

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)

August 12th, 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

Staff Present: Laurie Orton, Anthony Morris, Kasey Rasmussen

FOL Present: Melinda Balkom, FOL Board Director

2) Visitors: Leah Martin (Allied8), Sharon Khosla (Fivedot), Geoff Piper (Fivedot), Laura Salmela (Fivedot), Tom Carter, Laura Derevensky, Des Frankforth, Jim Goetz, Steven Hudson, Amanda Lyn, Steve Ulvi, Tanja Williamson, Bryce ?, Cheryl Kringle, Ron Lehman, Lara Braithwaite

3) Public Access (held at end of meeting): Tom Carter asked questions regarding affordable housing on the 660 Spring St. property. Board members answered questions.

4) Agenda Approval:

Added item **9 i) Setting the September Meeting to New Business.**

Removed item **9 d) Public Meeting Dates** from **New Business.**

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

5) Approval of Board Minutes of July 8th, 2025 Regular Meeting:

MSC Barbara Sharp moved and Boyd Pratt seconded to approve the minutes of the **July 8th, 2025** regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Barbara Sharp, Tuesday, September 2nd, 2025, 3:30 to 5:30 pm, in the Library Meeting Room.

FOL Board Director Melinda Balkom reported:

- The annual Early Membership Drive begins in October. The previous membership drive raised \$17,000.
- The 4th of July Cake Walk Fundraiser raised \$925.
- The August 2nd Annual Booksale raised approximately \$3,300, an increase from the approximately \$2,500 raised last year.

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- The FOL are preparing for National Friends of Libraries Week, October 19th-25th, as well as a display in the library display case that month.
- Preparation is ongoing for the October Scarecrow Contest and the November/December Holiday Sale and Silent Auction.

7) Approval of Bills

The consent agenda included the following:

Bills dated July 7, 2025 in the amount of \$45,346.08.

Bills dated July 7, 2025 in the amount of \$2,336.27.

Bills dated July 21, 2025 in the amount of \$35,912.24.

Bills dated July 21, 2025 in the amount of \$26.40.

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

8) Payroll

MSC Barbara Sharp moved and Boyd Pratt seconded to affirm the **July 2025 Payroll** dated July 28th, 2025 in the amount of \$134,908.86. Carried.

9) New Business

a) Site Assessment Report

- Leah of Allied8 and Sharon, Geoff, and Laura of Fivedot presented their site assessment report for the 660 Spring St. location. The report reassessed the library's current space needs and concerns following site visits to the current building, the 660 Spring St. property, and five comparable libraries in Washington, as well as discussions with board members and staff.
- Consultants concluded that the minimum building size required to address current needs and concerns would be 12,000 sq ft. A new building of that size would allow for the moderate expansion of current services and collections, but would not include space for the addition of new services or programs. The report also considered 13,000, 15,000, and 18,000 sq ft options, with larger sizes allowing for the minimum expansion needed as well as space for the inclusion of new services and programs. They also noted that the new building could be designed to include space for future expansion.
- Consultants assessed the possibility of siting affordable housing on the 660 Spring St. property, and concluded that the north portion of the property would be the ideal location for such a project, if pursued.

b) Proposals for Public Engagement and Design

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- Discussion was held on the proposals from Fivedot, Allied8, and SiteWorkshop for the public engagement and design process to produce a conceptual design for the new building. Fivedot would lead the first phase, facilitating community engagement. Allied8 and SiteWorkshop would join the process in the second phase, focused on developing the conceptual design.

MSC Boyd Pratt moved and Barbara Sharp seconded to authorize Laurie to execute the proposal from Fivedot. Carried.

MSC Barbara Sharp moved and Boyd Pratt seconded to authorize Laurie to execute the proposal from Allied8. Carried.

MSC Boyd Pratt moved and Barbara Sharp seconded to authorize Laurie to execute the proposal from SiteWorkshop. Carried.

c) Steering Committee Formation

- As described in the consultant proposals, a steering committee will be formed to guide and promote the community engagement and design process. The steering committee will be comprised of community members, as well as representatives from the board and library staff.
- The board set a special meeting for August 25th, 2025 to address the creation of a subcommittee to advise on steering committee formation.

d) San Juan Island Community Foundation and San Juan Community Home Trust Reports

- Boyd gave a quick summary of meetings with the Home Trust and the SJICF. He noted that the SJICF is working on fundraising for the cost of the public engagement and design process.

e) Fair Handout

- Anthony and Laurie prepared a handout with an update on the new building project to have available at fair. Discussion was held on the draft.
- Board members reviewed a draft info sheet about our SJI Cares Fundraising Campaign project to replace the chairs in the main salon.

f) Housing Webinar Notice

- Laurie shared information on a MRSC webinar about creative housing solutions. Laurie recommended that at least one board member attend the webinar.

g) General Reserves Investment Proposal

- This year's budget includes \$382,000 to be transferred to the general reserves fund. Laurie proposed we invest \$315,000 of the transferred funds in the Local Government Investment Pool (LGIP).

MSC John Aschoff moved and Barbara Sharp seconded to approve \$315,000 of the funds transferred from the operating fund to general reserves to be invested in the LGIP. Carried.

h) Setting the September Board Meeting

- The September board meeting as regularly scheduled on September 9th, 2025 will not have a quorum. The board agreed to cancel the regularly scheduled September 9th meeting and set a special meeting on September 18th, 2025, to carry out the business of the regular meeting.

10) Executive Session - 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 20 minutes, ending at 4:28 pm. The executive session was closed at 4:28 pm.

No action was taken.

MSC Boyd moved and Barbara Sharp seconded to interview four candidates for the vacant board position at special meetings on August 25th, 2025 and August 26th, 2025. Carried.

11) Old Business

a) Student Library Access Agreement

- The school district approved the agreement, with two changes regarding student data. Student birthdates and home addresses will be removed from the data shared with the library. Otherwise, the agreement is unchanged.

MSC Boyd Pratt moved and Barbara Sharp seconded to authorize Laurie to sign the Student Library Access Agreement as amended by San Juan Island School District No. 149. Carried.

b) Project Planning Updates

- Board members decided that they will consider holding a board retreat in the spring of 2026, rather than this fall.

c) Director's Evaluation Process

- Barbara shared the final draft of the director's evaluation questions.
- The board agreed to send the staff survey in the spring.
- Board members agreed on a rough timeline for the director's evaluation process.

12) Reports

Director Report (Laurie Orton)

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

- Laurie discussed the replacement project for the damaged fence on the east side of the Guard St. property. A survey is required to confirm the property line. Laurie will check with the Town to see if the property next door has had a recent survey. Otherwise, she will accept proposals for the work.
- Laurie noted that the last invoice from GTTC was paid in July.

Assistant Director/Adult Services Manager Report (Anthony Morris)

Anthony's written report was noted.

- Boyd noted the significant number of services offered that aren't collection related.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- Parking lot restoration is tentatively scheduled for September 2nd.

Financial Report (Heather Dima)



Heather's written report was noted.

13) Adjournment

MSC Boyd Pratt moved and Barbara Sharp seconded to adjourn the meeting at 4:56 pm. Carried.

Respectfully submitted:

Approved:

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Board Secretary
Signed by:

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Board President

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