

## **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))  
January 9<sup>th</sup>, 2024

**1) Call to Order:** President Boyd Pratt called the meeting to order at 3:00 pm.

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

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

**FOL Present:** Sue Stricker, FOL Board Director

**2) Visitors:** Mark Madsen, Cynthia Todd

**3) Public Access:** none

### **4) Agenda Approval:**

Item 12) Executive Session moved to January 23, 2024 special meeting.

**MSC** Barbara Sharp moved and Paul Peterson seconded to accept the agenda as amended. Carried.

### **5) Approval of Board Minutes of December 12th, 2023 Regular Meeting:**

**MSC** Barbara Sharp moved and Karen Vedder seconded to approve the minutes of the **December 12<sup>th</sup>, 2023** regular meeting as submitted. Carried.

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

Delegate to next FOL meeting: Barbara Sharp, Wednesday, February 7<sup>th</sup>, 2024, 4 to 6 pm, via Zoom.

FOL Board Director Sue Stricker reported:

- The FOL board will have a strategy meeting on January 15<sup>th</sup>, 2024 to discuss their 2024 action plan and activities.
- The December Holiday Auction brought in approximately \$5,400, an increase from last year.
- The Treasure Cove brought in approximately \$1,100 in December.
- Turnout for the wrapping service was lower than expected.
- The early Membership Drive was successful and brought in approximately \$2,000 more than in 2022.
- Board members have been dropping off excess books at a donation drop-box in Burlington when travelling off island.

### **7) Approval of Bills**

January 9<sup>th</sup>, 2024

The consent agenda included the following:

Bills dated December 1, 2023, in the amount of \$688.40.

Bills dated December 1, 2023 in the amount of \$4,094.79.

Bills dated December 18, 2023 in the amount of \$9,100.28.

Bills dated December 18, 2023 in the amount of \$53,703.92.

Bills dated December 31, 2023 in the amount of \$13,670.25.

**MSC** Karen Vedder moved and Barbara Sharp seconded to accept the Consent Agenda for Expense Claims Transmittals as submitted. Carried.

## 8) Payroll

**MSC** Barbara Sharp moved and Karen Vedder seconded to affirm the **December 2023 Payroll** dated December 20<sup>th</sup>, 2023 in the amount of \$84,328.75. Carried.

## 9) Reports

### a) Director Report (Laurie Orton)

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

- The end of year appeal that Amy sent out before her departure is going very well. We are still receiving donations.
- This past weekend was our first weekend with expanded hours on Saturday and Sunday. Patrons were excited and we received a lot of positive feedback.
- Susannah Carr's Spring Street property site visit was delayed. The visit is now planned for Thursday, January 18, 2024.
- Laurie answered questions from the board regarding volunteer hours at present compared to pre-Covid. Laurie reported that we have fewer volunteers than before because we have fewer volunteer duties, but noted that the volunteers we have are very consistent and experienced.

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

Anthony's written report was noted.

- Board members noted how well attended recent programs have been.

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

Melina's written report was noted. Laurie also noted:

- Melina and Elizabeth have gotten two new grants this past month, for children's audio and video collections and for the middle school book group.

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

Floyd's written report was noted.

**e) Financial Report (Heather Dima)**

Heather's written report was noted.

- Heather reported that she is still entering 2023 expenses, so the figures in the financial report included in the Board Report should be considered a draft. The 2023 fiscal year will be closed out on January 20, 2024.

**10) New Business**

**a) Board Appointments**

- For 2024, Boyd has assumed the seat of President, Karen will be Vice President, and Barbara will be Secretary.

**MSC** Paul Peterson moved and Karen Vedder seconded to recommend to the San Juan County Council that Boyd Pratt be approved for a full term from January 1, 2024 to December 31, 2028. Carried.

**b) Trustee Recruitment**

- Becki Day submitted her resignation from the Board of Trustees for personal reasons.
- Barbara Sharp and Paul Peterson volunteered for the trustee recruitment committee. The board authorized the committee to finalize the job description and advertise the position.

**c) Public Records Policy**

- Laurie reviewed the proposed public records policy included in the Board Report. The policy has been reviewed by our attorney. Laurie answered questions about records retention and management and public records requests.

**MSC** Barbara Sharp moved and Paul Peterson seconded to approve adding section 2.1.15 Public Records to the Policy Manual as proposed. Carried.

**11) Old Business**

**d) 2024 Levy Planning**

- Due to the audit, Laurie was unable to work on 2024 levy planning documents prior to this meeting. She will have the documents ready before the special meeting.

The board set a special meeting for discussion of 2024 levy planning and the director evaluation. The special meeting will take place 12:15-2pm in Library meeting room on Tuesday, January 23, 2024.

## Adjournment

**MSC** Barbara Sharp moved and Karen Vedder seconded to adjourn the meeting at 3:40 pm. Carried.

Respectfully submitted:

DocuSigned by:  
*Barbara Sharp*  
88AF79D5B00E467  
Board Secretary

Approved:

DocuSigned by:  
*[Signature]*  
B19F216619F84G0  
Board President