

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES
Hybrid Attendance—in person in the Library's Meeting Room and by Zoom
(access information provided at www.sjlib.org)
February 11th, 2025

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

Members Present: Boyd Pratt, Karen Vedder, Barbara Sharp, John Aschoff

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

FOL Present: none

2) Visitors: Benjamin Roesch, Daniel Bentson

3) Public Access: none

4) Agenda Approval:

MSC Barbara Sharp moved and Boyd Pratt seconded to accept the agenda as submitted. Carried.

5) Approval of Board Minutes of January 14th, 2025 Regular Meeting:

MSC Boyd Pratt moved and Barbara Sharp seconded to approve the minutes of the **January 14th, 2025** regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Barbara Sharp, Tuesday, **March 4th**, 2025, 4 to 6 pm, in the Library Meeting Room.

No FOL report this month.

7) Approval of Bills

The consent agenda included the following:

Bills dated January 13, 2025 in the amount of \$22,118.68.

Bills dated January 13, 2025 in the amount of \$10,699.51.

Bills dated January 14, 2025 in the amount of \$25,536.11.

Bills dated January 28, 2025 in the amount of \$17,494.63.

Bills dated January 28, 2025 in the amount of \$12,080.13.

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Bills dated January 31, 2025 in the amount of \$18,876.22.

MSC Barbara Sharp moved and John Aschoff seconded to accept the Consent Agenda for Expense Claims Transmittals as submitted. Carried.

8) Payroll

MSC Boyd Pratt moved and John Aschoff seconded to affirm the **January 2025 Payroll** dated January 27th, 2025 in the amount of \$133,826.33. Carried.

9) Reports

Director Report (Laurie Orton)

Laurie's written report was noted.

- Laurie answered questions about the deputy visit to the library after hours.

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.

- Barbara thanked Heather for all her work getting our new payroll and accounts payable systems in place.
- Heather explained the new formats for financial reports and answered questions from board members.
- Laurie reported that she received the certification of assessed value in our taxing district at \$6,167,664,381. Based on that assessed valuation, we expect to bring in approximately \$2,528,742 in property tax revenue this year, which is approximately \$22,000 less than we estimated while creating the 2025 budget.
- Laurie noted an error in the January payroll. An employee whose hours will increase in March was accidentally paid their new salary for January, so over the next two months that increased amount will be halved.

10) Executive Sessions

- a) **RCW 42.30.110(1)(i) – To discuss with legal counsel representing the agency matters relating to agency litigation or potential litigation.**

An executive session was called at 3:25 pm, and expected to last 30 minutes, ending at 3:55 pm. At 3:57 pm, the executive session was extended

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by 10 minutes, ending at 4:07 pm. The executive session was closed at 4:07 pm.

No action was taken.

b) 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.

An executive session was called at 4:08 pm, and expected to last 22 minutes, ending at 4:30 pm. At 4:31 pm, the executive session was extended by 10 minutes, ending at 4:41 pm. The executive session was closed at 4:41 pm.

No action was taken.

MSC Barbara Sharp moved and Boyd Pratt seconded to approve a 1% raise to Laurie's salary as provided under Amendment 2, Section 4) B. of her contract, based on a satisfactory performance review. Carried.

MSC Boyd Pratt moved and John Aschoff seconded to affirm the director's performance goals for 2025 as presented to the board. Carried.

11) Old Business

a) Director's Contract

- Boyd and Barbara met with Laurie to review the director's contract. Barbara suggested the board adopt a new contract rather than add amendments to previous amendments.
- Suggested changes to the current contract include more specific language regarding timing of contract and performance reviews, updated language regarding specific duties, the inclusion of provisions for the use of remote meeting platforms in the event of arbitration, updating the compensation amount, and changing the notification/approval requirements for the Director's vacation leave.
- Barbara will draft a new contract with the above updates to be reviewed by the board.

b) Project Planning Update

- Boyd shared a draft Request for Services, seeking to analyze the usable space at the Spring St. property, consider possible construction scenarios, and examine the feasibility of an affordable housing component to the project. Board members will review the draft and send Boyd suggestions. The final draft will be included in the board report materials for the March 11, 2025 regular meeting.

c) Strategic Planning

- The board reviewed a draft community survey that Anthony created. Discussion was held regarding soliciting community feedback on the

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library's values. Anthony will refine the draft survey based on board members' suggestions.

- Anthony noted that there are not currently plans to distribute the survey to minors, but discussion is ongoing on the appropriate way to collect feedback from our youth patrons.

Adjournment

MSC Boyd Pratt moved and Barbara Sharp seconded to adjourn the meeting at 5:28 pm. Carried.

Respectfully submitted:

DocuSigned by:

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Board Secretary

Approved:

Signed by:

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Board President

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