

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 May 12, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:02 p.m. on Zoom. Also  
6 attending were Trustees Julia Gates, Mary Johanson, Sam Blackman, and Madeline  
7 Sheplor; Interim Library Director Janet Marlow; and staff members Carol Dapogny, Jenny  
8 De Groot, and Rhett Ariston. All attendance was by Zoom due to the revised OPMA in  
9 response to COVID-19.

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the April 14 Regular Board  
14 Meeting, with one correction submitted. Teresa made a **MOTION** to approve the Minutes as  
15 corrected; Mary seconded, and the **MOTION** passed unanimously.

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

18 April 2022 Payroll	\$37,029.46
19	
20 Invoice Accounting Report 4/14/2022 (GF)	\$30,402.84
21 Invoice Accounting Report 4/25/2022 (GF)	\$7,280.03
22	

23 Madeline made a **MOTION** to approve the April payroll in the amount of \$37,029.46.  
24 Teresa seconded, and the **MOTION** passed unanimously.

25 Madeline made a **MOTION** to approve the submitted April 2022 General Fund  
26 vouchers totaling \$37,682.87. Mary seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – None.

28 **NEW BUSINESS**

- 29 ➤ **Relevant News and Issues:** None.
- 30 ➤ **Director’s Report:** Janet said that the staff had been recently impacted by COVID-  
31 related absences on top of scheduled vacations and being short-staffed, and while  
32 everyone was continuing to pitch in to cover each other, the addition of a substitute  
33 to work as needed would help relieve a lot of pressure for front desk coverage. She  
34 also highlighted the work Michael Armenia and the staff were doing to get the  
35 building and grounds ready to host the director candidates.
- 36 ➤ **Friends of the Library:** Teresa had attended the Friends’ May meeting on behalf of  
37 the Board and reported that she and the Friends had discussed the progress from the  
38 hiring committee and the upcoming visit from the candidates. Also, as Friends  
39 President Ken Gibbs is currently indisposed, Friends board members Jane Heisinger  
40 and Kathy Morris agreed to co-chair the group for the time being. The Friends also  
41 discussed the Summer Library Fair.

44 **REPORTS FROM ACTIVE COMMITTEES:**

- 45 ➤ **Resources and Programs:** Mary reported that the committee had met twice since the  
46 last Board meeting and had agreed on a mission statement. She reported that  
47 programs coordinator Carol Dapogny had given notice and would be leaving at the  
48 end of May, but everything in May was going as planned, and that programming  
49 during the summer will be light until a new team member is hired to coordinate  
50 programming. Mary said that the committee is discussing community engagement  
51 and how to expand the Library's reach to communities not currently being served.
- 52 ➤ **Community Relations:** Julia suggested the local Latino community as an  
53 underserved constituent.
- 54 ➤ **Facilities & Systems:** Nothing to report.
- 55 ➤ **Policy & Personnel:**
- 56 ○ Update from Director Hiring Committee: Madeline gave an update on the  
57 Director hiring process and went over the schedule and expectations for the  
58 upcoming visit from the candidates on May 19 & 20.
- 59 ○ Adult Programs & Communication Coordinator Position: Janet reported that, as  
60 mentioned in the Resources and Programs portion, Carol Dapogny would be  
61 leaving at the end of the month. She said that she and Mary were planning on  
62 forming a hiring committee in the upcoming weeks.
- 63 ○ Substitute Library Associate Position: Janet presented her plan to rehire retired  
64 Children's Librarian Nita Couchman as a substitute resource to fill in at the front  
65 desk in case of staff absences that cannot be covered internally. Being a non-  
66 benefit position that only works when another staff member cannot, there are no  
67 additional costs associated with the hiring. The Board agreed with the plan.
- 68 ○ Corrections/Updates to benefits policies 2.16.E and 2.16.F: Janet introduced a  
69 policy revision previously shared and reviewed by the Board and explained that  
70 the policy revisions were simply update to the providers and amounts of life  
71 insurance and long term disability insurance for the staff. Teresa made a  
72 **MOTION** to adopt the revisions to 2.16.E. Life Insurance and 2.16.F. Long Term  
73 Disability as presented; Madeline seconded, and the **MOTION** passed  
74 unanimously.
- 75 ➤ **Finance:** Nothing to report.

76 **PUBLIC COMMENT** – None.

77 **OTHER** – Sam asked if any of the current book banning efforts nationwide had impacted  
78 the Library, and Children's Librarian Jenny De Groot said no, not directly, and explained  
79 the Library's existing policy. She said that it had been interesting to hear other libraries'  
80 approaches to the topic during the director interviews. The group discussed the current  
81 events related to book banning.

82 **ADJOURNMENT** – There being no further business, the meeting adjourned at 2:50 p.m.

83 Submitted by Janet Marlow.

84 Approved \_\_\_\_\_