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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)
May 12th, 2026

1) Call to Order: President John Aschoff called the meeting to order at 3:02 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: Nancy Sheplor, FOL Board Director

2) Visitors: none

3) Public Access: none

4) Agenda Approval:

> **MSC** Karen Vedder moved and Barbara Sharp seconded to accept the agenda as submitted. Carried.

5) Approval of Board Minutes of April 14th, 2026 Regular Meeting:

> **MSC** Cheryl Kringle moved and Barbara Sharp seconded to approve the minutes of the **April 14th, 2026** regular meeting as submitted. Carried. Boyd Pratt abstained.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: John Aschoff, Tuesday, June 2nd, 2026, 3:30 to 5:30 pm, in the Library Meeting Room.

FOL Board Director Nancy Sheplor reported:

- New officers were elected at the April meeting. Beth Spaulding is President, Linda Plymesser is Vice President, Judy Bentzen is Treasurer, and Susan Stricker McCormack is Secretary.
- The Tea & Tulips fundraiser sold fewer tickets than expected. Expenses were approximately $980, with approximately $2,600 raised.
- Preparations are underway for the 4th of July Cakewalk.
- FOL volunteers will have a booth at the Great Island Garage Sale the weekend of May 16th – 17th. They are hoping to sell various (non-book) items they've accumulated in the Book Palace.
- The Annual Book Sale will take place on Saturday, August 1st.

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- Later in the year, the FOL will be working on the Scarecrow Contest with the Chamber of Commerce, National FOL Week events, the Early Bird Membership Drive, and the Holiday Sale and Silent Auction.

7) Approval of Bills

The consent agenda included the following:

Bills dated April 13, 2026 in the amount of $17,929.02.

Bills dated April 13, 2026 in the amount of $1,757.09.

Bills dated April 28, 2026 in the amount of $20,781.04.

Bills dated April 28, 2026 in the amount of $2,181.39.

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

8) Payroll

MSC Boyd Pratt moved and Barbara Sharp seconded to affirm the **April 2026 Payroll** dated April 27th, 2026 in the amount of $140,546.00. Carried.

9) Reports

Director Report (Laurie Orton)
Laurie's written report was noted. Laurie also reported on the following:

- Laurie initiated the transfer of $18,000 from the project fund to the bond fund for the upcoming June 1st interest payment.
- Additional work will need to be done for the 660 Spring St. survey and utility locate. We learned that the town does not maintain information about the height and depth of storm sewer manholes on the property, so those will need to be included in the topographic survey. This will cost an additional $1,500 to $2,000.
- Laurie will share a guide to architectural fees with board members.
- Laurie reminded the board that she will be on vacation the first two weeks of June. She will only be reachable for emergencies.

Assistant Director/Adult Services Manager Report (Anthony Morris)
Anthony's written report was noted. Anthony also reported on the following:

- Anthony highlighted an upcoming screening of the documentary *The Librarians*. There will be a public screening on June 17th at 7 pm, as well as a screening for staff on June 24th at 6:30 pm. He invited board members to attend either screening.

Youth Services Manager Report (Melina Lagios)
Melina's written report was noted.

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IT Administrator Report (Floyd Bourne)
Floyd's written report was noted.

Financial Report (Heather Dima)
Heather's written report was noted.

- Laurie has begun work on budget amendments, with the goal of having them ready to present in July.

10) New Business

a) Procurement Policy

- Laurie reviewed the updated procurement policy. Due to the number of changes required to address new legislative requirements, she ended up rewriting the entire policy.
- Discussion was held on proposed cost thresholds for different procurement processes for public works contracts, purchase of materials, supplies, or equipment, and for professional, personal, and consultant services. Board members suggested possible revisions.
- Laurie will prepare a new draft to be presented at the June or July regular board meeting.

b) Classification & Compensation Request for Proposal (RFP)

- Discussion was held on the proposed RFP for a Classification & Compensation Study. Laurie will initiate the RFP process when she is back in June.

c) San Juan Island Community Foundation MOU

- Laurie, Karen, and Cheryl reported on their meeting with Amy Saxe-Eyler of the SJICF to talk about the MOU. Discussion was held on the fundraising fee structure, with board members agreeing not to propose any changes. Laurie will communicate with Amy about an appropriate end date for the MOU and then sign the new agreement.

d) Design Ideas Public Feedback

- Item postponed to the June 9th, 2026 regular meeting.

e) New Building Art Collection

- Item postponed to the July 14th, 2026 regular meeting.

f) Capital Readiness Toolkit

- Item postponed to an upcoming board retreat.

g) Board Retreat

- John proposed scheduling a board retreat. The board agreed to set a special meeting on July 29th, 2026, for the retreat, with the time and agenda to be determined.

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h) Staff Survey

- Item postponed to the June 9th, 2026 regular meeting.

11) Old Business

a) Road Map for New Library

- The board reviewed the updated road map document.

12) Adjournment

MSC Boyd Pratt moved and Karen Vedder seconded to adjourn the meeting at 4:58 pm. Carried.

Respectfully submitted: Signed by: Cheryl Kringle
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Board Secretary

Approved: Signed by: John Aschoff
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Board President