

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 2nd 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 23rd 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 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Library Board Retreat Minutes

4 January 24, 2018

5
6 Library Board President Regina Zwilling called the Board Retreat to order at 9:12 a.m. in the
7 YMCA Camp Orkila Alumni House. Also attending were Trustees Alexander Conrad, Martha
8 Fuller, Teresa Patrick, and Jens Kruse; and Library Director Phil Heikkinen.

9
10 1. Welcome, Introductions, and agenda changes, if any

11 No agenda changes.

12 As an introductory exercise, each attendee shared a value that they felt they brought to the world;
13 and what soothes their spirit.

14
15 2. Review of Strategic Directions and Core Service Values

16 After discussion, the Trustees agreed that the current statements were reflective of our current
17 community vision and needs, and the Library's service values; and agreed to revisit these
18 statements on an annual basis.

19 In implementing our plans and expressing our service values, the Trustees supported the
20 construction, when funding permits, of a protected walkway from the parking lot to the new
21 entrance; provision of one or more electric carts for handicapped users; and reminding people
22 about their ability to obtain materials through purchase or interlibrary loan requests.

23
24 3. 2018 Priorities overall; and for building and grounds

25 The Board discussed Phil's draft list of priorities and added further details, per the attached
26 document, "2018 Library and Director Priorities, January 24, 2018."

27
28 4. Lunch at noon (provided) 12:15 to 12:45 pm

29
30 5. Program offerings in 2018

31 The Trustees discussed the 2018 list of programs being maintained and updated by the Resources
32 and Programs Committee. They agreed to invite additional ideas and offers from community
33 members, to obtain the list of potential presenters developed by Skagit Valley College via a survey
34 distributed in 2017, and to gather feedback and attendance figures; also, they offered program
35 ideas to add to the RPC program list.

36
37 6. Format and content of the monthly Director's Report

38 The Trustees and Phil discussed the report, and agreed to remove the separate Priorities and
39 Service Goals section (which was often redundant); to incorporate Collection Management into
40 Resources and Programs (making report sections reflect the Board committee chair assignments);
41 to continue trying to track online user sessions, including Wi-Fi; to stop tracking uptime stats
42 unless we have unusual events; and to track door counts for the main and south entrances
43 separately.

44
45 7. Trustee training topics

46 Attendees discussed the mandatory online Board training available via the Secretary of State's
47 website; ALA's United for Libraries resources; WebJunction, and the Washington State Library's
48 website, including the Trustee Wiki. Phil will share the links for people who had not previously
49 received them.

51 8. Other

52 None

53

54 9. Adjournment

55 There being no further business, the meeting was adjourned by the President at 2:10 p.m.

56

57 Submitted by Phil Heikkinen.

58 Approved: _____

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 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 March 14, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:04 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Martha Fuller,
7 Alexander Conrad, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen;
8 and Friends Vice-President Madeline Sheplor.

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Board reviewed the Minutes from the January 10 Regular Board
13 Meeting. Teresa made a **MOTION** to approve the Minutes; Martha seconded and the
14 **MOTION** passed unanimously among the Trustees who attended that meeting. The
15 Board reviewed the Minutes from the February 14 Regular Board Meeting. Teresa made
16 a **MOTION** to approve the Minutes; Jens seconded, and the **MOTION** passed
17 unanimously.

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

19 February 2018 Payroll	\$31,580.23
20 Invoice Accounting Report 1/30/2018 (2017 GF)	\$8,618.80
21 Invoice Accounting Report 2/13/2018 (GF)	\$12,376.11
22 Invoice Accounting Report 2/26/2018 (GF)	\$17,560.94
23 Invoice Accounting Report 1/30/2018 (BF)	\$2,000.00
24 Invoice Accounting Report 2/26/2018 (BF)	\$791.83

25 Alex made a **MOTION** to approve the February payroll in the amount of
26 \$30,580.23. Teresa seconded, and the **MOTION** passed unanimously.

27 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers
28 totaling \$38,555.85; Jens seconded, and the **MOTION** passed unanimously.

29 Alex made a **MOTION** to approve the submitted 2018 Building fund vouchers
30 totaling \$2,791.83; Teresa seconded, and the **MOTION** passed unanimously.

31 **PUBLIC COMMENT** – Madeline said the Library is doing a great job.

32 **PLANNING & PRIORITIES**

33 ➤ **Library Building Expansion Update**: Phil discussed HBHansen’s completion of the
34 skylight replacement; also, the delay in replacing the glazing for the south trellis
35 due to the manufacturer specifying the incorrect glazing size. HBHansen has
36 submitted a retainage bond, which Phil and Mary are processing with input from
37 Owner’s Rep Liz LeRoy, as well as checking in with HCMP attorneys Dan Gottlieb
38 and Alex Wu to make sure we are proceeding correctly. Phil will send an update
39 after talking with Dan and Alex.

- 41 ➤ **Landscaping Project:** Teresa and Martha asked about details, such as lists of plants,
42 quantities, and phasing. Alex suggested scheduling a special meeting, including an
43 invitation to Emily and Monty, accompanied by more detailed information. Martha
44 made a **MOTION** to schedule a special meeting soon with Monty and Emily; Teresa
45 seconded; discussion included best dates; and the **MOTION** passed unanimously.
46 Phil will check with Monty and Emily on their availability for 9 am on the 20th, 21st,
47 or 22nd and then get back to the Board with confirmation. Teresa suggested
48 approaching groups such as the Garden Club for help with maintenance.
- 49 ➤ **Review of Artwork and Landscaping Hardscape offers:** Phil reviewed an offer for
50 support in building a fire pit surrounded by decorative stonework, and said that he
51 and the Art Committee had concerns about safety, operations, and loss of some of
52 our small south lawn area. Through discussion, the Board also expressed not
53 supporting this idea, for much the same reasons. Phil will discuss our decision with
54 the person who proposed it; and Martha said she'd also be available to discuss it if
55 that would be helpful. Also, Phil reviewed a recent offer of a large Abe Lincoln relief
56 sculpture, which the Art Committee had also discussed. Due to the Library not being
57 able to offer an adequately prominent, monitored, permanent location, per the
58 stipulations of the donation, the artist withdrew the offer.
- 59 Alex discussed the idea of offering artwork on loan to library users; Phil said that
60 some libraries have done this, and that it can work, although one of the challenges is
61 finding enough space to store and display the art collection. We will keep this in
62 mind as an option.

63 **NEW BUSINESS**

- 64 ➤ Relevant News and Issues: None
- 65 ➤ Director's Report: Phil invited any questions about his report. He highlighted that
66 the door count and checkouts trended higher than during the past several months.
67 Alex reintroduced a topic discussed previously, which was to make a hot dog cart
68 available to library users; we will keep this in mind, along with a coffee service. Phil
69 and the Board discussed the use of the large video screen in the YA area; staff is
70 researching other libraries' experiences and policies; Teresa said it was important to
71 keep in mind whether we are meeting the needs of all kids.
- 72 ➤ Friends of the Library: Madeline, the Friends VP, reported an estimated net income
73 of about \$3,600 from the Winter Book Sale; the rowing club helped a lot both with
74 setup and takedown; sales remain good in the lobby; and there is a new Treasurer,
75 Iris Hanson-Tate.

76 **REPORTS FROM ACTIVE COMMITTEES**

77 Resources and Programs: Jens and Phil reviewed that the calendar is largely in
78 place for 2018; and there may soon be a new member.

79 Community Relations: No report.

80 Facilities & Systems: Martha discussed committee formation, saying that
81 currently it looks like we may have four community members, plus Martha and Phil.
82 She said that in addition to adding lighting and furnishings, and remodeling as
83 appropriate, the committee will look at maintenance as well; and it would be good to
84 recruit someone familiar with maintenance issues and practices. Phil said that it may
85 be time to update our reserve study, which was created in 2003. Martha reviewed that
86 our financial plan is to restore our reserve funds once the WAFed loan is paid off.

87 Finance: Phil outlined savings from last year's BF (about \$30,000) and GF (about
88 \$25,000) compared to estimates in the 2018 adopted budget; this will help us to better
89 accomplish the landscaping and interior projects under consideration.

90 Policy & Personnel: Teresa and Phil are reviewing our display policy, so that it
91 will incorporate artist agreements for our temporary art displays; also, our policy on
92 gifts. Phil said we are updating our interlocal agreement with SJC, intended mostly to
93 allow the County to do work for us; and he'll share the draft with the Board.

94 **PUBLIC COMMENT** – None.

95 **OTHER** -- None.

96 **ADJOURNMENT** – There being no further business, the meeting was adjourned by the
97 President at 10:48 a.m.

98 Submitted by Phil Heikkinen.

99 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 March 21, 2017

5 Library Board Vice-President Alexander Conrad called the Special Meeting to
6 order at 9:06 a.m. in the Library's Community Room. Also attending were
7 Trustees Martha Fuller, Teresa Patrick, and Jens Kruse; Library Director Phil
8 Heikkinen; guests Monty Coffey (The Woodsmen) and Emily Aring (Kabloom
9 Landscaping); and community members Leith Templin and Pierrette Guimond.

10 1. Welcome: Alex welcomed everyone to the meeting.

11 2. Additions and Modifications to the Agenda: Alex added a Public Comment
12 agenda item due to attendance by two community members.

13 3. Public Comment: Pierrette expressed support for the landscaping project,
14 though also concerns about maintenance, watering, and overall budget impact.

15 4. Landscaping Proposal:

- 16 • Phil gave an overview of the RFP process, proposal from Emily and Monty,
17 and request by the Board at the March 14 meeting for more details,
18 especially a plant list.
- 19 • Emily discussed the planting philosophy, including hardy plants that would
20 look good year-round; low watering needs; preserving views; moving from
21 smaller plants near the building to larger plants farther away. We would
22 need to water for the first summer or two until plants were established;
23 afterward, the plants would survive dry periods, though would flourish
24 more with some supplemental watering. Heavy mulching will help with
25 moisture retention.
- 26 • Attendees discussed alternatives for watering when needed, including hand
27 watering, soaker hoses, and drip irrigation.
- 28 • Discussion continued about plant choices, sizes, types of pots near the
29 entrance, and timeframe for planting during April.
- 30 • Different options and timeliness for planting and maintenance were
31 discussed for restoring the grassy areas, whether through reseeding,
32 hydroseeding, or using sod. This topic will be passed along to the
33 Landscaping Committee for consideration and recommendation.
- 34 • Discussion moved into budgeting, initial and ongoing maintenance, and
35 possible use of volunteers.
- 36 • Monty and Emily confirmed that they will provide the materials of the type
37 and quantity they described, and the labor to do the work they described,
38 for no more than \$46,725, barring extreme unforeseen circumstances.

- 39 • Martha nominated Teresa to the Landscaping Committee for consideration
40 by the President.
- 41 • Emily will send Phil a Pinterest link to share with the Board, showing
42 photos of plant categories to be used for the project.
- 43 5. Public Comment: Leith talked about traffic flow around the Library entrance
44 and financing for the landscaping project. Pierrette recommended issuing a
45 public update on the landscaping plans.
- 46 6. Martha made a **MOTION** to approve the landscaping proposal as submitted by
47 Kabloom and The Woodsmen, totaling up to \$46,725; Alex seconded, and the
48 **MOTION** passed unanimously.
- 49 7. Adjournment: There being no further business, the meeting was adjourned by
50 the Vice-President at 10:27 a.m.
- 51 Submitted by Phil Heikkinen.

52 Approved: _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 April 14, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:04 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Alexander
7 Conrad, Martha Fuller, and Teresa Patrick; Library Director Phil Heikkinen; Staff
8 Mary Pugh; and Friends President Ken Gibbs.

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Board reviewed the Minutes from the March 14 Regular Board
13 Meeting. Martha made a **MOTION** to approve the Minutes; Alex seconded and the
14 **MOTION** passed unanimously. The Board reviewed the Minutes from the March 21
15 Special Board Meeting. Martha made a **MOTION** to approve the Minutes; Alex
16 seconded, and the **MOTION** passed unanimously among the Trustees who attended that
17 meeting.

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

19	March 2018 Payroll	\$29,515.95
20	Invoice Accounting Report 3/14/2018 (GF)	\$14,736.78
21	Invoice Accounting Report 3/28/2018 (GF)	\$9,362.52
22	Invoice Accounting Report 3/14/2018 (BF)	\$21,211.98
23	Invoice Accounting Report 3/28/2018 (BF)	\$105.26

24 Alex made a **MOTION** to approve the March payroll in the amount of \$29,515.95.
25 Teresa seconded, and the **MOTION** passed unanimously.

26 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers
27 totaling \$24,099.30; Martha seconded, and the **MOTION** passed unanimously.

28 Alex made a **MOTION** to approve the submitted 2018 Building fund vouchers
29 totaling \$21,317.24; Martha seconded, and the **MOTION** passed unanimously.

30 **PUBLIC COMMENT** – None.

31 **PLANNING & PRIORITIES**

32 ➤ **Library Building Expansion Update**: Phil discussed HBHansen’s plan to replace any
33 cracked glazing for the south trellis as soon as weather permits. He said the one
34 year anniversary of the major construction completion is June 19 and will complete
35 the warranty period. There are a few minor issues including a leaky faucet, door
36 adjustment, south trellis, and circle drive asphalt. We have received as-built
37 drawings and the operation and maintenance manuals. Phil reviewed the
38 landscaping work including elevation grading and stabilization. Teresa suggested a
39 walk around at the May meeting. She asked how the community education portion
40 of the project was developing. She would like to get a better understanding of
41 ongoing cost versus volunteer involvement. Phil said the Library has one paid

42 position for maintenance. He suggested developing a professional “adopt-a-bed”
43 program allowing landscaping professionals the ability to have a plaque naming
44 their business. Also discussed was the remodel of the old lobby with a “café” feel
45 allowing food and beverages, thus creating a relaxed atmosphere.

46 ➤ **NanaWall contract:** Phil discussed with the Board the cost and installation,
47 including a contingency. The project will additionally require a local contractor to
48 prepare the opening to receive the NanaWall panels at an approximate cost of
49 \$5,000 to \$6,000. Phil reviewed the breakdown of the project financing. Martha
50 made a **MOTION** to approve the project including \$6,000 for the opening
51 preparation, \$43,000 for the door panels, \$8,200 for installation, and \$6,000
52 contingency. Alex seconded, and the **MOTION** passed unanimously.

53 **NEW BUSINESS**

- 54 ➤ Relevant News and Issues: Phil commented on a retired librarian moving to Orcas.
- 55 ➤ Director’s Report: Phil invited any questions about his report. He commented on the
56 Caroline Buchanan art exhibit and reception, and the popularity of the genealogy
57 classes.
- 58 ➤ Friends of the Library: Friends President Ken Gibbs suggested installing an AED
59 device and he will recommend the Friends purchase one for the Library. Ken
60 reminded the Board that the Smile Amazon program donates a portion of purchases
61 to a charity and recommended adding the Friends as their charity. Ken said the
62 August Library Fair is fast approaching and there is a sign-up sheet in the *Friends*
63 *Corner Bookstore*. Teresa will attend the May meeting.

64 **REPORTS FROM ACTIVE COMMITTEES**

65 Resources and Programs: None.

66 Community Relations: Public Comment Procedures: Martha said that some of
67 the public comment at the Board’s meetings has been inconsistent with the written
68 policy. She felt agenda items were being interrupted by public comment and would like
69 a return to the written policy for public comment during the Board’s meetings.

70 Facilities & Systems: Martha said the committee was meeting today to begin
71 developing project priorities and a maintenance plan.

72 Finance: Phil said he hopes to meet soon with Alex and Harvey Himelfarb about
73 fundraising.

74 Policy & Personnel: Display Policy: Teresa said the current policy was
75 established in 1993 and updated in 2007. She is recommending adding an exhibitor
76 agreement detailing rights and responsibilities. Martha made a **MOTION** to adopt the
77 exhibitor agreement and updated display policy as proposed. Alex seconded, and the
78 **MOTION** passed unanimously.

79 **PUBLIC COMMENT** – None.

80 **OTHER** – Teresa commented on the usage statics noting the checkouts of DVDs. Ken
81 commented on our having fewer science books than cookbooks. Phil said staff is
82 regularly soliciting input for non-fiction collections, noting that college and technical
83 level items would have limited interest. Phil said we utilize inter-library loan and if
84 staff feels a requested item would circulate here, then it is purchased. Teresa asked if
85 there is a way to assess core collections. Phil said there are tools and guidelines on
86 collections. He noted, however, that local interest plays a large part of the collection
87 development. Teresa said that when she volunteers at the desk she will discuss

88 purchasing items with patrons, telling them “they will be first on the reserve list” when
89 the item is available.

90 **ADJOURNMENT** – There being no further business, the meeting was adjourned by the
91 President at 10:55 a.m.

92 Submitted by Mary Pugh.

93 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 May 9, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:38 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Alexander
7 Conrad (via telephone), and Martha Fuller, and; Library Director Phil Heikkinen; Staff
8 Mary Pugh.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Regina tabled all agenda
11 items except for Routine Matters.

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the Minutes from the April 11 Regular Board
14 Meeting. Martha made a **MOTION** to approve the Minutes; Alex seconded and the
15 **MOTION** passed unanimously.

16 Vouchers and Payroll: Regina said she had reviewed the vouchers and payroll.

17 April 2018 Payroll	\$32,856.38
18 Invoice Accounting Report 4/3/2018 (GF)	\$5,533.96
19 Invoice Accounting Report 4/17/2018 (GF)	\$12,285.97
20 Invoice Accounting Report 4/5/2018 (BF)	\$1,443.99
21 Invoice Accounting Report 4/17/2018 (BF)	\$14,221.38

22 Regina made a **MOTION** to approve the April payroll in the amount of
23 \$29,515.95. Martha seconded, and the **MOTION** passed unanimously.

24 Regina made a **MOTION** to approve the submitted 2018 General Fund vouchers
25 totaling \$17,819.93; Martha seconded, and the **MOTION** passed unanimously.

26 Regina made a **MOTION** to approve the submitted 2018 Building fund vouchers
27 totaling \$15,665.37; Martha seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – None.

29 **PLANNING & PRIORITIES**

30 ➤ **Library Building Expansion Update**: Tabled

31 **NEW BUSINESS**

32 ➤ Relevant News and Issues: Tabled.

33 ➤ Director’s Report: Phil said he attended a meeting in Friday Harbor to discuss
34 threat assessment with first responders, social services and other districts. The
35 meeting concluded with all agencies agreeing to network with each other.

36 ➤ Friends of the Library: None.

37 **REPORTS FROM ACTIVE COMMITTEES**

38 Resources and Programs: Tabled.
39

40 Community Relations: Tabled.

41 Facilities & Systems: Tabled.

42 Finance: Phil said he hopes to present the Board with a budget update at the
43 June meeting that may include budget amendments for both funds.

44 Policy & Personnel: Tabled.

45 **PUBLIC COMMENT** – None.

46 **OTHER** – None.

47 **ADJOURNMENT** – There being no further business, the meeting was adjourned by the
48 President at 10:00 a.m.

49 Submitted by Mary Pugh.

50 Approved _____

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 _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 July 11, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:05 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Alexander
7 Conrad, Martha Fuller (via telephone), Jens Kruse, and Teresa Patrick; Library
8 Director Phil Heikkinen; Staff Mary Pugh; and Friends of the Library President Ken
9 Gibbs.

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 June 13 Regular Board
14 Meeting. Theresa made a **MOTION** to approve the Minutes; Alex seconded and the
15 **MOTION** passed unanimously.

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

17 June 2018 Payroll	\$30,823.36
18 Invoice Accounting Report 6/6/2018 (GF)	\$7,400.42
19 Invoice Accounting Report 6/20/2018 (GF)	\$8,896.19
20 Invoice Accounting Report 6/20/2018 (BF)	\$13,703.60

21 Alex made a **MOTION** to approve the June payroll in the amount of \$30,823.36.
22 Regina seconded, and the **MOTION** passed unanimously.

23 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers
24 totaling \$16,296.61; Regina seconded, and the **MOTION** passed unanimously.

25 Alex made a **MOTION** to approve the submitted 2018 Building fund vouchers
26 totaling \$13,703.60; Regina seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – None.

28 **PLANNING & PRIORITIES**

29 ➤ **Library Building Expansion Update – One-Year Walkthrough**: Phil said the circle
30 drive paving had been repaired and the drainage is working well. The south trellis
31 structure was repaired but some locations are still leaking. Other issues include a
32 faucet leak in the kitchen, and the concrete finish in the new lobby entrance. Phil
33 reported that he has had a complaint from a patron with environmental sensitivities
34 who is unable to use the library perhaps, because of VOC emissions. The Board
35 discussed testing options, and Alex volunteered to use the Fire Department's
36 emissions tester to see if any substances showed up. Additionally Phil said the
37 measurements for the sliding doors for the children' and YA rooms had been sent to
38 the manufacturer, and our order has been placed.

40 **NEW BUSINESS**

41 ➤ Relevant News and Issues: None.

42 ➤ Director's Report: Phil said the AED unit donated by the Friends of the Library has
43 arrived and he is working on getting it mounted in an easily accessed area. Phil
44 reported that Mary was working on a letter recognizing the one-year anniversary of
45 the building expansion to be sent to sponsors and donors, together with a thank you
46 wildflower seed packet. Regina noted the usage increase, and asked about the
47 mobility scooter. Phil said that Tony was working on the battery replacement and it
48 would be deployed when he was finished.

49 Phil said he had a request to install an electronic vehicle charging station in the
50 Library's parking lot. The Board discussed the features and benefits of offering a EV
51 station. The main concern is that it would remove a parking space from general use, or
52 a general use vehicle would occupy the space. The Board asked if the charging station
53 could be installed at a street side location. Phil will get more information.

54 Phil asked for discussion and feedback about the word options for the entrance
55 sign; it was decided "Orcas Library" was appropriate.

56 ➤ Friends of the Library: Ken said the Friends are working on the upcoming Library
57 Fair, noting that they are not actively seeking off-island vendors because most
58 prefer the Village Green location. He said there will be a special Friends Board
59 meeting on August 7 to discuss the Fair logistics. He said donations keep coming in
60 and they were having trouble keeping up. Phil said he will ask Volunteer
61 Coordinator Jenny DeGroot to mention the Friends when she interviews people
62 interested in volunteering. Ken said they were averaging two eBay sales a day and
63 estimate \$4000 annual revenue from those sales. Teresa said patrons are excited
64 about the Friends' sponsored Summer Reading Program and a lot of registrations
65 are being taken. Ken said the Friends annual meeting will be in October and he is
66 working on a program for the event. Ken also said that as a front desk volunteer he
67 hears how much the patrons really like the library.

68 **REPORTS FROM ACTIVE COMMITTEES**

69 Resources and Programs: None. Jens said he is speaking with an author about a
70 program in the fall.

71 Community Relations: None.

72 Facilities & Systems: Martha said committee members are researching lighting
73 and furniture, and will be looking into costs for remodeling the former lobby.

74 Finance: None.

75 Policy & Personnel: Staff Air Transport Benefit: Phil said that the benefit
76 currently has one vendor, and by utilizing a group purchase, we have reduced the
77 overall expense of the benefit. He is recommending adding a second vendor in order to
78 cover both helicopter and fixed-wing transport services, also utilizing a group purchase.
79 The current annual expense is budgeted for \$789 and if approved the amount would
80 increase to a maximum of \$972 annually for both vendors for all employees at current
81 rates. Alex made a **MOTION** to add the second vendor to the air transport benefit for all
82 staff. Jens seconded, and the **MOTION** was approved unanimously.

83 **PUBLIC COMMENT** – None.

84 **OTHER** – None.

85 **ADJOURNMENT** – There being no further business, the meeting was adjourned by the
86 President at 9:51 a.m.
87 Submitted by Mary Pugh.

88 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 August 8, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:03 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Alexander
7 Conrad, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen; Staff Mary
8 Pugh; and volunteer Margaret Payne.

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Board reviewed the Minutes from the July 11 Regular Board
13 Meeting. Teresa made a **MOTION** to approve the Minutes; Alex seconded and the
14 **MOTION** passed unanimously.

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

16 July 2018 Payroll \$32,422.26

17 Invoice Accounting Report 7/3/2018 (GF) \$5,404.36

18 Invoice Accounting Report 7/17/2018 (GF) \$6,667.18

19 Invoice Accounting Report 7/3/2018 (BF) \$642.92

20 Alex made a **MOTION** to approve the July payroll in the amount of \$32,422.26.
21 Teresa seconded, and the **MOTION** passed unanimously.

22 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers
23 totaling \$12,071.54; Regina seconded, and the **MOTION** passed unanimously.

24 Alex made a **MOTION** to approve the submitted 2018 Building fund vouchers
25 totaling \$642.92; Regina seconded, and the **MOTION** passed unanimously.

26 **PUBLIC COMMENT** – Margaret Payne said how glad she is with the building
27 expansion.

28 **PLANNING & PRIORITIES**

29 ➤ **Library Building Expansion Update** – Phil said that Nana Wall expects
30 shipment by the end of August. We will have to store the door panels and materials
31 until the inside work is completed sometime in October. A big thank you goes to
32 Madeline Sheplor and Orcas Freight for storing the units for us. Phil said he is working
33 on scheduling for the prep work.

34 **NEW BUSINESS**

35 ➤ **Relevant News and Issues: None.**

36 ➤ **Potential Art Gift**: Phil said Rivkah Sweedler has offered the Library her art
37 sculptures and prints currently on display. Margaret Payne of the Library’s Art
38 Advisory Committee reviewed the display based on the Rivkah’s book *Wishy Washy’s*
39 *Wish*. The Board discussed a number of issues including display, security, maintenance,
40 and future storage. After discussion the Board requested Margaret to decline the offer.

41 ➤ **Director's Report:** Phil said we have joined with Lopez and San Juan libraries for
42 the Coast Salish Speakers Series for a program in the spring. A funding proposal has
43 been submitted to the San Juan County Lodging Tax Advisory Committee grant
44 program.

45 Phil updated the Board on a proposal for an electronic vehicle charging station in
46 the Library's parking lot or on Rose Street. He said installation cost would run between
47 \$1000 and \$1600 depending on the location and the electricity would be charged to the
48 Library. The Board also discussed the benefits of a solar array. Phil will continue to
49 explore options.

50 Phil updated the Board on the facilities committee work for additional seating
51 and lighting remodeling the former lobby.

52 Alex asked that Phil add volunteer hours to the monthly reports. Teresa asked if
53 we planned on a volunteer reception. Phil said we had a reception in 2017 and plan
54 them for the future; there are currently about 45 to 50 volunteers.

55 ➤ **Friends of the Library:** Phil reminded the Board of Saturday's Library Fair and
56 invited them to arrive about 9:00 a.m to help with the booksale.

57 **REPORTS FROM ACTIVE COMMITTEES**

58 ➤ **Resources and Programs:** Jens said he invited Ben Montgomery for an author
59 visit in the fall. His book *The Man Who Walked Backward: An American Dreamer's*
60 *Search for Meaning in the Great Depression* will be published in September.

61 ➤ **Community Relations:** None.

62 ➤ **Facilities & Systems:** Martha said committee members are researching lighting
63 and furniture, and will be looking into costs for remodeling the former lobby. Phil said
64 he is speaking with the Master Gardeners about helping to maintain the grounds. Alex
65 asked about the hydro-seeding; Phil said it will happen in the fall.

66 ➤ **Finance:** Phil said he is looking into designs for a donor plaque. Phil reported
67 that Harvey Himelfarb has said he needs to withdraw from the fund raising committee
68 because of other commitments. Alex noted that there were no new naming opportunities
69 currently planned. Phil said he and Mary will be developing the 2019 budgets and
70 meeting with Alex.

71 ➤ **Policy & Personnel:** Teresa said the purchase policy may need to be reviewed to
72 address additional furniture purchases.

73 **PUBLIC COMMENT** – Margaret Payne commented that she is opposed to an EV
74 charging space because of the limited parking currently available. In addition she
75 commented on the remodeling of the old lobby, recommended new furniture versus
76 reupholstering old furniture; and is very happy with the landscaping. Alex thanked
77 Margaret for her continued involvement and support.

78 **OTHER** – None.

79 **ADJOURNMENT** – There being no further business, the meeting was adjourned by the
80 President at 10:22 a.m.

81 Submitted by Mary Pugh.

82 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 September 12, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:08 a.m. in the Community
6 Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Martha Fuller,
7 Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen; and Friends Board Secretary
8 Michael Armenia.

9 **WELCOME & INTRODUCTIONS** – President Regina Zwilling welcomed everyone.

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

11 **ROUTINE MATTERS**

12 Minutes: The Board reviewed the Minutes from the July 11 Regular Board Meeting.
13 Teresa made a **MOTION** to approve the Minutes; Alex seconded and the **MOTION** passed
14 unanimously.

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

16 August 2018 Payroll	\$32,008.86
17 Invoice Accounting Report 8/1/2018 (GF)	\$6,365.12
18 Invoice Accounting Report 8/14/2018 (GF)	\$5,293.44
19 Invoice Accounting Report 8/29/2018 (GF)	\$36,396.93
20 Invoice Accounting Report 8/1/2018 (BF)	\$1,732.34
21 Invoice Accounting Report 8/14/2018 (BF)	\$2,738.23
22 Invoice Accounting Report 8/28/2018 (BF)	\$23,085.00

23 Alex made a **MOTION** to approve the August payroll in the amount of \$32,008.86. Jens
24 seconded, and the **MOTION** passed unanimously.

25 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers totaling
26 \$48,055.49; Martha seconded, and the **MOTION** passed unanimously.

27 Alex made a **MOTION** to approve the submitted 2018 Building fund vouchers totaling
28 \$27,555.57; Jens seconded, and the **MOTION** passed unanimously.

29 **PUBLIC COMMENT** – None

30 **PLANNING & PRIORITIES**

31 ➤ **2019 Budget – Initial Draft**: Alex reviewed the budget process and timeline, with the
32 goal of a hearing as part of the October monthly meeting and approval at the November
33 monthly meeting. Personnel changes this year and next may affect final estimates. The Board
34 discussed salary increases; changes in salaries when filling vacant positions; whether salary
35 increases in one position were partly due to increased hours, in addition to COLA and the
36 standard raise; estimates for various collection expenditures; and use and budgeting for the new
37 Kanopy streaming video service. For the next presentation, Phil and staff will update the
38 spreadsheet to include a column for 2018 expenditures to date; and will review figures for all
39 line items, as well as for salary changes for all staff positions.

40 ➤ **NEW BUSINESS**

41 ➤ **Naming Proposal – Graves Magazine Reading Area:** Phil shared the proposed naming
42 agreement and donor biographical information. Alex made a **MOTION** to approve the proposed
43 naming agreement; Jens seconded, and the **MOTION** passed unanimously.

44 ➤ **Trustee Recruitment for 2019:** The Board discussed the timeline as being similar to last
45 year’s recruitment process; goal of diversity of expertise and demographics; awareness of
46 children’s library needs, and offering balanced services and resources for all residents; the need
47 to invite recommendations from Board, staff, and others; in our publicity inviting people to
48 nominate either themselves or others. Regina and Alex will conduct interviews. Phil will send a
49 draft ad to the Trustees, who will individually give him feedback.

50 ➤ **Relevant News and Issues:** None

51 ➤ **Director’s Report:** Phil highlighted opportunities at upcoming WLA and ALA conferences
52 for board training; gave an update on installation of the “Orcas Library” street sign; shared a
53 proposal by welder Pete Welty to include steel facsimiles of books at each end of the sign, with
54 discussion resulting in agreement to put that idea on hold until the sign is installed as is;
55 invited feedback on the lists of advisory committee members that he had emailed previously;
56 and responded to questions about how we cooperate with other libraries to offer lectures and
57 other programs.

58 ➤ **Friends of the Library:** Michael Armenia discussed the August 11 Library Fair, with
59 estimated revenues between \$9,000 and \$10,000; lobby and eBay sales totaling about \$600 each
60 last month; and the upcoming Annual Meeting, scheduled from 1 to 3 pm on October 21 at
61 Outlook Inn.

62 **REPORTS FROM ACTIVE COMMITTEES**

63 ➤ **Resources and Programs:** Jens said that as discussed before we may host a visit by
64 author Ben Montgomery this fall.

65 ➤ **Community Relations:** Phil discussed a recent incident in which someone camped
66 overnight on our lawn.

67 ➤ **Facilities & Systems:** Martha discussed efforts to estimate costs for remodeling the
68 former lobby; research into furniture and lighting; the idea of a long counter or bar looking out
69 through the windows to the north; and removing the north doors for the former lobby.

70 ➤ **Finance:** Alex discussed wanting to establish options for legacy giving; and a coffee cart
71 as a fundraiser.

72 ➤ **Policy & Personnel:** Teresa discussed the draft updated meeting room policy. After
73 questions and discussion about responsibility for cleanup, parameters for serving alcoholic
74 beverages, inclusion of language about vaping being prohibited as well as smoking, and putting
75 furniture back in order, Phil said that he would share the meeting room agreement form with
76 the Board and edit the proposed policy to incorporate items raised during discussion, for
77 addition to the October monthly meeting agenda.

78 **PUBLIC COMMENT** – None.

79 **OTHER** – None.

80 **ADJOURNMENT** – There being no further business, the meeting was adjourned by the
81 President at 10:58 a.m.

82 Submitted by Phil Heikkinen.

83 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 October 10, 2018

5 Library Board Trustee Teresa Patrick convened the meeting at 9:04 a.m. in the Community
6 Meeting Room of the Library. Also attending were Trustees, Martha Fuller (via telephone) and
7 Jens Kruse; Library Director Phil Heikkinen and staff member Mary Pugh; and Friends Board
8 Secretary Madeline Sheplor.

9 **WELCOME & INTRODUCTIONS** – Teresa welcomed everyone.

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Teresa said items not discussed
11 would be tabled until the November meeting.

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the September 12 Regular Board
14 Meeting. Jens made a **MOTION** to approve the Minutes; Martha seconded and the **MOTION**
15 passed unanimously.

16 Vouchers and Payroll: Teresa said Alex had reviewed the vouchers and payroll and
17 recommended approval.

18	September 2018 Payroll	\$32,934.91
19	Invoice Accounting Report 9/11/2018 (GF)	\$11,086.09
20	Invoice Accounting Report 9/18/2018 (GF)	\$4,488.13
21	Invoice Accounting Report 9/11/2018 (BF)	\$1,623.58

22 Teresa made a **MOTION** to approve the September payroll in the amount of \$32,934.91.
23 Jens seconded, and the **MOTION** passed unanimously.

24 Teresa made a **MOTION** to approve the submitted 2018 General Fund vouchers totaling
25 \$15,574.22; Jens seconded, and the **MOTION** passed unanimously.

26 Teresa made a **MOTION** to approve the submitted 2018 Building fund vouchers totaling
27 \$1,623.58; Jens seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – None

29 **PLANNING & PRIORITIES**

30 ➤ **2019 General Fund Budget**: Phil reviewed the narrative and spreadsheet, and discussed
31 likely revisions to the end of year carryover. He said he was notified by the State Auditor’s
32 Office that the District will not have an audit for the 2017 budget year, saving \$3800. Phil
33 asked about the rate for COLA explaining that it is the Board’s policy to review a rolling twelve-
34 month cost-of-living rate for the Seattle metro area. The current figure is at 3.2% down from the
35 previous month’s figure of 3.6%. The change is an approximate reduction of \$800 in personnel
36 costs. It was the consensus of the attending Trustees to keep the 3.6% rate in the 2019 budget.

37 Phil said the budget would be adjusted based on the estimated timeline for remodeling the
38 original reading room and could increase the 2018end of year carryover amount.

39 ➤ **2019 Building Fund Budget**: Phil said the single entry for the Building Fund Budget
40 would be the transfer of unspent funds into the General Fund.

41 ➤ **2019 Debt Service Fund Budget**: Phil reviewed the payment schedule for the Deb Service
42 Fund and said the entries match the scheduled payments for 2019.

43 The Board asked Phil to update the budgets based on discussions and prepare a final draft for
44 the November meeting.

45 **The Board took a break at 9:20 a.m. and resumed the meeting at 9:25 a.m.**

46 ➤ **NEW BUSINESS**

47 ➤ **Trustee Recruitment for 2019:** Phil said he has publicized the opening for a Trustee and
48 is awaiting applicants.

49 ➤ **Relevant News and Issues:** None

50 ➤ **Director's Report:** Phil referred to his written report.

51 ➤ **Friends of the Library:** Madeline invited the Trustees to the Friends' Annual Meeting
52 October 21 from 1 p.m. to 3 p.m. at the Outlook Inn. Photographer Bob Dash will be the guest
53 speaker.

54 **REPORTS FROM ACTIVE COMMITTEES**

55 ➤ **Resources and Programs:** Tabled.

56 ➤ **Community Relations:** Tabled.

57 ➤ **Facilities & Systems:** Tabled.

58 ➤ **Finance:** Tabled

59 ➤ **Policy & Personnel:** Hiring Process Update: Phil reported on the advertising for the
60 positions of children's librarian and administrative services coordinator. He discussed the
61 composition of the hiring committees, and the Board discussed having different people based on
62 the skill set of the positions. The Board discussed having a Trustee review the final applicants;
63 Martha said the final decision should reside with the Director.

64 **Martha left the meeting at 9:40 a.m.**

65 **PUBLIC COMMENT** – None.

66 **OTHER** – Teresa asked about the checkout and overdue policy. She expressed concern on the
67 number of items a patron could checkout and the number of items overdue. Phil discussed the
68 procedures with the Board; Teresa suggested changing the policy to tighten-up on habitual
69 problem patrons. Madeline said that the Bellingham Library allows fifty items to be checked
70 out.

71 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:47 a.m.

72 Submitted by Mary Pugh.

73 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 November 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. Also attending were Trustees, Alexander Conrad,
7 Martha Fuller, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and staff
8 members Janet Marlow and Mary Pugh; and Friends Board Secretary Madeline Sheplor.

9 **WELCOME & INTRODUCTIONS** – Regina welcomed everyone.

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

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the October 10 Regular Board
13 Meeting. Teresa made a **MOTION** to approve the Minutes; Martha seconded and the
14 **MOTION** passed unanimously by the attending Trustees. Abstaining were Regina and Alex.

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

17	October 2018 Payroll	\$32,147.15
18	Invoice Accounting Report 10/2/2018 (GF)	\$12,037.87
19	Invoice Accounting Report 10/10/2018 (GF)	\$2,310.00
20	Invoice Accounting Report 10/16/2018 (GF)	\$19,839.11
21	Invoice Accounting Report 10/30/2018 (GF)	\$13,080.17

22
23 Invoice Accounting Report 10/2/2018 (BF) \$283.39

24 Alex made a **MOTION** to approve the October payroll in the amount of \$32,147.15.
25 Teresa seconded, and the **MOTION** passed unanimously.

26 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers
27 totaling \$47,267.15. Alex asked about the recent work on the stain and painting of the
28 original building siding. Jens seconded, and the **MOTION** passed unanimously.

29 Alex made a **MOTION** to approve the submitted 2018 Building fund vouchers
30 totaling \$283.39; Jens seconded, and the **MOTION** passed unanimously.

31 **PUBLIC COMMENT** – None

32 **PLANNING & PRIORITIES**

33 ➤ **2019 General Fund Budget**: Phil said there were a few changes from the October
34 budget presentation. He has increased the amount of the carryover. Mary said the tax
35 revenue was increased based on the Assessor’s highest allowable property tax collection.
36 Phil reviewed the Bureau of Labor Statistics for COLA in the Seattle metro area. The rate
37 decreased slightly from 3.6% in August to 3.2% in September. He said based on the Board’s
38 discussion at their October meeting the 2019 budget proposal reflects the 3.6% COLA. Phil
39 referenced his email about the State Legislature passage of a mandatory sick and long-term
40 disability insurance program for all employees beginning in 2019. It is his recommendation
41 that the Library pay 100% of the 0.4% (of gross wages paid) cost of coverage for the staff.

42 Alex asked if there were any additional questions. Alex read Resolution 3-2018 Adopting
43 the Tax Levy for the Year 2019. Alex made a **MOTION** to adopt Resolution 3-2018; Jens
44 seconded and the **MOTION** passed unanimously. Alex gave the Levy Certification to
45 Regina to sign on behalf of the Board.

46 Alex read Resolution 4-2018 Adopting the General Fund Budget for the Year 2019 in the
47 amount of \$1,215,323.00. Alex made a **MOTION** to adopt Resolution 4-2018; Jens
48 seconded and the **MOTION** passed unanimously.

49 **2019 Building Fund Budget:** Phil reviewed the Building Fund Budget transferring any
50 unspent funds into the General Fund. Alex read Resolution 5-2018 Adopting the
51 Building Fund Budget for the Year 2019 in the amount of \$30,000.00. Alex made a
52 **MOTION** to adopt Resolution 4-2018; Teresa seconded and the **MOTION** passed
53 unanimously.

54 **2019 Debt Service Fund Budget:** Phil reviewed the Debt Service Fund transferring the
55 funds necessary for the scheduled payments for 2019. Alex read Resolution 6-2018
56 Adopting the Debt Service Fund Budget for the Year 2019 in the amount of \$110,500.00.
57 Alex made a **MOTION** to adopt Resolution 6-2018; Martha seconded and the **MOTION**
58 passed unanimously.

59 ➤ **NEW BUSINESS**

60 ➤ **Trustee Recruitment for 2019:** Regina said that the Trustee Recruitment Committee
61 recommended Madeline Sheplor as a Library Trustee. Alex said all the applicants were
62 qualified and the two finalists were well qualified and interesting. Regina made a **MOTION**
63 to recommend Madeline Sheplor to the San Juan County Council for a position on the
64 Library Board. Alex seconded, and the **MOTION** passed unanimously. Regina will forward
65 the recommendation to the County Council. She expects the Council to include the
66 recommendation to the upcoming December meeting agenda.

67 ➤ **Relevant News and Issues:** None

68 ➤ **Director's Report:** Phil referred to his written report. He discussed with the Board
69 the possibility of installing a back-up generator for power outages. They discussed size,
70 output capacity, ability to keep the building's septic system operating during an outage; the
71 Library as a secondary shelter facility. Phil discussed the possibility of adding solar panels
72 on the Library's south roof, suggesting it could be an alternative to a generator if it is off-
73 grid and has battery storage. He indicated there was grant money available for part of the
74 project. Alex prefers a generator and thought there might be FEMA grant funds available;
75 he recommended a discussion with Dave Halloran, San Juan County's EMS manager.
76 Teresa is not sure it is appropriate for the Library to be a secondary shelter facility.

77 Phil discussed with the Board the problem of overdue materials and how best to either
78 get the items returned or paid for. Discussion included notices, fines, letters, collection
79 agencies, blocking patron accounts, signage to raise awareness, check-in error rate, and
80 including information in the newsletter. Phil will bring more information to the December
81 meeting.

82 ➤ **Friends of the Library:** Madeline said the Friends had \$1000 in book sales for
83 October. She said Sue Kosiur is the new Friends' Treasurer, and the winter booksale will be
84 in March. She invited the Trustees to pour tea at the Holiday Tea on December 2 between
85 12:00 pm and 3 pm.

86 **REPORTS FROM ACTIVE COMMITTEES**

87 ➤ **Resources and Programs:** Phil said it will be good to have a dedicated staff person
88 (Mary Pugh) in charge of programming. Theresa said she was impressed by the programs
89 that the San Juan Library has and asked for programs in natural history.

90 ➤ **Community Relations:** None.

91 ➤ **Facilities & Systems:** Phil discussed the Nanawall project reviewing the solicitation
92 of bids from local contractors with only one giving a written bid. The bid came in higher
93 than the estimate from Henry Klein Partnership (the building expansion architects) for the
94 installation work. The Board discussed the scope of the project and whether it was still
95 needed. Phil said it was included in the original drawing for the expansion but was removed
96 to save money. The noise abatement is still necessary, especially when large numbers of
97 children and young adults are in the rooms. Teresa expressed concern that the quote did not
98 guarantee the work and Martha felt the quote was not detailed enough to fulfill the
99 prevailing wage and bidding requirements. Phil said it is possible to start over and develop
100 an RFQ, however he estimated that it would add six months to the project. He added that
101 we would have safeguards about the quality of work. It was acknowledged that the doors are
102 a small project and contractors are very busy and not interested in small projects. The Board
103 questioned the feasibility of putting a hold on the project until more favorable conditions.
104 Phil said that the door panels have already been built to specifications and are being stored
105 through the generosity of Orcas Island Freight. He felt that waiting would only add to the
106 cost.

107 Alex said that he has had more comments about finishing the old lobby than the doors
108 and he wondered about bundling the remaining projects into one bid process. Phil said he
109 could ask Liz Leroy about managing a combined project. He will have more information for
110 the Board at the December meeting.

111 ➤ **Finance:** Nothing in addition to the budget discussion.

112 ➤ **Policy & Personnel:** Meeting Room Policy: Phil said the update to the policy adds
113 language about the new smaller meeting rooms. After review Martha made a **MOTION** to
114 adopt the revised Meeting Room Policy. Jens seconded and the **MOTION** passed
115 unanimously

116 Materials Loan Policy: The Board reviewed the updates to the Materials Loan Policy.
117 Teresa suggested that the policy should be handed out to new patrons so they are aware of
118 the loan period, lost, and damaged portions of the policy. Phil agreed that the staff could be
119 more proactive. Teresa made a **MOTION** to adopt the revised Materials Loan Policy. Alex
120 seconded and the **MOTION** passed unanimously.

121 Purchasing Policy: Phil reported on the use of a small works roster and contracting with
122 Municipal Resources and Services Center (MRSC) to provide the registration and database
123 hosting of contractors interested in participating in the small works roster. He said he has
124 not yet heard back from the District's attorney on clarifying some language of bidding
125 thresholds and options if we have only one bidder in the resolution provided by MRSC.
126 Martha asked about the advantage of using MRSC; Phil said staff would not have to
127 maintain the records of the contractors and other contractors on the list could be used. He
128 noted the December 1 deadline to contract with MRSC. The Board preferred to have a
129 special meeting before the deadline just to finalize the resolution and contract.

130 Hiring Process Update: Phil said that the Administrative Services Coordinator position
131 had a successful application period, with the committee interviewing three finalists. He said
132 that after interviews the committee unanimously chose Janet as the successful candidate.
133 Alex said Janet was the right fit for the Library.

134 Phil said there were twenty-one applicants for the Children's Librarian position. The
135 committee interviewed six and requested a video storytime presentation. Teresa said there

136 were many good candidates. Phil said one candidate withdrew because of the housing
137 situation. The remaining interviews will be concluded by November 21.

138 **PUBLIC COMMENT** – None.

139 **OTHER** –Phil said that there will be a retirement celebration for Nita on Thursday
140 December 20. He will keep the Board informed as more details are worked out.

141 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:59
142 a.m.

143 Submitted by Mary Pugh.

144 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 December 12, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:02 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Alexander Conrad,
7 Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and staff members Janet
8 Marlow and Mary Pugh; and Friends Board Vice President Madeline Sheplor.

9 **WELCOME & INTRODUCTIONS** – Regina welcomed everyone.

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

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the November 11 Regular Board
13 Meeting and the November 23 Special Board Meeting. Regina made a **MOTION** to approve
14 the Minutes; Alex seconded and the **MOTION** passed unanimously by the attending
15 Trustees.

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

18	November 2018 Payroll	\$33,140.11
19	Invoice Accounting Report 11/1/2018 (GF)	\$13,080.17
20	Invoice Accounting Report 11/13/2018 (GF)	\$8,162.51
21	Invoice Accounting Report 11/27/2018 (GF)	\$12,751.30
22		

23 Alex made a **MOTION** to approve the November payroll in the amount of \$33,140.11.
24 Teresa seconded, and the **MOTION** passed unanimously.

25 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers
26 totaling \$33,993.98. Jens seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – None

28 **PLANNING & PRIORITIES**

29 ➤ **Trustee appointment**: Phil said that he had not yet received official notice from the
30 County confirming the appointment of Madeline Sheplor, however the meeting was
31 scheduled for December 10, so confirmation was expected soon.

32 ➤ **NEW BUSINESS**

33 ➤ **Relevant News and Issues**: Regina said that the kids’ holiday fair held December 8
34 was successful. Phil mentioned that it was a library program sponsored by the Friends due
35 to its educational nature. He agreed that it was a success and said that he thought it was a
36 great venture to continue as the organizers and participants were pleased with the event.
37 Teresa added that the event also gets more people into the library.

38 ➤ **Library Board Retreat Agenda**: Alex suggested that the Board table the topic and
39 revisit at the January Meeting. The Board agreed to come with ideas in January.

40 ➤ **Director’s Report**: Phil referred to his written report and added that the Holiday Tea
41 was well-attended with an estimated attendance of more than 600. Alex asked about the
42 Door Count figures being down for the month and asked if the cause was known. Phil
43 replied that it is often affected simply by the weather. Also there could be other factors such

44 as demographic changes. Alex asked if we could install a counter between the sections of
45 the library. He added that there is a perception that the old section is under used. The
46 Board discussed that the two areas serve different functions.

47 Overdue Materials Update: Phil had previously provided the Board information
48 regarding other libraries' use of collection agencies, and Regina said it looks like there are
49 mixed reviews regarding the use of collection agencies. Phil said that there are persuasive
50 arguments against using collection agencies. Regina expressed concern about the high cost
51 of collections relative to the value. There was general concern from the Board about the
52 optics of using a collection agency. Alex asked for a specific overdue report with estimated
53 replacement costs and a comparison with other libraries to see how our loss rate compares to
54 average. Regina asked if we could block people from checking out earlier. Teresa pointed
55 out that even while they're blocked, they're allowed to check out under other family
56 members. Alex asked if the library staff makes judgment calls on the true value of the book
57 if someone is paying. Phil said that, yes, it can depend on the newness of the book or
58 whether it's already had a long life. Regina asked that this discussion be continued in
59 January.

60 ➤ **Friends of the Library – Trustee Representative for Upcoming Meetings:** Alex
61 volunteered to represent the Board at the January 8 meeting. Teresa volunteered to
62 represent the Board at the February 12 meeting.

63 **REPORTS FROM ACTIVE COMMITTEES**

64 ➤ **Resources and Programs:** Mary said that programs had slowed down with the end of
65 the year but reminded everyone that Nita's Retirement Party would be on December 20, and
66 that a February Black History Month program is being planned.

67 ➤ **Community Relations:** None.

68 ➤ **Facilities & Systems:** NanaWall and Reading Room Remodel: Phil had sent the
69 Board a proposal for developing designs and bids, and for construction administration.
70 There was discussion of the existing bid. Phil asked if he could get the Board's approval to
71 move forward with the design and bid phase through HK Management. Alex asked if we
72 could see one summary proposal for all three steps: (1) Design and Bid; (2) Project
73 Management; and (3) Construction. Phil said that we cannot have this complete picture
74 until we have bids as a result of the first step. Alex proposed the Board give Phil authority
75 to move forward with the Design and Bid portion, but asked that an addendum be attached
76 to the bid with a memo from the Facilities Committee detailing expectations for the lobby.
77 Alex made a **MOTION** to enter into an agreement with HKP Architects for the Design and
78 Bid portion of the project at a cost of \$11,144. Jens seconded, and the **MOTION** passed
79 unanimously.

80 ➤ **Policy & Personnel:** Hiring Process Update: Phil announced that Jenny De Groot
81 was hired to take over the Children's Librarian position, effective with the December pay
82 period. Teresa added that there was a lot of competition of very well qualified applicants,
83 but the entire hiring committee thought Jenny was the best choice. Phil said that Jenny's
84 vacated position had been posted and will close on December 13, but they had already
85 received more than ten applications and were scheduled to start interviews on December 14,
86 with the hopes of hiring someone to start before the end of December.

87 Policy on Outside Employment/Activities: Phil explained that this topic arose during the
88 hiring process, and while the library doesn't have any problems at this time, having a
89 policy in place might reduce future problems. Teresa made a **MOTION** to adopt the
90 Policy on Outside Employment/Activities. Alex seconded, and the **MOTION** passed
91 unanimously.

92 An additional Personnel topic was mentioned regarding the possibility of adding the
93 custodians to staff rather than having them as contractors. The Board discussed the
94 possibility in general and agreed to add it to the January agenda with a fully formed
95 plan and cost.

96 ➤ **Finance:** None.

97 **PUBLIC COMMENT** – None.

98 **OTHER** – Alex presented Resolution 8-2018 Recognizing the Achievements of Board
99 President Regina Zwilling. Alex made a **MOTION** to adopt Resolution 8-2018. Jens
100 seconded, and the **MOTION** passed unanimously.

101 **EXECUTIVE SESSION for the review of the Director:** The Board moved into Executive
102 Session at 10:23 a.m. The Board returned at 10:35 a.m. No action was taken.

103 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:36
104 a.m.

105 Submitted by Janet Marlow.

106 Approved _____