

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 February 14, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:02 a.m. in the
6 Community Meeting Room of the Library. Attending were Trustees Jens Kruse and
7 Teresa Patrick; Library Director Phil Heikkinen, and staff member Mary Pugh.

8 **WELCOME & INTRODUCTIONS** – President Regina thanked everyone for attending.

9 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None.

10 **ROUTINE MATTERS**

11 Minutes: There was not a quorum present of the January 10 meeting attendees,
12 in order to approve the January 10 Minutes. The Board reviewed the Minutes from the
13 January 24 Board retreat. Teresa made a **MOTION** to approve the Minutes. Jens
14 seconded and the **MOTION** passed unanimously.

15 Vouchers and Payroll: Regina said Alex (who was unable to attend today) had
16 reviewed the Vouchers and payroll and recommend approval.

17	January 2018 Payroll	\$31,341.84
18	Invoice Accounting Report 1/2/2018 (2017 GF)	\$3,040.00
19	Invoice Accounting Report 1/10/2018 (GF)	\$4,958.60
20	Invoice Accounting Report 1/16/2018 (GF)	\$5,223.85
21	Invoice Accounting Report 1/10/2018 (BF)	\$1,014.66
22	Invoice Accounting Report 1/16/2018 (BF)	\$56,714.78
23	Invoice Accounting Report 1/16/2018 (BF)	\$2,420.72

24 Regina made a **MOTION** to approve the January payroll in the amount of
25 \$31,341.84. Teresa seconded, and the **MOTION** passed unanimously.

26 Regina made a **MOTION** to approve the submitted 2017 General Fund vouchers
27 in the amount of \$10,427.38; Teresa seconded, and the **MOTION** passed unanimously.

28 Regina made a **MOTION** to approve the submitted 2018 General Fund vouchers
29 in the amount of \$10,182.45; Teresa seconded, and the **MOTION** passed unanimously.

30 Regina made a **MOTION** to approve the submitted 2018 Building fund vouchers
31 in the amount of \$60,150.16; Teresa seconded, and the **MOTION** passed unanimously.

32 **PUBLIC COMMENT** – None.

33 **PLANNING & PRIORITIES**

- 34 ➤ **Library Building Expansion**: Phil said remaining warranty items are the skylight
35 replacement; south trellis repair; and circle drive repair. He is also working with the
36 Funhouse Commons on use of surplus shelving materials.
- 37 ➤ **Library Board Retreat Follow-up**: Phil said that addressing the landscaping was one
38 of the goals of the Board from the retreat. He said the estimate is \$35,000 and falls
39 under the purchasing category of an informal request for proposals. Teresa asked if
40 there were local or state guidelines to follow. Phil said the Library’s recently-

41 updated purchasing policy follows the relevant guidelines. Teresa said she is
42 concerned that the project would compete with funds for finishing the reading room
43 remodel. Phil said that there are sufficient funds in the 2018 budget to at least start
44 addressing priorities for both. Theresa recommended advertising an RFP and review
45 of submitted proposals. Regina and Jens agreed. Regina asked if the process can be
46 completed by the March meeting. Phil felt there was adequate time and will proceed
47 with preparing the RFP.

48 Phil asked for Trustee interest in participating on the Art Committee; Theresa and
49 Jens will join, pending availability. Teresa and Phil will review the displays and
50 exhibits policy to make sure it best accommodates our new art displays.

51 ➤ **NEW BUSINESS**

52 ➤ Relevant News and Issues: None

53 ➤ Director's Report: Phil invited any questions about his report. He reported on our
54 new hire, Lynn Johnson; and provision of condoms in the restrooms by the Island
55 Reproductive Health Initiative. He asked for feedback on hosting a collection jar for
56 the Food Bank at our service desk, and after discussion decided to remove it.

57 ➤ Friends of the Library: No Friends member was in attendance. Phil reviewed the
58 most recent meeting. Jens said he would attend the March 13 Friends Board
59 meeting, pending his availability.

60 **REPORTS FROM ACTIVE COMMITTEES**

61 Resources and Programs: Jens talked about current programs; said that his new
62 literature class is going well; and the committee is looking for another community
63 member. Phil said he is meeting with Skagit College Friday Harbor Director Randy
64 Martin by phone to talk about last summer's survey results about topics of interest, plus
65 a list of possible presenters.

66 Community Relations: We will soon be receiving an electric scooter donation
67 from the Lions Club to help people with mobility issues to more easily get to the new
68 front door, and if necessary, to get around the building. The Board discussed the range
69 of what could be considered reasonable accommodation.

70 Facilities & Systems: Martha and Phil will work on forming a Facilities
71 Committee to help work on decisions regarding furniture and remodeling; the
72 landscaping RFP is scheduled to go out this week, with a due date of March 2 for
73 proposals; some of the priorities indoors include furniture, lighting, and remodeling the
74 former lobby.

75 Policy & Personnel: Teresa and Phil will look at a possible update of our display
76 policy, in light of now hosting rotating art exhibits. Mary and Phil still have in their to-
77 do list an update of the Employee Handbook. Also, we continue considering possible
78 meeting room policy updates, if needed for our new small group meeting rooms.

79 Finance: Alex, Harvey Himelfarb, and Phil will work on committee formation
80 and moving forward with a development plan.

81 **PUBLIC COMMENT** – None.

82 **OTHER** – Phil mentioned WA Library Legislative Day and Library Boot Camp in
83 Olympia, both available for any interested library trustees.

84 **ADJOURNMENT** – There being no further business, the meeting was adjourned at
85 10:24 a.m. (**MOTION** by Jens; seconded by Teresa; and the **MOTION** passed
86 unanimously.)

87 Submitted by Phil Heikkinen.

88 Approved _____