

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 January 10, 2018

5 The meeting was convened at 8:37 a.m. in the Meeting Room of the Library. Attending  
6 were Trustees Alex Conrad, Martha Fuller, Teresa Patrick, and Regina Zwilling; Library  
7 Director Phil Heikkinen, and staff member Mary Pugh. Also attending were Friends  
8 Board Member Harold Lentzner, and Library Board nominee Jens Kruse.

9 **WELCOME & INTRODUCTIONS** – Vice-President Regina thanked everyone for  
10 attending. She introduced Jens and Harold. Phil said that Jens is attending as a possible  
11 replacement for Ben Luna’s vacated position.

12 **OFFICER ELECTION, COMMITTEE ASSIGNMENTS, AND CALENDAR**

- 13 ➤ **Officer Election:** Martha nominated Regina for President; Alex seconded and the  
14 **MOTION** passed unanimously. Regina nominated Alex for Vice-President; Martha  
15 seconded and the **MOTION** passed unanimously. Regina nominated Martha for  
16 Secretary; Alex seconded and the **MOTION** passed unanimously.
- 17 ➤ **Committee Assignments:** Regina asked for expressions of interest in the various  
18 Committees; and after discussion she appointed Alex to Finance, Martha to Facilities  
19 and Systems, Regina to Community Relations, and Teresa to Policies and Personnel.  
20 If approval by the BOCC Jens will chair the Resources and Programs Committee.
- 21 ➤ **2018 Meeting Dates and Times; Agenda format** After discussion, the Board decided  
22 that the monthly meeting will be the 2<sup>nd</sup> Wednesday of each month at 9:00 a.m. No  
23 changes are needed to the agenda format. The Board will schedule a special meeting  
24 during any months when it is needed.

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

26 **ROUTINE MATTERS**

27 Minutes: The Board reviewed the Minutes from the December meeting. Alex made  
28 a **MOTION** to approve the Minutes from December 13, 2017 as presented. Martha  
29 seconded and the **MOTION** passed unanimously, with Teresa abstaining.

30 Vouchers and Payroll: Alex said he had reviewed the Vouchers and payroll.

31	December 2017 Payroll	\$29,533.35
32	Invoice Accounting Report 12/13/2017 (GF)	\$9,635.97
33	Invoice Accounting Report 12/22/2017 (GF)	\$2,616.95
34	Invoice Accounting Report 12/13/2017 (BF)	\$16,652.90

35 Alex made a **MOTION** to approve the December payroll in the amount of  
36 \$29,533.35. Regina seconded, and the **MOTION** passed unanimously.

37 Alex made a **MOTION** to approve the submitted General Fund vouchers in the  
38 amount of \$12,252.92; Regina seconded, and the **MOTION** passed unanimously.

39 Alex made a **MOTION** to approve the submitted Building fund vouchers in the  
40 amount of \$16,652.90; Regina seconded, and the **MOTION** passed unanimously.

41 PUBLIC COMMENT – None.

42 **PLANNING & PRIORITIES**

43 ➤ **Trustee Resignation and New Recommendation to BOCC:** Regina said that Ben Luna  
44 resigned from the Library Board for personal reasons. Phil said that he had discussed  
45 with Regina and Tom Fiscus of the Trustee Search Committee recommending Jens  
46 Kruse to complete the remaining four years of Ben’s term. Alex made a **MOTION** to  
47 recommend to the San Juan County Council that Jens Kruse be appointed to fill the  
48 vacant Board position term ending December 2021. Martha seconded and the  
49 **MOTION** passed unanimously. Phil said he will contact the Council’s Office to have  
50 the item added to their January 23<sup>rd</sup> meeting agenda.

51 ➤ **Library Building Expansion:** Phil said HBHansen is waiting for better weather to  
52 finish warranty items. Regina asked about the progress of the sliding doors for the  
53 children’s’ and young adult areas. Phil said the engineering firm is designing the  
54 system that will hang the doors. The landscape RFP is waiting for the final pay-out to  
55 HBHansen. Teresa asked about potentially spending \$100,000 on landscape when the  
56 interior seating and lighting still need finishing. Alex said the initial plan was to have  
57 space outside for programming. Teresa said there should be a balance between  
58 finishing the interior and exterior landscape. Phil agreed, noting some of the work  
59 already done. Martha suggested adding the topic to the retreat agenda.

60 ➤ **Library Board Retreat Agenda for January 24:** Regina suggested 1) an ice breaker-  
61 getting to know you; 2) prioritize expenses; 3) 2018 goals; 4)resources and programs  
62 direction; 5) review of the mission statement.

63 ➤ **NEW BUSINESS**

64 ➤ Relevant News and Issues: The Board talked about books they are reading and  
65 additions to the “Staff Picks” in the catalog.

66 ➤ Director’s Report: Phil took questions on his report. Phil reported on the hiring process  
67 for a new part-time staff person. He said he has reviewed the salary schedule change  
68 with staff.

69 ➤ Friends of the Library: Teresa attended the January Friends’ meeting and  
70 recommended helping at the Winter Booksale. Harold reported on the Board changes  
71 and the 2017 income streams.

72 **REPORTS FROM ACTIVE COMMITTEES**

73 Resources and Programs: Martha said the committee is meeting to finish a rough  
74 calendar for 2018, noting that it will leave room for additional programs that come up.

75 Community Relations: None.

76 Facilities & Systems: None.

77 Policy & Personnel: Fixed Assets & Disposition Policy: Phil noted that assets and  
78 disposition was separate from the purchasing policy. Teresa suggested amending the  
79 draft to include posting public notice of asset disposal. Martha made a **MOTION** to adopt  
80 the Fixed Assets & Disposition Policy as amended. Alex seconded, and the **MOTION**  
81 passed unanimously.

82 Finance: None.

83 PUBLIC COMMENT – None.

84 OTHER – None.

85 The Board took a break from 9:53 a.m. to 10:05a.m.

86 **EXECUTIVE SESSION for the review of the Director:** The Board moved into Executive  
87 Session at 10:05 a.m. The Board returned at 10:40 a.m. No action was taken.  
88 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:41  
89 a.m.  
90 Submitted by Mary Pugh.

91 Approved \_\_\_\_\_