

**SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Special Meeting for the Purpose of Conducting Regular Business

Hybrid Attendance—in person in the Library's Meeting Room and by Zoom

(access information provided at [www.sjlib.org](http://www.sjlib.org))

November 12<sup>th</sup>, 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, Cheryl Kringle

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

**FOL Present:** Judy Bentzen, FOL Board Treasurer

**2) Visitors:** none

**3) Public Access:** none

**4) Agenda Approval:**

Item 11 c) New Trustee Training was postponed to the December 9<sup>th</sup>, 2025 regular meeting.

Items 11 e) Investments, 11 f) State Audit, and 11 g) Nomination of Trustee for 2026 were added to New Business.

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

**5) Minutes**

**a) Approval of Board Minutes of October 14th, 2025 Regular Meeting:**

**MSC** Barbara Sharp moved and John Aschoff seconded to approve the minutes of the October 14<sup>th</sup>, 2025 regular meeting as amended. Carried.

**b) Approval of Board Minutes of October 22nd, 2025 Special Meeting at 12:00 pm:**

**MSC** Boyd Pratt moved and John Aschoff seconded to approve the minutes of the 12:00 pm October 22<sup>nd</sup>, 2025 special meeting as submitted. Carried. Cheryl Kringle and Barbara Sharp abstained.

**c) Approval of Board Minutes of October 22nd, 2025 Special Meeting at 6:00 pm:**

November 12<sup>th</sup>, 2025

**MSC** John Aschoff moved and Boyd Pratt seconded to approve the minutes of the **6:00 pm October 22<sup>nd</sup>, 2025** special meeting as submitted. Carried. Cheryl Kringle and Barbara Sharp abstained.

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

Delegate to next FOL meeting: Boyd Pratt, Tuesday, December 2<sup>nd</sup>, 2025, 3:30 to 5:30 pm, in the Library Meeting Room.

FOL Board Treasurer Judy Bentzen reported:

- The Early Bird membership drive continues through December 1<sup>st</sup>. They've already raised approximately \$6,600.
- In cooperation with the Chamber of Commerce, the FOL held the annual Friday Harbor Scarecrow contest in October.
- Preparation is underway for the November 30<sup>th</sup> Holiday Sale and the Silent Auction, held November 30<sup>th</sup> through December 6<sup>th</sup>.
- The FOL board will hold their 2026 planning meeting in January 2026.

## **7) Approval of Bills**

The consent agenda included the following:

Bills dated October 6, 2025 in the amount of \$16,882.29.

Bills dated October 6, 2025 in the amount of \$586.87.

Bills dated October 13, 2025 in the amount of \$29,489.66.

Bills dated October 13, 2025 in the amount of \$45,994.08.

Bills dated October 20, 2025 in the amount of \$16,677.44.

Bills dated October 20, 2025 in the amount of \$76.06.

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

## **8) Payroll**

**MSC** Barbara Sharp moved and John Aschoff seconded to affirm the **October 2025 Payroll** dated October 28<sup>th</sup>, 2025 in the amount of \$130,788.72. Carried.

## **9) Reports**

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

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

- Laurie shared the news that Baker & Taylor, one of our book suppliers, is going out of business. There will be delays as we (and other libraries across the country) shift more ordering to Ingram. It will take longer to receive and process new books for at least a couple of months.
- Laurie plans to provide her self-evaluation materials to the board next week. Board members will wait to receive her evaluation before filling out their survey.

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

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

- Anthony answered questions about notary services.

**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.

**10) Old Business**

**a) Public Meetings**

- Discussion was held reviewing the October 22<sup>nd</sup> public meetings. Board members noted that they were pleased with the turnout and got a lot of useful feedback, which Fivedot has compiled into various documents that will be shared at the November 18<sup>th</sup> public meetings. It was noted that many of the comments and ideas shared at the meetings aligned with priorities we had already identified for the new building project.
- Board members discussed the agendas for the upcoming November 18<sup>th</sup> meetings.

**b) Steering Committee**

- The steering committee met and debriefed on the October 22<sup>nd</sup> meetings, and are working on preparations for the November 18<sup>th</sup> meetings.

**c) Project Planning Updates**

- The board reviewed the planning process schedule that Anthony, Karen, and Boyd created earlier this year. Discussion was held on progress so far and next steps.
- Discussion was held regarding the steering committee's role in the physical design process.
- Board members discussed expectations and goals for the November 18<sup>th</sup> public design meetings, as well as the December 16<sup>th</sup> special meeting for the design charrette.

- Discussion was held on a draft building project road map created by steering committee member Paul Fischburg. Board members will review the document for further discussion at the December 9<sup>th</sup> regular meeting.

## 11) New Business

### a) Spring Street Property

- The board reviewed the results of the survey Laurie had done of the 660 Spring St. property. Discussion was held regarding the easements on that property. Board members will begin reaching out to property neighbors to discuss the building project and the easements, with the goal of having more information to share at the December 9<sup>th</sup> regular meeting.

### b) Fundraising for Other Library Projects

- Boyd reported on his recent visits to the La Conner, Mount Vernon, and Burlington libraries. He was able to get information about the financing of those building projects, and will prepare the draft funding matrix document for the December 9<sup>th</sup> regular meeting.

### c) MOU for Island District Libraries

- Discussion was held on the Memorandum of Understanding (MOU) prepared for the three island library districts to increase cost savings by combining certain database subscriptions. The MOU prepared allows for the addition of more shared subscriptions in the future.

**MSC** Boyd Pratt moved and John Aschoff seconded to authorize Laurie to sign the Memorandum of Understanding between Orcas Island, Lopez Island, and San Juan Island Library Districts on behalf of the library. Carried.

### d) 2026 Library Budget Draft

- Discussion was held on the draft 2026 budget Laurie prepared. Laurie answered questions and noted some sections that were still being worked on.
- The board set a special meeting for November 25<sup>th</sup>, 2025 at 12:30pm for a public hearing for budget approval.

### e) Investments

- Discussion was held on the purchase of additional investments.

**MSC** Cheryl Kringle moved and John Aschoff seconded to approve the transfer of funds sufficient to increase the investment account total to \$110,000. Carried.

### f) State Audit

- Laurie reported that we've begun the 2023-2024 accountability audit. Barbara volunteered to be the board's representative for the audit entrance conference.

### g) Nomination of Trustee for 2026

- Laurie noted that Cheryl's partial term expires at the end of this year.

**MSC** Boyd Pratt moved and John Aschoff seconded to recommend to the San Juan County Council that Cheryl Kringle be appointed to her first full term beginning January 1<sup>st</sup>, 2026. Carried. Cheryl abstained.

## 12) Adjournment

**MSC** Barbara Sharp moved and Cheryl Kringle seconded to adjourn the meeting at 5:01 pm. Carried.

Respectfully submitted:

Board Secretary  
Signed by:  
Karen Vidder  
Board President

Approved:

