

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

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

February 13th, 2024

1) Call to Order: President Boyd Pratt called the meeting to order at 3:04 pm.

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

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

FOL Present: Valdi Bjarnason, FOL Board Vice President

2) Visitors: Paul Fischburg, Jim Goetz, Mark Madsen

3) Public Access: Jim Goetz and Paul Fischburg

Mr. Goetz and Mr. Fischburg introduced themselves. Both are members of the San Juan Island Home Trust Board; Mr. Goetz is their Board President. They attended this meeting to get acquainted with Library board members and learn about the Library. The Home Trust board has expressed interest in meeting with the Library about partnering to provide affordable housing in conjunction with the new library building at 660 Spring Street. Mr. Fischburg added that he has history with an affordable housing project as part of a library building in Seattle. Boyd thanked them for attending.

4) Agenda Approval:

MSC Barbara Sharp moved and Karen Vedder seconded to accept the agenda as submitted. Carried.

5) Minutes

a) Approval of Board Minutes of January 9th, 2024 Regular Meeting:

MSC Karen Vedder moved and Barbara Sharp seconded to approve the minutes of the **January 9th, 2024** regular meeting as submitted. Carried.

b) Approval of Board Minutes of January 23rd, 2024 Special Meeting

MSC Barbara Sharp moved and Karen Vedder seconded to approve the minutes of the **January 23rd, 2024** special meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Paul Peterson, Tuesday, March 5th, 2024, 4:15 to 5:45 pm, in the Library Meeting Room.

February 13th, 2024

FOL Board Vice President Valdi reported:

- The FOL board will host the Annual Membership Meeting on April 10th, 2024. They will host speaker D.C. Alexander, author of the new mystery novel *Friday Harbor*. The board also hopes to fill three board positions at the annual meeting.
- The FOL will hold a Mother's Day Basket Raffle along with a Jane Austen-themed Spring Tea at the Grange on May 11th, 2024.

7) Approval of Bills

The Consent Agenda included the following:

Bills dated January 2, 2024 in the amount of \$6,416.82.

Bills dated January 2, 2024 in the amount of \$1,545.40.

Bills dated January 8, 2024 in the amount of \$16,485.72.

Bills dated January 8, 2024 in the amount of \$1,050.17.

Bills dated January 8, 2024 in the amount of \$16,625.74.

Bills dated January 30, 2024 in the amount of \$25,332.91.

Bills dated January 30, 2024 in the amount of \$10,456.67.

Bills dated January 16, 2024 in the amount of \$164.44.

Bills dated January 31, 2024 in the amount of \$13,670.25.

MSC Barbara Sharp moved and Karen Vedder 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 **January 2024 Payroll** dated January 23rd, 2024 in the amount of \$80,265.75. Carried.

9) Reports

Director Report (Laurie Orton)

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

- Washington State SB 5770, which proposed increasing the 1% annual levy limit for local governments, will not be entertained this legislative session.

Assistant Director/Adult Services Manager Report (Anthony Morris)

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

- Gabriel Méndez, our new Outreach Coordinator, starts on February 21st.
- The Three for Me cards have shipped; Anthony is expecting an announcement about the cards and implementation in early March.
- Anthony answered questions about program policy changes.
- Anthony and board members noted many exciting adult programs coming up (including Boyd's upcoming Author Talk).

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- Board members noted that the January door count was up compared to the December and November counts, even with 3 days closed due to snow in January.

Financial Report (Heather Dima)

Heather's written report was noted.

10) Old Business

a) Trustee Recruitment

- Barbara and Paul have not yet received any trustee applications. Board members and Laurie have reached out to community members, but have not had anyone express interest in applying.

b) 2024 Levy Planning—timeline, financials, community input, community meeting, public campaign, FAQs, social media, FOL, resolution

- Mark summarized a range of possible levy lid lift financial scenarios from the report he produced. He used hypothetical budgets produced by Laurie, modeling 4%, 5%, and 6% expense growth every year over the next 10 years. This version of the report includes levy rates of 39.5 cents, 40 cents, and 41 cents. Currently our levy rate has declined to 27 cents. Mark and Paul will further refine the report and share updates at the next board meeting.
- The board will hold a special meeting on February 27th, 2024, to discuss further financial projections and decide on the levy rate to put on the ballot. The meeting will be held in the Library meeting room at 12:15pm.
- The board discussed potential dates and locations for community meetings. The first community meeting is tentatively planned for March 14th, 2024, pending location availability. Anthony is preparing a press announcement for the meeting.
- Anthony shared mockups of mailers, FAQs, levy information webpages, surveys, social media posts, flyers, and handouts. Board members shared feedback and suggestions.
- Discussion was held on strategies to recruit volunteers for the public campaign committee.

- Laurie will begin work with the Library's attorney on preparing the resolution and explanatory statements.

11) New Business

a) Fundraising Associate Position

- Laurie shared the draft job description for the new Fundraising Associate position. Laurie clarified that the main focus of this position is to develop fundraising for the current library and operations budget, not the new building project, although they may do some work on the building project.

b) Spring Street Fire Monitoring System

- Valdi gave the board a building status update for the 660 Spring Street property. He recommended that we cancel the fire monitoring system since the fire sprinkler system is already disconnected, resulting in a constant alarm going off. He also reported that there are various leaks in the roof, badly corroded pipes that are vulnerable to freezing, and mold growth. In consideration of these issues, Valdi recommended a professional building inspection. Laurie will look into options for an inspection.
- Laurie noted that we are not legally required to have a fire suppression system in an unoccupied building. The board approved Laurie to pursue removing the fire suppression system.
- Valdi also reported that he finds people camping inside the small white fence that surrounds the utilities equipment in the back of the main building. He recommends that the fence be removed.
- Valdi announced that he plans to retire from his position at the end of October this year.

c) Library Programs Policy / 3D Print Policy

- Laurie and Anthony presented the proposed changes to sections 5.6 and 5.6.2 of the Policy Manual. The board discussed the new policy language in section 5.6 and disaggregating section 5.6.2 to become the new section 5.13.

MSC Barbara Sharp moved and Karen Vedder seconded to adopt the changes to sections 5.6 and 5.13 of the Policy Manual as proposed. Carried.

d) Flexible Employees Policies

- Laurie presented the proposed changes to sections 1.05, 8.06, and 8.07 of the Policy Manual.

MSC Karen Vedder moved and Barbara Sharp seconded to adopt the changes to section 1.05 of the Policy Manual as proposed. Carried.

MSC Barbara Sharp moved and Karen Vedder seconded to adopt the changes to section 8.06 of the Policy Manual as proposed. Carried.

MSC Karen Vedder moved and Barbara Sharp seconded to adopt the changes to section 8.07 of the Policy Manual as proposed. Carried.

12) Executive Session RCW 42.30.110(1)(g)—To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee

MSC Karen Vedder moved and Barbara Sharp seconded to table agenda item 12) Executive Session until the February 27, 2024 special meeting. Carried.

Adjournment

MSC Barbara Sharp moved and Karen Vedder seconded to adjourn the meeting at 4:58 pm. Carried.

Respectfully submitted:

DocuSigned by:
Barbara Sharp
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Board Secretary

Approved:

DocuSigned by:
Karen Vedder
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Board President