

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)

April 8th, 2025

1) Call to Order: President Karen Vedder 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: Randi Schuh, FOL Board Vice President

2) Visitors: none

3) Public Access: none

4) Agenda Approval:

MSC Kyle Loring moved and John Aschoff seconded to accept the agenda as submitted. Carried.

5) Approval of Board Minutes of March 11th, 2025 Regular Meeting:

MSC Barbara Sharp moved and John Aschoff seconded to approve the minutes of the **March 11th, 2025** regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Boyd Pratt, Tuesday, May 6th, 2025, 4 to 6 pm, in the Library Meeting Room.

FOL Board Vice President Randi Schuh reported:

- The annual meeting will take place tonight in the Library's Main Salon, with Dr. Adam Summers as the speaker.
- Tickets are on sale online for the Mother's Day Tea. Mother's Day raffle basket tickets will be sold starting tonight at the annual meeting.
- Planning continues for visits to the Farmers Market and Market Place during the summer months.
- The FOL are purchasing a \$1,000 gift card to Griffin Bay Bookstore to support SRP book prizes.

7) Approval of Bills

The consent agenda included the following:

April 8th, 2025

Bills dated March 5, 2025 in the amount of \$21,189.03.

Bills dated March 5, 2025 in the amount of \$23,033.19.

Bills dated March 17, 2025 in the amount of \$12,594.89.

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

8) Payroll

MSC Kyle Loring moved and John Aschoff seconded to affirm the **March 2025 Payroll** dated March 27th, 2025 in the amount of \$130,588.10. Carried.

9) Reports

Director Report (Laurie Orton)

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

- Laurie reported that the insurance settlement contract initially included a confidentiality clause, but the insurers agreed to remove it at our request.
- Laurie shared some information on the affordable housing development proposed for 1032 Guard St. The board discussed concerns about the potential for increased traffic coming around the Guard St corner, which is already an issue for getting out of the parking lot safely. John suggested we explore options for improving visibility.
- The board affirmed Laurie's decision to close the library on April 23rd, 2025, so that staff may attend the all-islands library staff training at the Orcas Island Library.
- Discussion was held on the impacts of the Institute of Museum and Library Services (IMLS) termination of grants to the Washington State Library (WSL). Laurie and Anthony discussed how the loss of IMLS funding may affect the WSL and our library, and noted that at this point, we still don't know the details of how services could be affected or cut. The board also discussed how DOGE cuts to the National Endowment for Humanities (NEH) grants may eliminate funding for our Prime Time Family Reading program through Humanities Washington.
- Discussion was held on how the state's budget shortfalls may impact libraries. Current proposals could result in funding for the Dolly Parton Imagination Library being cut, as well as funding for the Municipal Research and Services Center (MRSC), both of which would impact our patrons and staff.

Assistant Director/Adult Services Manager Report (Anthony Morris)

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

- Anthony is working on the next print newsletter to be distributed to postal patrons. It will include the 2024 annual report, as well as a section that summarizes all the major services and resources offered at the library.

- Anthony noted that we've had amazing attendance at ELL nights. Board members commended Gabriel for his work running the program.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- Discussion was held on the potential impact of new tariffs on technology purchases. Laurie will follow up with Floyd.
- Laurie noted that we broke a record for total circulation in March- over 14,000 materials circulated.

Financial Report (Heather Dima)

Heather's written report was noted.

- Laurie and Heather spoke to the bank about adjusting our account types due to high fees.
- Enduris overpaid us with their last payment; we will be paying them back in the next round of bills.

10) New Business

a) Procurement Policy

- Laurie is working with attorneys on revising our public works procurement policy to comply with changes to state law passed last year. She plans to present a draft of the updated policy to the board at the May 13th, 2025 regular meeting.

11) Old Business

a) Director's Contract and Resolution

- The board reviewed the updates to Laurie's contract. John suggested a revision to highlight the Director's financial duties. An updated version with suggested changes will be presented at the May 13th, 2025 regular meeting.

b) Insurance Proceeds

- The board discussed investment options for the insurance settlement proceeds.

MSC John Aschoff moved and Boyd Pratt seconded to approve placing the insurance settlement proceeds in the project fund, to be invested in the Local Government Investment Pool (LGIP) in their entirety. Carried.

c) Project Planning Updates

- Boyd, Karen, and Anthony presented a schedule for planning activities for the new building project. Board members discussed the proposed timeline and steps.

- Laurie spoke with our contact at the Department of Commerce regarding the LCIP grant we were awarded in 2023. They discussed progress on the project and noted that changing the project significantly from the original proposal could affect approval of the grant.



d) Strategic Planning

- Anthony led the board in a discussion of new building needs, distinguishing between “must haves” and “like to haves.”
- Laurie shared that a community member has expressed interest in using the Heritage House as a space for a business.

Adjournment

MSC Kyle Loring moved and Barbara Sharp seconded to adjourn the meeting at 5:03 pm. Carried.

Respectfully submitted:

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Board Secretary
Signed by:

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Board President

Approved:

April 8th, 2025