

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 August 9, 2016

5 Library Board President Margaret Payne convened the meeting at 8:32 a.m. in the  
6 Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Tom  
7 Fiscus and Regina Zwilling. Also, Library Director Phil Heikkinen, and staff member  
8 Mary Pugh; Community members also attended.

9 **WELCOME & INTRODUCTIONS** – Margaret welcomed everyone, and thanked them  
10 for attending.

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

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the minutes from July 12, 20, 22, and 27, 2016.  
14 Tom made a **MOTION** to approve the July 12 Minutes; Alex seconded and the **MOTION**  
15 passed unanimously. Regina made a **MOTION** to approve the July 20 Minutes; Tom  
16 seconded and the **MOTION** passed unanimously. Alex made a **MOTION** to approve the  
17 July 22 Minutes; Tom seconded and the **MOTION** passed unanimously. Tom made a  
18 **MOTION** to approve the July 27 Minutes; Alex seconded and the **MOTION** passed  
19 unanimously.

20 **Trustee Martha Fuller arrived at 8:35 a.m.**

21 Vouchers and Payroll: Regina reviewed and initialed payroll and the invoices for  
22 the General and Building Funds.

23	7/12/2016 Invoice Accounting Report	\$5,191.35
24	7/27/2016 Invoice Accounting Report	\$5,756.89
25	7/12/2016 Invoice Accounting Report (Bldg Fund)	\$3,228.99
26	7/28/2016 Invoice Accounting Report (Bldg Fund)	\$108,152.16
27	July 2016 Payroll	\$31,589.45

28 Regina made a **MOTION** to approve the July payroll totaling \$31,589.45; Alex  
29 seconded, and the **MOTION** passed unanimously.

30 Regina made a **MOTION** to approve all payments from the Building Fund  
31 invoice accounting reports totaling \$111,381.15; Alex seconded, and the **MOTION**  
32 passed unanimously. Mary described the challenges of setting up the bank account for  
33 the retainage with the Treasurer’s office

34 Regina made a **MOTION** to approve all payments from the General Fund invoice  
35 accounting reports totaling \$10,948.24; Tom seconded, and the **MOTION** passed  
36 unanimously.

37 **PUBLIC COMMENT** – None.

38 **PLANNING & PRIORITIES**

39 Library Building Expansion: Phil reviewed challenges including pin pile driving  
40 that required digging out debris, engineering questions, change orders, and tying into  
41 the existing children’s room.

42 Alex reported on meetings he has had to obtain a line of credit, if it becomes  
43 necessary. Margaret said the MacEachern and Norcliffe grant applications were filed.

44 She reported that the County Council had approved the grant that will fund the  
45 majority of the Library Park stair project.

46 Margaret, Tom and Martha described the work on the levy lid lift campaign and  
47 the statements that need to be submitted to the Elections Office by Friday August 19.  
48 The Board discussed the use of FAQs and a white paper for discussions with the  
49 community. The Board discussed membership of the Advocacy Committee.

50 Phil described his work with the Naming Committee. The Board asked questions  
51 about the brochure. There was no additional information on the recognition plaques;  
52 HKP is developing some suggestions.

53 Signing Authority Policy Update: Tom reviewed the updated signing authority  
54 based on the recommendation of Liz LeRoy, Owners' Representative, and Phil. This will  
55 help cover small change orders on the building project. Larger change orders would  
56 need to be authorized by the Board. The new policy will allow the Director to authorize  
57 monthly payments of up to \$35,000 inclusive of sales tax. Martha made a **MOTION** to  
58 adopt the revised signing authority. Alex seconded and the **MOTION** passed  
59 unanimously.

60 **Martha left the meeting at 10:05 a.m. The Board took a BREAK from 10:04 to 10:06**  
61 **a.m.**

## 62 **NEW BUSINESS**

63 Relevant News and Issues: None.

64 Director's Report: Phil's written report was noted. Alex asked about tracking wifi  
65 usage; Margaret asked about tracking unique users.

66 Friends of the Library: There was no report.

## 67 **REPORTS FROM ACTIVE COMMITTEES**

68 Resources and Programs: None.

69 Community Relations: The Board discussed attending the Robert Lundeen  
70 Memorial on August 14..

71 Facilities & Systems: Margaret asked for a list of deferred maintenance items.

72 Finance: Phil said he is working on the 2017 budgets using status quo  
73 calculations. He said both budgets would need to be revised if the levy passes. He will  
74 bring a draft to the September meeting

75 Policy & Personnel: The signing authority policy update is noted above.

76 **PUBLIC COMMENT** – None.

77 **OTHER** – None.

78 There being no further business the meeting was adjourned at 10:25 a.m.

79 Submitted by Mary Pugh.

80 Approved \_\_\_\_\_

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Special Board Meeting Minutes**

4 **August 19, 2016**

5 Library Board President Margaret Payne called the Special Meeting to order at 8:30 a.m. in  
6 the Library's Reading Room. Also attending were Trustees Alexander Conrad, Tom Fiscus,  
7 and Martha Fuller (arriving at 8:48); Library Director Phil Heikkinen; and staff member  
8 Mary Pugh.

9 1. Levy Lid Lift:

- 10 • The Board discussed the draft of the Explanatory Statement. Discussion centered on  
11 the use of the construction contract budget of \$4.183M rounded to \$4.2M or the use of  
12 the construction bid budget of \$4.55M that was revised to exclude items to bring the  
13 budget lower. Margaret was firm in her belief that the \$4.2M amount is what the  
14 Board agreed to when it signed the construction contract with HBHansen. She said  
15 that all public communication has used the \$4.2M amount and the Board should  
16 continue to separate the items removed as additional items based on fundraising.  
17 The Board discussed how to present the information accurately to the public and for  
18 use by the Fundraising Committee.
- 19 • The Board worked to revise the draft Explanatory Statement. Tom drafted a revised  
20 statement to be used in the voter pamphlet.

21 Alex made a **MOTION** to approve the revised voter explanatory statement. Martha  
22 seconded, and the **MOTION** passed unanimously.

23 2. Adjournment: There being no further business, the meeting was adjourned by the  
24 President at 10:00 a.m.

25 Submitted by Mary Pugh.

26 Approved: \_\_\_\_\_

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Special Board Meeting Minutes**

4 **August 24, 2016**

5 Library Board President Margaret Payne called the Special Meeting to order at 8:40 a.m.  
6 in the Library's Community Room. Also attending were Trustees Tom Fiscus, Regina  
7 Zwilling, Alexander Conrad, and Martha Fuller; Library Director Phil Heikkinen; and  
8 two community members.

9 1. Introductions: Margaret welcomed everyone to the meeting.

10 2. Additions or Modifications to the Agenda: None

11 3. Executive Session: Margaret took the Board into Executive Session at 8:41 in  
12 accordance with RCW 42.30.110 (f), complaint by a citizen.

13 4. Open Session: the Board returned at 9:45. Margaret said that she had decided to  
14 resign as President. She nominated Tom Fiscus to become President; Martha  
15 seconded, and the election passed unanimously.

16 Tom thanked Margaret for her leadership as President.

17 5. Levy:

18 • White Paper/Overview: Tom said it is near completion. It is intended as a factual  
19 narrative about the building project, financial need, and purposes for seeking an  
20 increase to a levy mill rate of 45 cents. Alex suggested that we add a revenue and  
21 expense section. Phil asked for anyone with additions or changes to send them to  
22 him so that he can compile them and work with Tom on completing the overview,  
23 making sure it has neutral language.

24 • FAQs: Alex reviewed his discussion with the Fundraising Committee about budget  
25 figures to be included in the FAQs, especially deferred items not included in the  
26 \$4.2 million project budget. Phil asked Trustees to send any additions and changes  
27 to him by Friday.

28 • Regina left the meeting at 10 am.

29 • Timeline and Tasks: Martha said that we needed to create a fact-based levy  
30 process timeline; and that the advocacy committee would create its own timeline.  
31 Tom added that we should also start sharing that we are available to meet with  
32 groups to share information about the levy measure and the building project. We  
33 will create information-based talking points for staff, volunteers, and Trustees.  
34 Phil will pursue having a new cardboard model built; also, displays in the Library;  
35 also, contacting groups for possible appearances.

36 6. Construction Update: Phil said that the pin pile installation is on track, plus initial  
37 installation of forms for the footings to be poured. He will look into possible credits for  
38 any unused pin piles.

39 7. Finances: We have a site visit scheduled by a MacEachern grant representative; also,  
40 we received acknowledgment from Norcliffe that our application to them is in process.  
41 The Finance Committee continues to meet.

- 42 8. Public Comment: Margie Doyle said that she would be interested in seeing widespread  
43 dissemination of the levy information asap.
- 44 9. Other: Phil said that due to Martha Farish stepping down from the Advocacy  
45 Committee, there is an opening. The Board said Phil could invite a replacement to join  
46 the Committee.
- 47 10. Adjournment: There being no further business, the meeting was adjourned by the  
48 President at 10:48 a.m.
- 49 Submitted by Phil Heikkinen.

50 Approved: \_\_\_\_\_