

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 November 10, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:03 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, Sam Blackman, and Mary Johanson; Director Ingrid
8 Mattson; staff members Jenny De Groot, Janet Marlow, Ray Kingsley, and Rhett Ariston;
9 and Library volunteer Tom McDonough.

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 October 13 Regular Board
14 Meeting. Teresa made a **MOTION** to approve the Minutes; Mary seconded, and the
15 **MOTION** passed unanimously.

16 Vouchers and Payroll: Janet said that Madeline had reviewed the prior month’s
17 vouchers and payroll and noted the highlights of the month.

18	October 2022 Payroll	\$42,879.75
19		
20	Invoice Accounting Report 10/3/2022 (GF)	\$6,374.19
21	Invoice Accounting Report 10/17/2022 (GF)	\$17,715.35
22	Invoice Accounting Report 10/31/2022 (GF)	\$17,222.39
23		

24 Mary made a **MOTION** to approve the October payroll in the amount of \$42,879.75.
25 Sam seconded, and the **MOTION** passed unanimously.

26 Mary made a **MOTION** to approve the submitted October 2022 General Fund
27 vouchers totaling \$41,311.93. Julia seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – None.

29 **NEW BUSINESS**

- 30 ➤ **Relevant News and Issues:** The group discussed the initial results on the San Juan
31 Library Bond that had been on the November 8 ballot. There was also a general
32 discussion of how property taxes are levied.
- 33 ➤ **Director’s Report:** Ingrid discussed her outreach efforts and meeting with the
34 Washington State Library. She also detailed the planned gift in Ken Gibb’s name
35 will be at OICF and will be part of their annual Give Orcas campaign. The funds will
36 be used for science books & programming at the Library. She said that, internally,
37 the staff had some scheduling swaps over the past month in order to best
38 accommodate everyone’s needs. The Board and Ingrid then discussed the planned
39 holiday closures since Christmas and New Year’s Day fall on Sundays this year, and
40 Ingrid will decide on a final schedule.
- 41 ➤ **Friends of the Library:** Mary said that she and Ingrid attended both the Friends
42 Annual Meeting (Oct 16) and regular monthly meeting (Nov 8) and the Friends
43 elected officers, including Kathy Morris as President. She and Ingrid also said that

44 the Friends are looking into adding an online option for membership payments and
45 donations. Mary said that she will revisit the idea of holding a joint meeting with
46 them after the new year. Mary and Ingrid also reported that the Friends approved
47 the Library's funding request for \$21,750 for 2023 books and programming.

48 ➤ **Trustee Recruitment:** Mary informed the Board that there were two applicants, and
49 that she and Madeline were setting up Zoom interviews for the following week.

50

51 **REPORTS FROM ACTIVE COMMITTEES:**

52 ➤ **Resources and Programs:** Mary provided the Board with a hiring update for the
53 open Programming position. She said that there were 9 applicants, and the hiring
54 committee was in the process interviewing 5. She also reported that she'd been
55 attending some of the Speaker's Consortium presentations, and they were all really
56 high quality. Finally, the Art Committee is scheduled to meet in the next week to
57 review the 18 submissions for the 2023 art display schedule.

58 ○ **Offered Donation – Moldoff Paintings:** The Board discussed the generous offer of
59 two paintings done by Stan Moldoff. The Board discussed augmenting the
60 proposed Gift Policy changes with a form detailing the practical ramifications of
61 the policy that any potential donor can review and agree to prior to making a
62 donation. Mary recommended tabling the current offer until the Gift Policy and
63 accompanying form are finalized. The Board agreed.

64 ➤ **Community Relations:** Julia brought up having a welcome party for Ingrid, and the
65 group discussed Saturday, January 21, as a tentative date. There was also a
66 discussion of the appropriateness of hanging fliers from alternative religious
67 institutions on Library bulletin boards. The group discussed that only limiting factor
68 was that the group should be on Orcas Island as the Library doesn't hang
69 promotional materials for off-island groups.

70 ➤ **Facilities & Systems:** Ingrid shared that she had discovered a new leak at the entry
71 to her office, and the group discussed roofer suggestions. For the electrical updates,
72 Janet reported that she was still waiting on a quote from electrician Kevin Loomis
73 but that she would follow up.

74 ➤ **Policy & Personnel:**

75 ○ **Hiring Update:** Ingrid said that she was looking at the structure of Tony's job to
76 see what will be remaining after moving some of the position's responsibilities to
77 the WA State Library, OCLC, and TLC. She said that she and Madeline plan to
78 meet to discuss and that the Library will probably be hiring Tony as a consultant
79 after his retirement at the end of January 2023 in order to ease the transition.

80 ○ **Gift Policy:** Per discussion above, the Board agreed to table the Gift Policy until
81 next month in order to review the proposed changes and produce an
82 accompanying form.

83 ➤ **Finance - 2023 General Fund Budget Proposal:** Janet explained a handful of changes
84 between the current draft and the one previously reviewed at the October Public
85 Budget Hearing.

86 ○ **2022 General Fund Budget:** Teresa read Resolution 2-2022 Adopting the Tax
87 Levy for the Year 2023. Mary made a **MOTION** to adopt Resolution 2-2022; Sam
88 seconded, and the **MOTION** passed unanimously. Teresa read Resolution 3-
89 2022 Adopting the General Fund Budget for the Year 2023 in the amount of

90 \$1,534,313.00. Teresa made a **MOTION** to adopt Resolution 3-2022; Mary
91 seconded, and the **MOTION** passed unanimously.

92 **PUBLIC COMMENT** – None.

93 **OTHER** – None

94 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:17 p.m.

95 Submitted by Janet Marlow.

96 Approved _____