

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 August 11, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:00 p.m. The meeting was
6 hybrid: attendance was both on Zoom and in person in the Library’s Community Room. Also
7 attending were Trustees Julia Gates, Madeline Sheplor, and Sam Blackman; Director Ingrid
8 Mattson; staff members Jenny De Groot, Janet Marlow, and Rhett Ariston. Trustee Mary
9 Johanson joined the meeting at 3:00 p.m.

10 **WELCOME & INTRODUCTIONS** – The group welcomed Ingrid to her first Board Meeting
11 as Library Director.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Teresa asked to move the
13 Resolution 2022-01 Appointing Auditing Officer ahead in the agenda after Vouchers and
14 Payroll and the discussion of the Gift Policy to the first of the Active Committee reports.
15 The Board agreed.

16 **ROUTINE MATTERS**

17 Minutes: The Trustees reviewed the Minutes from the July 14 Regular Board
18 Meeting. Julia made a **MOTION** to approve the Minutes; Madeline seconded, and the
19 **MOTION** passed unanimously.

20 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
21 vouchers and payroll, noted the highlights of the month, and then recommended approval.

22 July 2022 Payroll	\$30,252.73
23	
24 Invoice Accounting Report 7/11/2022 (GF)	\$7,062.30
25 Invoice Accounting Report 7/25/2022 (GF)	\$11,818.82
26	

27 Madeline made a **MOTION** to approve the July payroll in the amount of \$30,252.73.
28 Teresa seconded, and the **MOTION** passed unanimously.

29 Madeline made a **MOTION** to approve the submitted July 2022 General Fund
30 vouchers totaling \$18,881.12. Julia seconded, and the **MOTION** passed unanimously.

31 **Resolution 2022-01 Appointing Auditing Officer**: Teresa introduced the resolution
32 appointing Ingrid Mattson as the Library’s primary Auditing Officer, with Librarians Holly
33 King or Rhett Ariston as back-up auditing officers. Teresa made a **MOTION** to adopt
34 Resolution 2022-01 Appointing Auditing Officer. Sam seconded, and the **MOTION** passed
35 unanimously.

36 **PUBLIC COMMENT** – None.

37 **NEW BUSINESS**

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

39 ➤ **Director’s Report**: Ingrid discussed her first two weeks on the job, thanking
40 everyone for the warm welcome, and reporting that she is learning and settling in.
41 Teresa asked Children’s Library Jenny DeGroot about the 17 story times Jenny did
42 in July, and Jenny explained her outreach to all the various camps and forest
43 schools. The Board and staff also discussed the Pronunciator online language

- 44 learning resource that had recently been renewed, and Jenny provided history that
45 Pronunciator was originally added as a resource to replace having to continuously
46 update the language learning CDs in the collection. The staff and Board agreed that
47 a deeper dive into the relevance and use of all online resources would be worthwhile.
- 48 ➤ **Friends of the Library:** Ingrid shared that the Friends were currently preparing for
49 the August 13 Library Fair. Topic revisited later in the meeting.

50

51 **REPORTS FROM ACTIVE COMMITTEES:**

52 ➤ **Policy & Personnel – Gift Policy:**

- 53 ○ Teresa presented a summary of her research, referencing:
- 54 ■ RCW 22.12.210(6) which stipulates Library Trustees “shall accept such
55 gifts of money or property for library purposes as they deem
56 expedient”;
 - 57 ■ OILD Policy Manual Policy Manual 1.3.2.H. Selection Criteria – “Gift
58 Materials,” which states the same standards of selection for the
59 collection are applied to gifts as to materials acquired by purchase;
 - 60 ■ Current OILD Policy Manual 1.8 “Gifts” which is broad in nature; and
 - 61 ■ Whatcom County Library System’s “Gift Acceptance Policy” as an
62 example of a policy which includes criteria regarding how the decision
63 is made.
- 64 ○ Teresa said that, in her reading, the Art Committee’s role in advising on the
65 acceptance of gifts is unclear.
- 66 ○ Teresa asked the Trustees if they would like to keep the existing broad policy or
67 add in criteria regarding how the decision is made. The general Board thought
68 was that defining criteria would be helpful for future decisions by this or future
69 Boards, however the Board agreed that any changes should be made after a
70 decision is made regarding the acceptance of the totem pole currently being
71 offered to the Library as a donation.
- 72 ○ The Board then discussed the totem pole and agreed to put it on the agenda for
73 the September Regular Board Meeting.

74 *Mary joined the meeting at 3:00 pm*

- 75 ➤ **Resources and Programs:** Mary reported that a path forward for the Programs
76 Coordinator position was to be defined, that she had met with Ingrid to discuss the
77 position, and that Ingrid is currently analyzing overall staffing. Mary said that the
78 committee needs to regroup in the meantime and anticipates having a meeting soon.
- 79 ➤ **Community Relations:** Nothing to report.
- 80 ➤ **Facilities & Systems:** Ingrid passed along a suggestion that there be a landscaping
81 subcommittee. Teresa asked about the maintenance of the Library HVAC system
82 and if the ventilation were still the most appropriate for COVID protocols. Janet
83 reported that Andgar Mechanical maintains the HVAC system on a twice-yearly
84 basis, including the maintenance of the ionization system that was added in 2020.
85 Ingrid and Janet said that they would look into ensuring the HVAC system is
86 optimal for current COVID guidelines.

87 ➤ **Finance:** Janet reminded the Board of the 2023 Budget Timeline and said that the
88 Board's first review of a draft should be at the September meeting, in advance of the
89 Public Budget Hearing to be held in October.

90 **Friends of the Library – Revisited:** The Board revisited the topic of the Friends of the
91 Library, and Mary discussed the Friends' leadership challenges since the passing of Ken
92 Gibbs and asked the Board what their role should be in helping the group. The Board
93 agreed that they need to help the Friends be successful and discussed holding a joint Special
94 Board Meeting with the Friends Board to discuss. Mary agreed to propose the idea at the
95 Friends' September Board Meeting. Jenny also raised the topic of the Friends' Recognition
96 Plaque needing to be updated.

97 **PUBLIC COMMENT** – None.

98 **OTHER** – None.

99 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:32 p.m.
100 Submitted by Janet Marlow.

101 Approved _____