

**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](http://www.sjlib.org))

October 8<sup>th</sup>, 2024

**1) Call to Order:** President Boyd Pratt called the meeting to order at 3:03 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:** Nancy Sheplor, FOL Board Secretary

**2) Visitors:** Mark Madsen

**3) Public Access:** none

**4) Agenda Approval:**

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

**5) Approval of Board Minutes of September 10th, 2024 Regular Meeting:**

**MSC** Barbara Sharp moved and Karen Vedder seconded to approve the minutes of the **September 10<sup>th</sup>, 2024** regular meeting as submitted. Carried. Kyle Loring and John Aschoff abstained.

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

Delegate to next FOL meeting: John Aschoff, Tuesday, November 5<sup>th</sup>, 2024, 4 to 6 pm, in the Library Meeting Room.

FOL Board Secretary Nancy Sheplor reported:

- The new early learning computer for the children’s section that the FOL helped fund has arrived.
- Treasure Cove volunteers and FOL board members have decided to remove jewelry, DVDs, and CDs to focus on book sales. The screen will be removed and more shelves added for books.
- Melinda Balcom has joined the FOL board. Board members are talking with another prospective member.
- The FOL annual newsletter went out to all residents last week. They have already received \$1500 in membership dues for 2025. The prize for the early bird membership drive will be a King’s Market gift card.

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- Board members are preparing for the Holiday Sale, which will be held on November 30<sup>th</sup>, and the Silent Auction which continues through the following week.

## 7) Approval of Bills

The consent agenda included the following:

Bills dated September 3, 2024 in the amount of \$1,789.88.

Bills dated September 3, 2024 in the amount of \$3,437.20.

Bills dated September 17, 2024 in the amount of \$21,346.41.

Bills dated September 17, 2024 in the amount of \$2,042.46.

Bills dated September 30, 2024 in the amount of \$13,690.17.

**MSC** Karen Vedder moved and Kyle Loring 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 **September 2024 Payroll** dated September 23<sup>rd</sup>, 2024 in the amount of \$83,176.97. Carried.

## 9) Reports

### **Director Report (Laurie Orton)**

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

- Laurie reported that the final insurance policy, for property insurance at 660 Spring Street, has been secured. Laurie answered questions about insurance premiums for the new policies.
- Laurie announced that we've hired Josh Blain as the new General Maintenance worker for the Spring Street property. He'll work up to 15 hours a week on a flexible schedule, checking the building at least five days a week, and landscaping mostly on the weekends.

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

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

- Anthony has offered the Adult Programs Associate position to a candidate, and should hear back from them shortly.

### **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.

- Laurie answered questions about property tax income.

**10) New Business**

**a) Board Retreat Next Steps**

- Board members reaffirmed responsibility for the tasks assigned at the retreat on Saturday, October 5<sup>th</sup>.

**b) Budget Amendments**

- Laurie shared the first draft of the 2024 budget amendments for the operating fund and project fund. Laurie reviewed the changes in detail and answered questions from the board.
- The board planned a special meeting and public hearing for Wednesday, October 30<sup>th</sup>, 3-5pm to approve the 2024 budget amendments and review first draft of 2025 budget.

**c) Director’s Annual Evaluation**

- Board members discussed the timeline to complete the Director’s evaluation. John will distribute the surveys to staff, board members, and Laurie, and collect the data. Boyd will summarize the data.

**11) Old Business**

**a) Strategic Planning**

- The board received a letter from community members discussing an idea for a library facility and civic center, as well as suggestions for a design planning process. Board members discussed a response, acknowledging receipt of the letter but concluding that detailed discussion of the proposal is premature. John will reach out to get more information from the authors.

**Adjournment**

**MSC** Barbara Sharp moved and Kyle Loring seconded to adjourn the meeting at 4:57 pm. Carried.

Respectfully submitted:

DocuSigned by:  
  
 88AE79D6B00E467  
 Board Secretary

Approved:

DocuSigned by:  
  
 B49F20619F84C0  
 Board President