

**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))

May 14<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, John Aschoff, Kyle Loring

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

**FOL Present:** none

**2) Visitors:** Susannah Carr, Jessica Kerr, Dee Frankfourth, David Waldron, Tom Carter

**3) Public Access:** none

**4) Agenda Approval:**

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

**5) Minutes**

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

**MSC** Karen Vedder moved and Barbara Sharp seconded to approve the minutes of the **April 22<sup>nd</sup>, 2024** special meeting as submitted. Carried.

**MSC** Karen Vedder moved and Barbara Sharp seconded to approve the minutes of the **May 1<sup>st</sup>, 2024** special meeting as submitted. Carried.

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

Delegate to next FOL meeting: Boyd Pratt, Tuesday, June 4<sup>th</sup>, 2024, 4 to 6 pm, in the Library meeting room.

There was no FOL report.

**7) Approval of Bills**

The consent agenda included the following:

Bills dated April 1, 2024 in the amount of \$10,699.32.

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Bills dated April 1, 2024 in the amount of \$12,894.31.

Bills dated April 16, 2024 in the amount of \$30,882.58.

Bills dated April 16, 2024 in the amount of \$6,526.07.

Bills dated April 29, 2024 in the amount of \$10,042.70.

Bills dated April 29, 2024 in the amount of \$1,526.45.

Bills dated April 30, 2024 in the amount of \$14,700.75.

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

## 8) Payroll

**MSC** Karen Vedder moved and Kyle Loring seconded to affirm the **April 2024 Payroll** dated April 22<sup>nd</sup>, 2024 in the amount of \$86,838.02. Carried.

## 9) Reports

### Director Report (Laurie Orton)

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

- As noted in her report, John Aschoff and Kyle Loring were appointed by the county to fill the board's two vacant positions. Laurie and the board reviewed member terms and positions.
- Laurie reported that in addition to the library's levy lid lift, there will be a Lopez Island School District levy and ten state and three county primaries on the August 6, 2024 ballot.
- The Auditor's office found a community member, Royce Meyerott, to write the con statement for the voter's pamphlet. Laurie met with Royce and reviewed budgets for the past five years with him yesterday. Laurie thinks she will receive a draft of his statement before the voter's pamphlet goes out.
- A private donor has agreed to pay for the June 2024 bond interest payment of \$23,050. Laurie expressed our thanks to the donor.
- Laurie and Anthony reported on a local issue affecting the Library. A member of the community proposed a program to the library. After reviewing the program and in line with our programs policy, the library decided not to sponsor the talk. Laurie offered use of the meeting room to the group for a private event, but they declined. The group later planned to host their speaker at other venues in town, but those talks were cancelled after information was shared with the venues by other sources. Since then, there has been online discussion with some misinformation regarding the Library, and connecting this event to the levy lid lift. Those with questions can contact Laurie or Anthony.

- Laurie suggested discussing the annual public libraries statistical report in more detail at the next board meeting.
- Boyd reported that he and Laurie had a meeting with Mayor Jackson to explain why the library is going out for the levy lid lift. Boyd felt it was a positive meeting and they were able to communicate the need for the levy lid lift effectively to Mayor Jackson.

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

Anthony's written report was noted.

**Youth Services Manager Report (Melina Lagios)**

Melina's written report was noted.

**IT Administrator Report (Floyd Bourne)**

Floyd's written report was noted.

**Financial Report (Heather Dima)**

Heather's written report was noted.

**10) Executive Session—RCW 42.30.110.1.(i) - To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.**

An executive session was called at 3:26 pm, and expected to last 34 minutes, ending at 4:00 pm. At 4:00 pm, the executive session was extended by 15 minutes, ending at 4:15 pm. The executive session was closed at 4:17 pm.

**MSC** Karen Vedder moved and Barbara Sharp seconded to accept the advice given by our attorney and instructed our attorney to move forward with that advice. Carried.

**11) New Business**

**a) Spring Street Roof Condition Report**

- Valdi previously reported that leaks in the roof at the 660 Spring St. building are getting worse. Laurie contacted local architect David Waldron for an assessment of the building and roof issues.
- David Waldron, and Tom Carter, a local contractor, did a walk-through of the building. David reported on the roof condition, noting that the flat roof is in good shape, but the gable roof is at the end of its lifespan, with some weather damage and shingle separation. He noted that most of the current leaks are in the vicinity of roof-mounted HVAC units which are too heavy for their location. There are some plywood sections in the roof that have

water damage due to ongoing leaks. David estimated it would cost approximately \$150,000 to replace the gable roof with one of similar quality, but that there are options for spot repairs as short-term solutions.

**b) Affordable Housing Proposal**

- David and Tom shared a proposal for an affordable housing project using part of the existing 660 Spring St. building. David shared designs for studio apartments as part of the project. Discussion was held regarding the legal requirements and restrictions on what the Library is able to do regarding affordable housing at the Spring St location. Board members explained that until the property purchase bond is paid off, we would be unable to portion off and sell part of the property. The board encouraged David and Tom to come back with a proposal that includes how the project would be structured and managed, in addition to the architectural designs proposed, but noted that our focus this year is on passing the levy lid lift.

**c) Rules of Conduct Policy Change**

- Laurie presented the proposed change to section 5.1 of the Policy Manual. She answered questions and explained the background of state law RCW 9.41.300 banning open carry firearms or weapons on library property. The law will go into effect June 6, 2024.

**MSC** Barbara Sharp moved and John Aschoff seconded to adopt the changes to section 5.1 of the Policy Manual as proposed. Carried.

**12) Old Business**

**a) 2024 Levy Lid Lift**

- Laurie reviewed progress on the levy campaign timeline. Laurie noted that Anthony has added new FAQs to the levy lid lift webpage in response to the feedback and questions we've gotten so far.
- Laurie shared information about levy collections going back to 2011.
- Vicki Hipkin is a volunteer working on some infographics for the library. She suggested we send out a community survey. Board members discussed and agreed that after the levy lid lift would be a better time for such a survey.
- Laurie and the board discussed community groups and organizations to speak with, and progress on contacting groups.

**b) Open Public Meetings Act Board Training**

- The board agreed to postpone the OPMA training to the next regular meeting.

**Adjournment**

**MSC** John Aschoff moved and Barbara Sharp seconded to adjourn the meeting at 5:31 pm. Carried.

May 14<sup>th</sup>, 2024

Respectfully submitted:

DocuSigned by:

*Barbara Sharp*

Board Secretary

Approved:

DocuSigned by:

*[Signature]*

Board President

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