational budget.
- Board members discussed holding a public meeting in early 2024 to communicate the plan regarding the building project pause and the levy lid lift. Anthony will start drafting a Q&A document to prepare for the meeting.
- Discussion was held regarding long-term funding plans. Laurie, Mark, and Paul will work on financial plans and projections.

MSC Paul Peterson moved and Boyd Pratt seconded to affirm that it is the current consensus of the Board of Trustees to plan to file for a levy lid lift in August 2024. Carried.

The board thanked Barbara and Boyd for their service as Board President and Board Secretary, respectively, in 2023.

Adjournment

MSC Karen Vedder moved and Boyd Pratt seconded to adjourn the meeting at 4:47 pm. Carried.

Respectfully submitted:

DocuSigned by:
Barbara Sharp
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Board Secretary

Approved:

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[Signature]
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Board President