

**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))  
December 9<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:** Stan Mayhew, 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) Minutes**

**a) Approval of Board Minutes of November 12th, 2025 Special Meeting:**

**MSC** John Aschoff moved and Boyd Pratt seconded to approve the minutes of the **November 12<sup>th</sup>, 2025** special meeting as submitted. Carried.

**b) Approval of Board Minutes of November 18th, 2025 Special Meeting at 12:00 pm:**

**MSC** John Aschoff moved and Barbara Sharp seconded to approve the minutes of the **12:00 pm November 18<sup>th</sup>, 2025** special meeting as submitted. Carried.

**c) Approval of Board Minutes of November 18th, 2025 Special Meeting at 6:00 pm:**

**MSC** Boyd Pratt moved and John Aschoff seconded to approve the minutes of the **6:00 pm November 18<sup>th</sup>, 2025** special meeting as submitted. Carried.

**d) Approval of Board Minutes of November 25th, 2025 Special Meeting:**

**MSC** John Aschoff moved and Boyd Pratt seconded to approve the minutes of the **November 25<sup>th</sup>, 2025** special meeting as submitted. Carried.

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

December 9<sup>th</sup>, 2025

Delegate to next FOL meeting: John Aschoff, Tuesday, January 6<sup>th</sup>, 2026, 1:00 to 3:00 pm, by Zoom.

FOL Board Director Stan Mayhew reported:

- The FOL board has been busy the last couple of weeks with the Holiday Sale, Silent Auction, and Christmas Market booth at the Fairgrounds on December 6<sup>th</sup> and 7<sup>th</sup>. The Holiday Sale netted approximately \$1,700. Final numbers aren't in yet for the Silent Auction or the Christmas Market.
- The membership drive has gone well. The Early Bird membership contest winner was chosen.
- The FOL board's January 6<sup>th</sup> meeting will be held at an alternate time and location. There will be the option to attend via Zoom. The meeting will be focused on 2026 planning.

## 7) Approval of Bills

The consent agenda included the following:

Bills dated November 3, 2025 in the amount of \$29,955.46.

Bills dated November 3, 2025 in the amount of \$2,404.44.

Bills dated November 17, 2025 in the amount of \$14,579.70.

Bills dated November 17, 2025 in the amount of \$17,860.64.

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

## 8) Payroll

**MSC** Boyd Pratt moved and John Aschoff seconded to affirm the **November 2025 Payroll** dated December 8<sup>th</sup>, 2025 in the amount of \$130,352.83. Carried.

## 9) Reports

### Director Report (Laurie Orton)

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

- Laurie pointed out the continued decline of the LGIP net rate of return. She noted that the 2026 budget was prepared with the declining rate in mind, estimating an average rate of 3.5% for the year.
- The audit entrance conference will be held via Zoom on December 19<sup>th</sup>. Barbara will attend as the board representative.

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

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

- Anthony commended Elizabeth for her work in arranging the mini-art show program, noting that we've had many positive comments from patrons about it.
- Anthony answered questions about adult services and explained the difference between the adult programs and outreach positions.

### **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) All Day Design Workshop**

- Boyd reviewed the agenda for the December 16<sup>th</sup> special meeting.
- Participants in the design activity will be the trustees, four members of the library staff (Laurie, Anthony, Floyd, and Melina), and two members of the steering committee. Additional steering committee members may observe, as may the public. Unlike the November 18<sup>th</sup> public meetings, this meeting will be much more hands on from the consultants, who will be guiding the design process.
- John asked the board to study the site overview in advance.

### **b) Steering Committee**

- The steering committee decided on two representatives and an alternate to attend the December 16<sup>th</sup> special meeting.
- One member of the steering committee will be leaving their position after February 2026.
- Discussion was held on the steering committee's role in engaging community stakeholders and potential partner organizations. Board members agreed that that step should come after the conceptual design and associated documents are produced and presented in February.

### **c) Road Map for New Library**

- The board reviewed the project planning schedule for the next few months.
- Boyd reported on a meeting he attended with John, Laurie, Anthony, and Amy Saxe-Eyler and John Moalli of the San Juan Island Community Foundation (SJICF). They discussed the current state of the new building project, fundraising, and a new Memorandum of Understanding.
- Discussion was held on preparations for the fundraising process and when to form a capital campaign committee. Laurie noted that a development

director needs to be hired before that can begin. She is preparing that job description and posting.

- Discussion was held on finding trainings for the board on engaging in fundraising campaigns.

**d) Project Planning Updates**

- Boyd was delayed on finalizing the funding matrix he is working on and will present it at a future meeting.

**e) Director's Review Annual Process**

- John recapped the process for the Director's review. An executive session will be held at the January 13<sup>th</sup>, 2026 regular meeting to discuss and summarize survey responses from trustees. At the February 10<sup>th</sup>, 2026 regular meeting an executive session will be held with Laurie to complete the review.

**11) New Business**

**a) Real Estate Attorney**

- Discussion was held on hiring a real estate attorney to review the 660 Spring St. property easements.
- Laurie and Anthony noted that they had a positive meeting with the manager of the Friday Harbor Suites at 680 Spring St. They discussed figuring out the easement concerns with an attorney.
- The board agreed to table discussion of engaging a real estate attorney until after the February 12<sup>th</sup>, 2026 public meeting, and requested this item be added to the agenda for the January 13<sup>th</sup> regular meeting.

**b) Dedicated Reserves Investments**

- Discussion was held on investing the dedicated reserves fund.

**MSC** Boyd Pratt moved and John Aschoff seconded to approve investment of the \$22,804 in the dedicated reserves fund. Carried. Cheryl Kringle abstained.

**c) Approve 2026 Officers**

- Discussion was held on the slate of board officers for 2026. John Aschoff will be President, Cheryl Kringle will be Vice President, and Karen Vedder will be Secretary.

**MSC** Boyd Pratt moved and Barbara Sharp seconded to approve the slate of officers as presented. Carried. John Aschoff abstained.

**13) Adjournment**

**MSC** Boyd Pratt moved and Cheryl Kringle seconded to adjourn the meeting at 4:34 pm. Carried.

Respectfully submitted:

Signed by:  
  
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**Board Secretary**

Approved:

Signed by:  
  
7C6148D0E419494...  
**Board President**