

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 April 10, 2019

5 Library Board President Alex Conrad convened the meeting at 9:10 a.m. in the Community
6 Meeting Room of the Library. Also attending were Trustees Martha Fuller, Jens Kruse, and
7 Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow, and
8 Friends Board member Robert Demarest.
9

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the March 13 Regular Board
14 Meeting and the March 13 Board Retreat. Alex made a **MOTION** to approve the Minutes;
15 Jens seconded, and the **MOTION** passed unanimously by the attending Trustees.

16 Vouchers and Payroll: Martha said she had reviewed the vouchers and payroll and
17 recommended approval.

18	March 2019 Payroll	\$34,729.04
19	Invoice Accounting Report 3/12/2019 (GF)	\$11,358.71
20	Invoice Accounting Report 3/28/2019 (GF)	\$5,738.98
21		

22 Alex made a **MOTION** to approve the submitted March 2019 General Fund vouchers
23 totaling \$17,097.69. Jens seconded, and the **MOTION** passed unanimously.

24 Teresa made a **MOTION** to approve the March payroll in the amount of \$34,729.04.
25 Alex, and the **MOTION** passed unanimously.

26 **PUBLIC COMMENT** – None

27 **NEW BUSINESS**

28 ➤ **Relevant News and Issues** - None

29 ➤ **Director’s Report**: Phil referred to his written report and informed that Monty
30 Coffey’s work to create a plaza in the southwest corner of the property out of the existing
31 flagstone is in progress. He also mentioned the success of last month’s programs and that
32 he had recently performed as the escort for the “Tardy Queen” for the elementary school
33 assembly.

34 ➤ **Friends of the Library**: Robert updated the Board on the news from the April
35 Friends meeting, including the fact that lobby book sales have been slow following the
36 Winter Book Sale. Madeline had previously volunteered to represent the Board at the May
37 meeting, and Jens volunteered for June.
38

39 **REPORTS FROM ACTIVE COMMITTEES**

40 ➤ **Resources and Programs**: Phil informed the Board that, in addition to Jens’s ongoing
41 Kafka class, current programs include the poetry displays in honor National Poetry Month

42 and an artist and poet reception scheduled for April 11 to recognize the people that have
43 either art of poetry on display in the Library this month.

44 ➤ **Community Relations:** Alex mentioned that the Fire Department is struggling to find
45 ways to promote the fact that they have car seats available for families to borrow. Martha
46 suggested that it be included in the newsletter for people that may have visitors coming in,
47 and the Board agreed.

48 ➤ **Facilities & Systems:** Jens asked for a status update of the toilet repair in the new
49 portion of the building. Phil said that the toilet manufacturer was sending new parts that
50 would hopefully resolve the water logging issue. Phil informed the Board that he was
51 discussing the possibility of an EV-charging station on Rose Street with OPALCO, and that
52 any spots would be fully operated by OPALCO. Regarding the parking lot safety issue
53 raised at the Board Retreat, Phil said that he had discussed parking lot lights with San
54 Juan County, and a hardwired light would be prohibitively expensive (around \$5,000 to
55 \$10,000). Therefore, the County recommended either standalone solar-panel lights or flood
56 lights on the exterior of the building. Phil said that he and staff member Tony Ghazel were
57 also looking into exterior security camera options. Alex asked that Tony be invited to the
58 May Board Meeting to discuss the options. Martha asked if the Library should be looking
59 into internal cameras as well in order to have a comprehensive security package. Teresa
60 recommended that the Board keep lighting and cameras as separate issues since the need
61 for lighting was agreed but cameras would be a more intensive discussion. Martha agreed
62 and recommended that we use information gathered by Eastsound Planning Review
63 Committee about lighting in Eastsound.

64 ○ **Remodeling design/bid project:** Martha told the Board that she and Phil had had
65 a useful call with HKP Architects and are waiting on a proposal from an electrical
66 engineering firm, primarily related to the former lobby remodel.

- 67 ▪ Regarding the acoustics for the Community Room, Martha explained that
68 the architects had recommended the first approach to noise overflow from
69 the former office first be remedied with enhanced weather-stripping
70 around the existing doors to seal the gaps. If that was ineffective, new
71 doors could be installed. Martha suggested that the Board proceed with
72 the other acoustic measures already planned (ceiling panels), and the re-
73 evaluate the issue of the doors once the decision of having coffee service in
74 the former lobby was made. Phil added that we could also look at acoustic
75 panels for the walls of the Community Room if necessary.
- 76 ▪ For the former lobby remodel, Martha said that if the Board had a decision
77 about coffee service in the lobby, that would be optimal at this point from
78 the design perspective, but not absolutely necessary. Phil added that
79 coffee services could always be added at a later point through small works.
80 Martha agreed and said the renovation of the former lobby needs to move
81 forward, regardless, and not let a decision a decision about coffee service
82 drive the process. Alex recommended that simple infrastructure be
83 included in the design process in anticipation of a future decision, and the
84 Board concurred.

85 ○ **Coffee/refreshment service concept:** Phil presented the results of the survey to
86 Library patrons regarding the coffee options. Out of the six options presented, 61
87 % of respondents chose either “Portable coffee/espresso cart in the former entry
88 lobby” or “Built-in café” as their top preference. The next most preferred choice
89 was “Do not pursue a coffee/beverage service” with 23%. During the survey
90 process, Martha had done research into the option of vending machines and
91 discovered no coffee vending machine suppliers service San Juan County; vending
92 machines was the lowest overall weighted preference in the survey. Teresa

93 recommended that the Board move forward with a six-month trial to gauge the
94 success of a coffee service. Alex said that, should the idea move forward, it needs
95 to be launched with an RFP that makes the process transparent. Phil added that
96 the RFP could be a very simple process, and, should the Friends of the Library
97 choose to be involved, they would manage the contractual arrangements. Martha
98 mentioned that the trial period could also be a good opportunity for the Friends to
99 see if the fund-raising is worth the management effort. The Board discussed that
100 it will be critical to define the RFP and anticipate what sorts of issues potential
101 vendors will need to know. The Board agreed to move forward with a 6-month
102 trial period for coffee service, allowing a vendor to put a portable coffee/espresso
103 cart on site.

104 ➤ **Policy & Personnel:** Teresa mentioned the new 2019 RCW related to Service Animals
105 and recommended that staff should manage all interactions regarding animals on site since
106 they have been trained in the process, and volunteers have not. Phil and the Board agreed.

107 ➤ **Finance:** Martha raised the issue of the review of expenditures and the AP and
108 Payroll vouchers that the Board signs at each meeting, wondering what latitude the Library
109 has to make changes to the process or wording. Janet explained that the review and
110 signatures were a legal requirement that are submitted to the County Auditor monthly but
111 would need to research to see if we could make changes to the wording. Alex suggested
112 Janet contact the Orcas Fire Department and Orcas Parks and Recreation to see how they
113 approach this topic. Martha suggested Janet contact the County or State Auditors to get a
114 clarification on what, exactly, the Board is required to do.

115 **PUBLIC COMMENT** – None.

116 **OTHER** – None

117 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:37
118 a.m.

119 Submitted by Janet Marlow.

120 Approved _____