

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)

July 8th, 2025

1) Call to Order: President Karen Vedder called the meeting to order at 3:01 pm.

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

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

FOL Present: Nina VanLund, FOL Board Director

2) Visitors: none

3) Public Access: none

4) Agenda Approval:

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

5) Approval of Board Minutes of June 10th, 2025 Regular Meeting:

MSC John Aschoff moved and Boyd Pratt seconded to approve the minutes of the **June 10th, 2025** regular meeting as amended. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Boyd Pratt, Tuesday, August 5th, 2025, 3:30-5:30 pm, in the Library Meeting Room.

FOL Board Director Nina VanLund reported:

- Membership dues are down approximately \$5,000 for the year, but they have received an unanticipated donation of \$2,000. The FOL board is hoping the early membership drive in the fall will provide a funding boost.
- FOL board members are working on updating the Treasure Cove/Book Nook portion of their website.
- The mouse problem at the Book Palace has been cleaned up, and Josh [Note: San Juan Pest Control, rather than Josh, will do this] will refresh the traps quarterly.
- New book sale signs have arrived. The signs will go up two weeks before the sale. Friends are in search of 24 sawhorses to borrow for the event.
- Nearly 90 cakes and other treats were donated for the 4th of July Cake Walk, which raised almost \$1000.
- A new hand-truck has been ordered for the Book Palace.

July 8th, 2025

7) Approval of Bills

The consent agenda included the following:

Bills dated June 2, 2025 in the amount of \$11,781.02.

Bills dated June 2, 2025 in the amount of \$1,051.33.

Bills dated June 23, 2025 in the amount of \$15,259.01.

Bills dated June 23, 2025 in the amount of \$315.00.

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

8) Payroll

MSC John Aschoff moved and Boyd Pratt seconded to affirm the **June 2025 Payroll** dated June 26th, 2025 in the amount of \$135,084.85. Carried.

9) Reports

Director Report (Laurie Orton)

Laurie's written report was noted.

Assistant Director/Adult Services Manager Report (Anthony Morris)

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

- Anthony invited trustees to sign up for shifts at the fair booth.
- Anthony answered a question about SAL series attendance, which has been trending down. Anthony and Abby are discussing how often to continue holding the programs and which talks to select.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- Anthony noted that the new self-checkout station is in addition to checkout at the front desk and we are not planning to move to fully self-service checkouts.

Financial Report (Heather Dima)

Heather's written report was noted.

10) New Business

a) Trustee Resignation / Vice President / Recruitment

- Kyle Loring resigned from the board. Laurie presented two options for the schedule of board positions and roles. After discussion, John Aschoff

agreed to move into the now vacant Position #1 for a partial term ending December 31st, 2027, and fill the Vice President role through the end of 2025. Recruitment for a new trustee will be to fill Position #5 through the end of the partial term on December 31st, 2025.

- Karen and Barbara formed a committee to work on trustee recruitment. Discussion was held on desired traits or skills that they hope to see in applicants, and board members identified potential candidates to approach and invite to apply. Advertisements have also been posted in the community and on the library website. The board hopes to receive applications by the end of July for consideration at the August 8th regular meeting, at which point the board may proceed with scheduling interviews for selected applicants.

MSC Boyd Pratt moved and Barbara Sharp seconded to adopt the San Juan Island Library Board of Trustees Trustee Schedule Option #2 moving John Aschoff from Position #5 to Position #1. Carried. John abstained.

MSC Barbara Sharp moved and Boyd Pratt seconded to appoint John Aschoff to the position of Vice President through December 31st, 2025. Carried. John abstained.

b) Policy 4.5 – Privacy Policy on Library Notifications

- Laurie reviewed the proposed library notification privacy policy included in the Board Report. As noted in Floyd's report, our new text messaging service contract requires a formal privacy policy for notifications as well as a privacy statement posted on our website.
- Laurie answered questions about the new text messaging service.

MSC Boyd Pratt moved and John Aschoff seconded to approve adding section 4.5 Privacy Policy on Library Notifications to the Policy Manual as proposed. Carried.

c) Funding Sources of Other Libraries' Building Projects

- Boyd and John explained the matrix included in the board report, which will be filled in with information gathered from other libraries. Allied8/Fivedot staff gathered some of the info during their visit and will contribute as well. Discussion was held on the document and John will include some suggestions from board members.

d) Community Survey

- Anthony was contacted with an opportunity for collaboration with an assessment librarian and graduate student from Utah Valley University (UVU) on the community survey. The collaboration could potentially give us free access to UVU's resources to run the survey, and they would receive anonymized data from the survey to be used in an academic research project. Laurie noted that Fivedot staff were receptive to the idea of being involved in the survey project in conjunction with the community meetings. Discussion was held on the proposal and board members

agreed it was appropriate for Anthony to move forward with seeing if this collaboration could work.

11) Old Business

a) Project Planning Updates

- Boyd and Karen reported on their meeting with Sharon and Geoff of Fivedot during the June 25th site visit.
- Leah of Allied8 will do some research about the affordable housing landscape in this community.
- Anthony and Laurie shared insights from a webinar they took titled “Building Community: Strategies for Coming Together,” regarding the best ways for library boards and admin to connect with other community leaders and stakeholders. Anthony will send board members the link to view the webinar.
- Board members discussed a potential board retreat for planning. They will tentatively plan for early 2026.

b) Director’s Evaluation Process

- Discussion was held on the revised trustee evaluation questions, questions for the director, and employee survey questions that John and Barbara prepared. They will work on further revisions.
- Laurie and Anthony noted that the early part of the year would be a much better time to send out the employee survey than the current November/December timeframe.

12) Public Hearing

President Karen Vedder declared the Public Hearing open at 4:41 pm.

a) 2025 Budget Amendments

- Laurie reviewed the proposed budget amendments to the operating and project funds, as detailed in *Attachment A- 2025 Budget Amendments*, and answered questions. Changes include the addition of our investment account in the beginning and ending cash, adjustments to projected property tax income, the inclusion of new grants received this year or carried over from 2024, insurance recoveries, and LGIP interest, and various other adjustments based on updated projections.
- Laurie suggested the proposed \$290.00 that was to be added to the general reserves transfer be moved instead to the furniture (non-capital) budget and amended *Attachment A- 2025 Budget Amendments* accordingly.

Karen Vedder opened the meeting to public comment. No public comment received.

President Karen Vedder declared the Public Hearing closed at 4:58 pm.

b) Budget Amendments Resolution


MSC Barbara Sharp moved and Boyd Pratt seconded to adopt Resolution #3-2025 Amending the 2025 Budget as presented. Carried.

MSC Barbara Sharp moved and Boyd Pratt seconded to amend the previous motion to adopt Resolution #3-2025 Amending the 2025 Budget to include a revised *Attachment A - 2025 Budget Amendments* as amended by Laurie. Carried.


Adjournment

MSC Barbara Sharp moved and John Aschoff seconded to adjourn the meeting at 5:04 pm. Carried.

Respectfully submitted:

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Board Secretary

Approved:

Signed by:

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Board President