

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 February 9, 2023

5 Library Board President Madeline Sheplor convened the meeting at 2:00 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, Mary Johanson, and Tom McDonough; Director
8 Ingrid Mattson; staff members Jenny De Groot, Sam Gailey, Janet Marlow, and Rhett
9 Ariston; and Friends member Laura Hanks. Trustee Sam Blackman joined the meeting at
10 2:28 p.m.

11 **WELCOME & INTRODUCTIONS** – Madeline welcomed everyone, and the group
12 congratulated Tom McDonough on being newly confirmed as a Library Trustee by the San
13 Juan County Council. Tom also confirmed that he had completed the OPMA training
14 required by the state for the position.

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

16 **OFFICER ELECTION, COMMITTEE ASSIGNMENTS, AND CALENDAR.**

17 ➤ **2023 Meeting Dates and Times:** It was agreed to keep 2023 meetings at the same
18 date and time: The second Thursday of each month at 2:00 p.m.

19 ➤ **Library Board Retreat:** Madeline discussed the preliminary topics she and Ingrid were
20 suggesting for the retreat, including: staff handbook review, committee structure and functions,
21 and strategic planning. The Board discussed their ideas for the best approach to the topics at the
22 retreat. It was agreed that the Policy Committee would do pre-work on the handbook topic prior
23 to the retreat. For scheduling, it was decided that Janet would sent out a doodle poll for dates in
24 the second half of March to see what works best for everyone.

25 **ROUTINE MATTERS**

26 Minutes: The Trustees reviewed the Minutes from the January 12 Regular Board
27 Meeting. Mary made a **MOTION** to approve the Minutes; Julia seconded, and the **MOTION**
28 passed unanimously, with Tom abstaining.

29 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
30 vouchers and payroll and noted the highlights of the month.

31 January 2023 Payroll	\$52,912.96
32	
33 Invoice Accounting Report 1/13/2023 (GF)	\$8,528.85
34 Invoice Accounting Report 1/27/2023 (GF)	\$6,043.06
35	

36 Madeline made a **MOTION** to approve the January payroll in the amount of
37 \$52,912.96. Julia seconded, and the **MOTION** passed unanimously.

38 Madeline made a **MOTION** to approve the submitted January 2023 General Fund
39 vouchers totaling \$14,571.91. Mary seconded, and the **MOTION** passed unanimously.

40 **PUBLIC COMMENT** – None.

41 **NEW BUSINESS**

42 ➤ **Relevant News and Issues:** Ingrid shared that she, Sam, and Jenny are working
43 with the Orcas Island Lit Fest to coordinate this year’s author programming for the

44 Library. She also shared that the Library had been contacted about possibly hosting
45 programming related to a proposed Lummi-carved totem pole Mt. Constitution.

46 *Sam Blackman joined the meeting at 2:28 p.m.*

- 47 ➤ **Director's Report:** Ingrid shared that the previously issued no-trespass orders were
48 being discussed with Orcas Community Resource Center and the Sherriff's office to
49 agree on what terms the orders could be lifted. Tom asked Ingrid about the status of
50 water penetration in the northwest mechanical room, and possible remedies were
51 discussed. Ingrid highlighted the ongoing PrimeTime Family Reading program,
52 which was ending that day. She also shared that Woody started on January 23 and
53 will be on site on Monday and Tuesdays through the end of March. She said that the
54 consulting contract with Tony to help with the transition was still in the works.
- 55 ➤ **Friends of the Library:** Mary said that the Friends' February meeting would be next
56 Tuesday, and Tom will be attending. Mary said that she and Tom had asked Laura
57 Hanks to attend today to provide an update on her work with the Friends. Laura
58 shared that the Friends are currently focusing on membership and communication.
59 As part of this, she said that the Friends will have their own website, and they have
60 added a "pay online" function to their current web page. There was a discussion of
61 her work automating the Friends' processes. Madeline asked Laura to please let me
62 them know if the Board could help in any way.

63 **REPORTS FROM ACTIVE COMMITTEES:**

- 64 ➤ **Resources and Programs:** Mary shared that Sam has been very busy with program
65 planning, and she feels that discussion of interaction between committees and staff is
66 an important topic for the Board Retreat. Mary asked about the previous Seattle
67 Arts & Lecture events that Carol Dapogny had coordinated in her last months with
68 the Library. Janet explained that these were pay-per-attendee functions, rather
69 than the set fee of the Library Speakers Consortium. There was a discussion of the
70 two payment models and programs.
- 71 ➤ **Community Relations:** Nothing to report other than the previously mentioned no-
72 trespass order discussion above.
- 73 ➤ **Facilities & Systems:** Janet said that a new electrician appears to be needed. Sam
74 recommended Conner Black and said that he would text Conner.
- 75 ➤ **Policy & Personnel:** Tom asked for a copy of the existing draft of the Gift Policy.
76 Ingrid said that she would make sure everyone had it. There was a discussion of the
77 purpose of a gift policy and possible ramifications.
- 78 ○ **Hiring Update:** No additional news beyond Woody's hiring in the Director's
79 Report above.
- 80 ➤ **Finance:** Ingrid discussed a probable large vacation payout in February. She and
81 the Board discussed the existing policy for vacation balances, and she said she's
82 looking into other libraries' policies. Ingrid stated that the objective should be for
83 people to use their vacation days. Sam added that unlimited PTO works for some
84 industries. There was a discussion of possible approaches, and it was agreed that
85 Ingrid would continue to research the topic.

86 **PUBLIC COMMENT** – None.

87 **OTHER** – None.

88 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:07 p.m.

89 Submitted by Janet Marlow.

90 Approved _____