

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 December 14, 2022

5 Library Board President Teresa Patrick convened the meeting at 12:05 p.m. The meeting
6 was hybrid: attendance was both on Zoom and in person in the Library's Community Room.
7 Also attending were Trustees Julia Gates, Madeline Sheplor, and Mary Johanson; Director
8 Ingrid Mattson; staff members Jenny De Groot, Janet Marlow, Sam Gailey, Tony Ghazel
9 and Rhett Ariston; and Library volunteer Tom McDonough.

10 **WELCOME & INTRODUCTIONS** – Teresa welcomed everyone and introduced Sam Gailey,
11 the Library's new Public Service Librarian for Programs and Communication.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None

13 **ROUTINE MATTERS**

14 Minutes: The Trustees reviewed the Minutes from the November 10 Regular Board
15 Meeting. Mary made a **MOTION** to approve the Minutes; Teresa seconded, and the
16 **MOTION** passed unanimously with Madeline abstaining due to missing the meeting.

17 Vouchers and Payroll: Madeline said that she had reviewed the prior month's
18 vouchers and payroll and noted the highlights of the month.

19 November 2022 Payroll \$43,365.75

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21 Invoice Accounting Report 11/14/2022 (GF) \$7878.87

22 Invoice Accounting Report 11/28/2022 (GF) \$6139.07

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24 Madeline made a **MOTION** to approve the November payroll in the amount of
25 \$43,365.75. Mary seconded, and the **MOTION** passed unanimously.

26 Madeline made a **MOTION** to approve the submitted November 2022 General Fund
27 vouchers totaling \$14,017.94. Julia seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – None.

29 **NEW BUSINESS**

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

31 ➤ **Internet Service Policy Update**: Ingrid described the process of becoming CIPA
32 (Children's Internet Protection Act) compliant: (1) hold a public meeting on the topic;
33 (2) have a filter on public computers; and (3) have an Internet Safety Policy. The
34 Board discussed the filtering methods, and Ingrid explained that the Library is
35 currently using a filter at the firewall level. Tony answered some clarifying
36 questions about the filter. The Board discussed the language proposed to be added to
37 the Internet and Computer Policy and where in the policy it should be added. Mary
38 made a **MOTION** to incorporate Ingrid's proposed Internet Safety language into
39 Policy 1.9 Internet and Computer Policy; Julia seconded, and the **MOTION** passed
40 unanimously.

41 ➤ **Director's Report**: Ingrid provided the highlights of the month, including hiring Sam
42 Gailey who will be starting on December 19. Jenny and Ingrid went to the
43 elementary school to draw a name for their Hats Off for Reading program, and they

- 44 promoted the Dolly Parton Imagination Library program while they were there.
45 Jenny reported that the enrollments for the Dolly Parton program were going very
46 well. Finally, there was a general discussion of the grants available through the
47 Association of Rural and Small Libraries, which the Library joined in November.
- 48 ➤ **Friends of the Library:** Ingrid reported that the Friends' Annual Holiday Tea that
49 was held on December 3 was lovely. Mary and Ingrid both attended the December 13
50 Friends meeting and reported the news from the meeting, including that Laura
51 Hanks would be designing a separate website for the Friends. Also of note is that the
52 winter book sale will now possibly become a spring sale in the old lobby, and the
53 Friends are discussing the possibility of having it as a fundraiser for the Ken Gibbs
54 Memorial Fund. Finally, Mary shared that Dave Kosiur, Sue Kosiur, and Jane
55 Heisinger have all announced that they will be retiring from the Friends Board, so
56 the Friends are discussing a more public recruiting effort. The Board discussed
57 various avenues for recruiting.
- 58 ➤ **Trustee Recruitment:** Mary announced that there were two candidates, both
59 wonderful, but she and Madeline have decided that they would like to recommend
60 Tom McDonough as the Library Board's new Trustee to County Council. Teresa
61 made a **MOTION** to accept the Trustee Search Committee's recommendation; Julia
62 seconded, and the **MOTION** passed unanimously.
- 63 ➤ **Added Agenda item:** The Board introduced Resolution 4-2022 acknowledging
64 outgoing Trustee Teresa Patrick's contribution to the Board. Madeline read the
65 resolution into record. Madeline made a **MOTION** to adopt **Resolution 4-2022**; Mary
66 seconded, and the **MOTION** passed unanimously with Teresa abstaining. All present
67 heartily thanked Teresa for her time and efforts on behalf of the Library.

68 **REPORTS FROM ACTIVE COMMITTEES:**

- 69 ➤ **Resources and Programs:** Mary reported the major accomplishment for the month
70 was hiring Sam, and the committee will be relaunched after he is brought on board.
- 71 ○ **Offered Donation** – Tabled to a future meeting.
- 72 ➤ **Community Relations:**
- 73 ○ Ingrid shared that food would no longer be allowed in the Young Adult area after
74 the ongoing issue of messes left by some patrons boiled over into an altercation in
75 the parking lot. There was a discussion of the behavior in the YA room, that
76 behavior possibly discouraging other teens from using the space, and possible
77 solutions to the problem (visual volume meter; having someone in the YA office
78 between 3-5pm; increased staff ownership of the behavior). Madeline shared that
79 this is a common issue for libraries.
- 80 ○ Julia shared that a patron emailed to complain about a lack of diversity and
81 inclusion at the Library. The Board discussed the events leading to the complaint
82 and Julia agreed to reach out.
- 83 ○ Madeline asked about a Facebook Orcas Rant and Rave post about the Children's
84 Craft Bazaar. There was a discussion on how the event sign-ups were advertised.
- 85 ○ Finally, Julia asked if the proposed January date for Ingrid's welcome party could
86 be moved to spring so that the event could be held outdoors. Everyone agreed.
- 87 ➤ **Facilities & Systems:** Ingrid reported that she had new roofer contacts from Friends
88 member Jim Wiemeyer and was contacting them.

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- 90 ➤ **Policy & Personnel:**
- 91 ○ **Hiring Update:** Ingrid reported that, while Sam has been hired, the three final
- 92 candidates for the programs position provided varied skills sets and reach, and
- 93 she is considering them for two possible additional roles: (1) Systems Librarian to
- 94 manage Library IT in addition to related programming, and (2) Curricular
- 95 Programs/Courses. The Board and Ingrid discussed how the roles would be
- 96 structured and the impact on the budget.
- 97 ○ **Gift Policy:** Tabled to a future meeting.
- 98 ➤ **Finance** – None.
- 99 **PUBLIC COMMENT** – None.
- 100 **OTHER** – Ingrid thanked the staff for attending the meeting.
- 101 **ADJOURNMENT** – There being no further business, the meeting adjourned at 1:53 p.m.
- 102 Submitted by Janet Marlow.

103 Approved _____