SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES
Special Meeting For The Purpose Of A Building Project Workshop
Hybrid Attendance—in person in the Library's Meeting Room and by Zoom
(access information provided at www.sjlib.org)
July 29th, 2026

1) Call to Order: President John Aschoff called the meeting to order at 9:00 am.

Members Present: Boyd Pratt, Karen Vedder, Barbara Sharp, John Aschoff, Cheryl Kringle

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

Guests Present: Steve Bowman, Amy Saxe-Eyler (SJICF)

2) Visitors: Ashley King, "macbook pro" (joined virtually, approx. 1:00 pm)

3) Agenda Approval:

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

4) Moderator Introduction

- John introduced Steve Bowman, steering committee member and facilitator for the meeting. Steve reviewed ground rules for the day's discussions. Goals for the meeting were reviewed.

5) Capital Project Capacity Initiative – Tool Kit 1: Are We Ready?

- Steve led board members and staff through the first of the Capital Project Capacity Initiative Tool Kits from the State Department of Commerce.
- Discussion was held on what stage our project is in, how to describe the project in one or two sentences, and top readiness priorities.
- The group completed the "Organizational Readiness Self-Assessment," rating elements of each of the five areas (mission alignment, leadership and staffing, financial systems, governance and leadership authority, and project authority) as "strong," "developing," or "gap identified." After completing the questions, the group identified the project's top strengths (an engaged board, an engaged community of library users and donors, and strong mission alignment as we meet and prepare for current and future needs) and top priority gaps identified (naming the staff lead and staff roles, financial resources, and fully defining the legal and financial responsibilities of the board).
- Steve led the group through the "Capital Readiness Decision Tool," answering questions to rate organizational readiness, project readiness, and financial readiness. Based on their answers, the board agreed that the project is ready to proceed, due to our strong organizational readiness, which provides the framework needed to take steps to close other readiness gaps.

Break at 9:54 am. Meeting resumed at 10:06 am.

6) Capital Project Capacity Initiative – Tool Kit 2: Who Makes Decisions? (Governance Readiness Checklist; Capital Decision-Making Checklist; Governance Roles Reference Card)

- Steve led the group through the "Governance Readiness Checklist." The board members and staff reviewed governance indicators and rated progress across the three areas of leadership roles and authority, decision making and conflict of interest/ethics, and accountability to public funders. They identified the most important governance gap as being a defined conflict of interest/ethics policy and training.
- The group completed the "Capital Decision-Making Checklist," covering the areas of governing body authority, conflict of interest/ethics, accountability to public funders, and financial governance.

7) 10:43-11:16 – BREAK

8) Confirm Institutional Capacity for Project

a) **Goal:** ***Develop a Flow Chart with Money, People, Skills, and Staffing***
- The group reviewed the items recognized in the Tool Kit exercises as in-progress or gap-identified, and assigned actions, owners, and due dates for each item. A special meeting was proposed for September 30th, 2026.
- Discussion was held on how to document and assess the project plan. The Road Map document was reviewed, and board members shared suggestions on potential reformatting to make the document more helpful.
- Discussion was held on risk assessments and board members agreed on the need to create a checklist of relevant questions to answer at each "Go/No Go" decision point.
- Discussion was held on expectations for consultant work.

Gaps Identified or In Development	**Action**	**Owner**	**Due Date**
1. Explain mission statement	Develop mission statement.	Board workshop	This afternoon.
2. Staff lead & 3. Staff roles	Talk to consultants to define the "staff lead" role, scope of work, skills required, and details of how they would work with the library (as a staff member, contractor, etc.). Create a responsibility flow chart/written document outlining staff roles.	Laurie	Initial report at September 30th special BOT meeting.
4. Hire consultants	No action at this time, revisit later.		Revisit after "Go/No Go"

			decision point in Q4 of 2026. Noted on Road Map.
5. Know funder rules	No action at this time. Include in project manager description (see items 2 and 3)	Project manager	
6. Manage reimbursement funding	No action at this time, revisit later.		Revisit when appropriate later in project.
7. Formal budgeting process / Long-term operating costs	Add "review accounting procedures" to Road Map. Otherwise, no specific action at this time.		Noted on Road Map in February 2027 after Project Manager hire.
8. Board refresher on legal and financial responsibilities for a capital project	Check for existing trainings with MRSC, other public library directors, and attorney. Develop training for the board from materials collected.	Laurie	October 13th BOT meeting.
9. Approve project/ready to go	No action at this time, revisit later.		Revisit at "Go/No Go" decision point in Q2 of 2027. Noted on Road Map.
10. Timeline	Develop timeline.	Board workshop	This afternoon.
11. Plan for permits	No action at this time, revisit later.		Revisit after "Go/No Go" decision point in Q2 of 2027. Noted on Road Map.
12. Local comprehensive plan	Follow up with Allied8 on their talks with the Town.	Laurie	September 30th special BOT meeting.

13. Manage large grants	Get advice as needed from Fivedot and SJICF.	Laurie	As needed.
14. Conflict of interest/ethics	Research and write conflict of interest/ethics policy.	Laurie	October 13th BOT meeting.

9) 12:28-12:59 pm – LUNCH BREAK

10) Develop Case for Support

a) **Review Values, Vision, and Mission Based on Board, Staff, and Community Discussions**
   - Anthony shared a collection of documents including a draft case for support flyer, the current mission statement and core values, drafted revisions to the mission statement and core values, a fold out brochure of the vision/mission statement/core values, and previous new building project updates.
   - Discussion was held on the draft strategic plan, which Anthony had previously worked on with staff and board input. Anthony discussed the goal of creating a value-centered plan.

b) **Goal: *Articulate Values, Vision, and Mission***
   - The group discussed the utility of vision and mission statements, and the board agreed that we should have both. The group collaborated to draft a new vision statement and mission statement, and edit the core values.
   - Discussion was held on the time horizon of the strategic plan. Considerations include timing with new building, future levy lid lifts, etc. Board members agreed to move forward with a timeline of 2026-2032.

MSC Karen Vedder moved and Cheryl Kringle seconded to adopt the proposed vision and mission statements as amended. Carried.

At 1:20pm, visitors Ashley King and "macbook pro" were removed on Zoom for disrespectful conduct (displaying sexually explicit material).

11) 2:26-2:43 pm – BREAK

12) Refine Case for Support

- Amy Saxe-Eyler briefly shared comments and feedback from the SJICF's annual Cornerstone event. In particular, she noted that Anthony's talk was well received.

a) **Discuss Essential Information**
   - Anthony reviewed the draft case for support flyer/cover sheet. Discussion was held on the document and suggestions for improvement were explored.

- The group reviewed an example case for support that Amy provided, and she advised on what information and materials the SJICF would need to be supplied with for their work on private fundraising.
- The group brainstormed essential information to be included in the case for support.

b) Goal: *Draft Case for Support*

- Laurie and Anthony will gather the information identified in the brainstorming session and outline the content, then deliver the materials to the SJICF to create presentation materials and a glossy handout. Laurie requested that each board member collect two quotes from community members and stakeholders for inclusion in the case for support materials.
- The board reviewed the new building update bifold that Anthony created for handout at the fair. Amy offered suggestions about the fundraising portion.

13) Develop Action Plan (Actions, Owners, Due Dates)

- Completed under agenda item 8) Confirm Institutional Capacity for Project.

14) Adjournment

MSC Barbara Sharp moved and Karen Vedder seconded to adjourn the meeting at 4:34 pm. Carried.

Respectfully submitted: Signed by: Karen Vedder
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Board Secretary

Approved: Signed by: John Aschoff
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Board President