

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 April 14, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:04 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Alexander
7 Conrad, Martha Fuller, and Teresa Patrick; Library Director Phil Heikkinen; Staff
8 Mary Pugh; and Friends President Ken Gibbs.

9 **WELCOME & INTRODUCTIONS** – President Regina thanked everyone for attending.

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

11 **ROUTINE MATTERS**

12 Minutes: The Board reviewed the Minutes from the March 14 Regular Board
13 Meeting. Martha made a **MOTION** to approve the Minutes; Alex seconded and the
14 **MOTION** passed unanimously. The Board reviewed the Minutes from the March 21
15 Special Board Meeting. Martha made a **MOTION** to approve the Minutes; Alex
16 seconded, and the **MOTION** passed unanimously among the Trustees who attended that
17 meeting.

18 Vouchers and Payroll: Alex said he had reviewed the vouchers and payroll.

19 March 2018 Payroll	\$29,515.95
20 Invoice Accounting Report 3/14/2018 (GF)	\$14,736.78
21 Invoice Accounting Report 3/28/2018 (GF)	\$9,362.52
22 Invoice Accounting Report 3/14/2018 (BF)	\$21,211.98
23 Invoice Accounting Report 3/28/2018 (BF)	\$105.26

24 Alex made a **MOTION** to approve the March payroll in the amount of \$29,515.95.
25 Teresa seconded, and the **MOTION** passed unanimously.

26 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers
27 totaling \$24,099.30; Martha seconded, and the **MOTION** passed unanimously.

28 Alex made a **MOTION** to approve the submitted 2018 Building fund vouchers
29 totaling \$21,317.24; Martha seconded, and the **MOTION** passed unanimously.

30 **PUBLIC COMMENT** – None.

31 **PLANNING & PRIORITIES**

32 ➤ **Library Building Expansion Update**: Phil discussed HBHansen’s plan to replace any
33 cracked glazing for the south trellis as soon as weather permits. He said the one
34 year anniversary of the major construction completion is June 19 and will complete
35 the warranty period. There are a few minor issues including a leaky faucet, door
36 adjustment, south trellis, and circle drive asphalt. We have received as-built
37 drawings and the operation and maintenance manuals. Phil reviewed the
38 landscaping work including elevation grading and stabilization. Teresa suggested a
39 walk around at the May meeting. She asked how the community education portion
40 of the project was developing. She would like to get a better understanding of
41 ongoing cost versus volunteer involvement. Phil said the Library has one paid

42 position for maintenance. He suggested developing a professional “adopt-a-bed”
43 program allowing landscaping professionals the ability to have a plaque naming
44 their business. Also discussed was the remodel of the old lobby with a “café” feel
45 allowing food and beverages, thus creating a relaxed atmosphere.

46 ➤ **NanaWall contract:** Phil discussed with the Board the cost and installation,
47 including a contingency. The project will additionally require a local contractor to
48 prepare the opening to receive the NanaWall panels at an approximate cost of
49 \$5,000 to \$6,000. Phil reviewed the breakdown of the project financing. Martha
50 made a **MOTION** to approve the project including \$6,000 for the opening
51 preparation, \$43,000 for the door panels, \$8,200 for installation, and \$6,000
52 contingency. Alex seconded, and the **MOTION** passed unanimously.

53 **NEW BUSINESS**

- 54 ➤ Relevant News and Issues: Phil commented on a retired librarian moving to Orcas.
- 55 ➤ Director’s Report: Phil invited any questions about his report. He commented on the
56 Caroline Buchanan art exhibit and reception, and the popularity of the genealogy
57 classes.
- 58 ➤ Friends of the Library: Friends President Ken Gibbs suggested installing an AED
59 device and he will recommend the Friends purchase one for the Library. Ken
60 reminded the Board that the Smile Amazon program donates a portion of purchases
61 to a charity and recommended adding the Friends as their charity. Ken said the
62 August Library Fair is fast approaching and there is a sign-up sheet in the *Friends*
63 *Corner Bookstore*. Teresa will attend the May meeting.

64 **REPORTS FROM ACTIVE COMMITTEES**

65 Resources and Programs: None.

66 Community Relations: Public Comment Procedures: Martha said that some of
67 the public comment at the Board’s meetings has been inconsistent with the written
68 policy. She felt agenda items were being interrupted by public comment and would like
69 a return to the written policy for public comment during the Board’s meetings.

70 Facilities & Systems: Martha said the committee was meeting today to begin
71 developing project priorities and a maintenance plan.

72 Finance: Phil said he hopes to meet soon with Alex and Harvey Himelfarb about
73 fundraising.

74 Policy & Personnel: Display Policy: Teresa said the current policy was
75 established in 1993 and updated in 2007. She is recommending adding an exhibitor
76 agreement detailing rights and responsibilities. Martha made a **MOTION** to adopt the
77 exhibitor agreement and updated display policy as proposed. Alex seconded, and the
78 **MOTION** passed unanimously.

79 **PUBLIC COMMENT** – None.

80 **OTHER** – Teresa commented on the usage statics noting the checkouts of DVDs. Ken
81 commented on our having fewer science books than cookbooks. Phil said staff is
82 regularly soliciting input for non-fiction collections, noting that college and technical
83 level items would have limited interest. Phil said we utilize inter-library loan and if
84 staff feels a requested item would circulate here, then it is purchased. Teresa asked if
85 there is a way to assess core collections. Phil said there are tools and guidelines on
86 collections. He noted, however, that local interest plays a large part of the collection
87 development. Teresa said that when she volunteers at the desk she will discuss

88 purchasing items with patrons, telling them “they will be first on the reserve list” when
89 the item is available.

90 **ADJOURNMENT** – There being no further business, the meeting was adjourned by the
91 President at 10:55 a.m.

92 Submitted by Mary Pugh.

93 Approved _____