

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 June 13, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:00 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Alexander
7 Conrad, Martha Fuller (arriving at 9:13 a.m.), Jens Kruse, and Teresa Patrick; Library
8 Director Phil Heikkinen; Staff Mary Pugh; and Friends of the Library representative
9 Lynn Carter.

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the Minutes from the May 9 Regular Board
14 Meeting. Martha made a **MOTION** to approve the Minutes; Regina seconded and the
15 **MOTION** passed unanimously by those attending the meeting.

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

17	May 2018 Payroll	\$31,842.18
18	Invoice Accounting Report 5/1/2018 (GF)	\$6,694.58
19	Invoice Accounting Report 5/14/2018 (GF)	\$8,672.47
20	Invoice Accounting Report 5/28/2018 (GF)	\$7,458.17
21	Invoice Accounting Report 5/1/2018 (BF)	\$30,688.10
22	Invoice Accounting Report 5/14/2018 (BF)	\$3,615.00
23	Invoice Accounting Report 5/28/2018 (BF)	\$8,604.76

24 Alex made a **MOTION** to approve the May payroll in the amount of \$31,842.18.
25 Teresa seconded, and the **MOTION** passed unanimously.

26 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers
27 totaling \$22,825.22; Teresa seconded, and the **MOTION** passed unanimously.

28 Alex made a **MOTION** to approve the submitted 2018 Building fund vouchers
29 totaling \$42,907.86; Martha seconded, and the **MOTION** passed unanimously.

30 **PUBLIC COMMENT** – None.

31 **PLANNING & PRIORITIES**

32 ➤ **Library Building Expansion Update – One-Year Walkthrough**: Phil said he had the
33 one-year walk through with HKP representatives. The main issue is still with the
34 south trellis light panes leaking. Other issues include a faucet leak in the kitchen,
35 and the concrete finish in the new lobby entrance.

36 **NEW BUSINESS**

37 ➤ 2018 General and Building Fund Budget Amendments: Phil reviewed the narrative
38 for the amendments explaining that 2017 and 2018 additional revenue needs to be
39 brought into the budget so that it can be properly expensed. The cash forward for the
40 Building Fund consisted mostly of non-invoiced items from HBHansen and MTC

41 Engineering. The cash forward for the General Fund consisted in large part of
42 expense reductions including an unfilled staff position. Phil explained that expenses
43 covered in the reading room remodel fall outside the original scope of the expansion
44 and are included in the General Fund. Regina commented that both amendments
45 seemed straightforward. She asked about the status of the landscaping project. Phil
46 said that the current project is 100 percent complete; although he wants to schedule
47 a meeting with Emily Aring to discuss maintenance. He said Caroline Wiltz is
48 continuing her role in grounds maintenance and has been hired as the additional
49 custodian.

50 Alex made a **MOTION** to approve Resolution 01-2018 Amending the 2018
51 Building Fund budget. Martha seconded and the **MOTION** passed unanimously.

52 Alex made a **MOTION** to approve Resolution 02-2018 Amending the 2018
53 General Fund budget. Teresa seconded and the **MOTION** passed unanimously.

54 ➤ Custodial Services Contracts: Phil said the Library has had only one custodian for
55 over a month. He has approved Caroline Wiltz to be the additional custodian. Phil
56 said he also is recommending a small rate increase for Mike Larkins. Alex made a
57 **MOTION** to approve custodian contracts for Mike Larkins and Caroline Wiltz.
58 Martha seconded and the **MOTION** passed unanimously.

59 ➤ Washington Voters Rights Act: Phil said he had emailed the Board information from
60 the San Juan County Auditor about the initiative. Teresa suggested we will do well
61 to continue making sure the board composition is reflective of the entire community.
62 Phil said there are occasional instances where a board does not have candidates for
63 an election. Jens asked if the officials elected are compensated. Martha said there is
64 usually a stipend, but it can be declined. Phil said he will monitor the issue.

65 ➤ Relevant News and Issues: None.

66 ➤ Director's Report: Phil said that long-time Holiday Tea musician Katie Jensen had
67 passed away. Phil reviewed maintenance on the HVAC system, an inter-local
68 agreement with San Juan County; CPR training for staff; collection statistics and
69 the donation of an AED unit by the Friends of the Library.

70 ➤ Friends of the Library: Lynn said she is training the new Friends' Treasurer. She
71 mentioned a \$2000 donation for the library. Lynn had sign-up sheets for the Library
72 Fair. Phil asked if the Board wanted to host a table at the Fair. The Board felt a
73 thank-you sign would be appropriate. Regina asked how the bookstore was doing;
74 Lynn said they are looking at making up to \$6000 this year.

75 **REPORTS FROM ACTIVE COMMITTEES**

76 Resources and Programs: None.

77 Community Relations: None.

78 Facilities & Systems: Martha said the committee is developing the proposal for
79 the old lobby remodel and for additional lighting and soft seating. She will have a report
80 at the July meeting.

81 Phil asked the Board's opinion on the street side sign, including the size of the
82 letters, the wording, and the backing.

83 Finance: Phil said Harvey Himelfarb had to reduce his time commitment to the
84 fundraising committee. Phil and Alex would like to develop a capital campaign.

85 Policy & Personnel: Regina discussed the staffing levels, noting how busy the
86 desk staff is; commenting on helping patrons first and tasks second. She said that the
87 Co-op saw customer service improved with additional staff training. The Co-op also did
88 a staff survey, costing \$4500, and received 100 percent staff participation. Jens noted
89 that as a volunteer it is difficult to know where his duties end and staff duties begin. As
90 an example, he wondered if volunteers were allowed to replenish the copy machine
91 paper. Phil said that different volunteers had different skill levels and their staff
92 supervisor would work with them to determine the best fit.

93 **PUBLIC COMMENT** – None.

94 **OTHER** – Phil said that the Library would have to have another audit for 2017 because
95 the district exceeded the revenue cap of \$2 million per year, explaining that all funds
96 received, including donations to the Building Fund are included. With the completion of
97 the project the district should return to a three-year schedule.

98 **ADJOURNMENT** – There being no further business, the meeting was adjourned by the
99 President at 10:37 a.m.

100 Submitted by Mary Pugh.

101 Approved _____