

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)

April 14th, 2026

1) Call to Order: President John Aschoff called the meeting to order at 3:00 pm.

Members Present: 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: Leah Martin (Allied8)

3) Public Access: none

4) Agenda Approval:

Added items **10 g) Art Donation** and **10 h) Levy Projections** to New Business.

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

5) Approval of Board Minutes of March 10th, 2026 Regular Meeting:

MSC Barbara Sharp moved and Karen Vedder seconded to approve the minutes of the **March 10th, 2026** regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Karen Vedder, Tuesday, May 5th, 2026, 3:30 to 5:30 pm, in the Library Meeting Room.

FOL Board Director Stan Mayhew reported:

- The FOL board is currently preparing for the Tea & Tulips fundraiser on April 25th at the Mullis Center. He noted that ticket sales have been a little slow, and they are hoping for an uptick as we approach the event.
- Kathy Ballard has been restocking free book boxes around the island with surplus books. The books have stickers identifying that they’ve been donated by the FOL.

7) Approval of Bills

The consent agenda included the following:

Bills dated March 3, 2026 in the amount of \$25,821.46.

April 14th, 2026

Bills dated March 3, 2026 in the amount of \$32,601.34.

Bills dated March 16, 2026 in the amount of \$31,172.52.

Bills dated March 16, 2026 in the amount of \$37,489.22.

Bills dated March 23, 2026 in the amount of \$842.06.

Bills dated March 30, 2026 in the amount of \$15,966.06.

Bills dated March 30, 2026 in the amount of \$3,164.85.

MSC Cheryl Kringle moved and Karen Vedder seconded to accept the Consent Agenda for Expense Claims Transmittals as submitted. Carried.

8) Payroll

MSC Karen Vedder moved and Barbara Sharp seconded to affirm the **March 2026 Payroll** dated March 30th, 2026 in the amount of \$138,821.80. Carried.

9) Reports

Director Report (Laurie Orton)

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

- Laurie noted that she will be on vacation for the June 9th, 2026 regular board meeting.

Assistant Director/Adult Services Manager Report (Anthony Morris)

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

- Anthony highlighted the upcoming Local Lowdown program.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

- Laurie answered questions about the Stocker Fund grant.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

Financial Report (Heather Dima)

Heather's written report was noted.

- Laurie and Heather answered questions about the beginning and ending cash.

10) New Business

a) Attorney Engagement

- Karen and Laurie reported on their meeting with attorney Thomas Sandstrom and the board reviewed his contract for legal services. Discussion was held on next steps to work on the easement situation.

b) Allied8, Fivedot, Site Workshop – Concept Design and Cost Estimating

- The board reviewed the proposed contracts from Allied8, Fivedot, and SiteWorkshop. Allied8 also provided copies of their subcontracts with other firms. Various suggestions were made for reformatting of the contracts.
- Leah Martin of Allied8 joined the discussion on the timing of easement work at the 660 Spring St. property.
- Discussion was held on expectations for different stages of design. Leah noted that the concept design produced for the purpose of creating a cost estimate will be the same as Designs 1 and 2 previously produced, but with an increased level of detail. It will still be a conceptual design, not an architectural plan.
- Leah estimated it would take approximately four months to complete the cost estimate once contracts were signed and work could begin.

c) Topographic Survey

- The board reviewed the cost estimate from San Juan Surveying for a topographic survey.

d) Utility Locating

- The board reviewed the cost estimate from Applied Professional Services, Inc. for a utility locating survey.

e) OCMI Peer Review

- Discussion was held on the proposal for construction cost evaluation and peer review from OCMI. Laurie will consult with OCMI to narrow the scope of work from a full peer review to a review of selected estimates, as requested, at an hourly rate to be determined.

MSC Cheryl Kringle moved and Karen Vedder seconded to authorize Laurie to proceed with the proposed contracts, including the suggestions discussed, less the OCMI contract, which will be renegotiated separately. Carried.

f) New Electronic Transfers Policy

- Discussion was held on the proposed new EFT policy.

MSC Barbara Sharp moved and Karen Vedder seconded to adopt proposed section 2.1.16 Electronic Fund Transfers Policy as part of the Operations Manual. Carried.

g) Art Donation

- Laurie received the offer of a donation of art for the new library. Board members agreed to hold off on accepting art donations until we develop a procedure for how we'll evaluate and accept art.

h) Levy Projections

- Laurie shared updated levy revenue projections through 2034. She noted that with the input of updated numbers from 2025 and the 2026 budget, we are still very close to what we projected in 2024, a sign that our budgeting is right on track.

11) Old Business


a) Road Map for New Library

- Laurie shared the current version of the road map document, updated based on time estimates for the above proposals.
- Laurie discussed updates from SJICF on their search for a donor services director and development associate.
- John will arrange for Amy Saxe-Eyler to attend a steering committee meeting to present the draft capital campaign plan that she previously presented to the board at the March 10th, 2026 regular meeting.

13) Adjournment

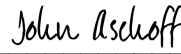
MSC Karen Vedder moved and Barbara Sharp seconded to adjourn the meeting at 5:11 pm. Carried.

Respectfully submitted:

Signed by:

F8E062FD5BDA4CD...

Board Secretary

Approved:

Signed by:

7C8148D0E419494

Board President