

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 February 9, 2016

5 Library Board Vice-President Margaret Payne convened the meeting at 8:31 a.m. in the  
6 Meeting Room of the Library. Also attending were Trustees Alexander Conrad, and  
7 Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh;  
8 Owner’s Representative Liz LeRoy; Friends Board Member Leif; Design Committee  
9 Member David Kau. Trustees Tom Fiscus and Martha Fuller arrived at 8:34 a.m. Julie  
10 Blazek from HKP Architects called in at 8:55 a.m.

11 **WELCOME & INTRODUCTIONS** – Margaret welcomed everyone, and thanked them  
12 for attending.

13 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Margaret moved the  
14 Executive Session to the February 23<sup>rd</sup> meeting.

15 **ROUTINE MATTERS**

16 Minutes: The Board reviewed the Minutes from January meetings. Alex made a  
17 **MOTION** to approve the January 5, 2015 Special Meeting Minutes with no changes;  
18 Regina seconded, and the **MOTION** passed unanimously.

19 The Board reviewed the Minutes from January 12, 2015 Regular Meeting and  
20 made a correction. Alex made a **MOTION** to approve the January 12, 2015 Regular  
21 Meeting Minutes as corrected; Regina seconded, and the **MOTION** passed unanimously.

22 Vouchers and Payroll: Regina said she had reviewed the invoices for the General  
23 and Building Funds. She recommends approval of all items processed.

24	1/5/2016 Invoice Accounting Report (2015)	\$1,322.85
25	1/128/2016 Invoice Accounting Report (2015)	\$2,326.51
26	1/20/2016 Invoice Accounting Report (2016)	\$3,703.86
27	1/27/2016 Invoice Accounting Report (2016)	\$9,713.72
28	1/6/2016 Invoice Accounting Report (2015 Bldg Fund)	\$17,302.87
29	1/12/2016 Invoice Accounting Report (2015 Bldg Fund)	\$72,662.60
30	1/27/2016 Invoice Accounting Report (2016 Bldg Fund)	\$19,982.55
31	January 2016 Payroll	\$29,894.74

32 Regina explained about the new online timesheet and approval procedure.  
33 Regina made a **MOTION** to approve the January payroll totaling \$29,894.74; Alex  
34 seconded, and the **MOTION** passed unanimously.

35 **Tom and Martha arrived at 8:34 a.m.**

36 Regina made a **MOTION** to approve all payments from the 2015 General Fund  
37 invoice accounting reports totaling \$3,649.36; Alex seconded, and the **MOTION** passed  
38 unanimously.

39 Regina made a **MOTION** to approve all payments from the 2016 General Fund  
40 invoice accounting reports totaling \$13,417.58; Tom seconded, and the **MOTION** passed  
41 unanimously.

42 Regina made a **MOTION** to approve the 2015 Building Fund invoice accounting  
43 report totaling \$89,965.47; Alex seconded and the **MOTION** passed unanimously.

44 Regina made a **MOTION** to approve all payments from the 2016 Building Fund  
45 invoice accounting reports totaling \$19,982.55; Tom seconded, and the **MOTION** passed  
46 unanimously.

47 Mary reminded the Board that there are thirteen months for expenditures in  
48 order to pay invoices out of the proper budget year. The Auditor's Office will now  
49 finalize the 2015 year-end.

50 **PUBLIC COMMENT** – None.

## 51 **PLANNING & PRIORITIES**

52 Library Building Expansion: HKP architect Julie Blazek joined the meeting by  
53 telephone. Liz discussed the provisional use permit and said the environmental impact  
54 review should take about a month. She said we are still looking at March for the  
55 building permit approval and bid advertising in April. Liz will post the ad for bids in the  
56 Daily Journal and send it to some contractors who have expressed interest in the  
57 project.

58 Liz reviewed the HKP budget update. Tom and Margaret expressed concern that  
59 the professional cost estimator projected a 30% higher cost than previous estimates. Liz  
60 and Julie explained to the Board that there was usually an 8% to 15% cost increase once  
61 drawings are finalized, frequently in response to changes in program needs. In addition,  
62 contractors are very busy now and prices will reflect that. Liz said prices are escalating  
63 1% per month. Julie reminded the Board that early estimates were only based on  
64 square footage and not the detailed plans being used now. Liz said that in many other  
65 projects there is not the level of transparency that our project is using. She said a lot of  
66 cost refinement would be done between the project manager and the architects prior to  
67 the owner's review.

68 Margaret presented the Board with the Building Committee's recommendations  
69 for cost savings. The Board reviewed additional items presented in the HKP estimate  
70 and made additional recommendations. HKP will work on the revisions and will have  
71 additional information for the Board at the February 23<sup>rd</sup> meeting. HKP terminated the  
72 call at 10:20 a.m.

73 The Board discussed the fundraising plan. Alex said the Library must be clear in  
74 how we explain the increased costs to the community. Liz said the public tends to rely  
75 on residential cost per foot and commercial cost is always higher. She said public works  
76 projects also carry a higher cost than commercial projects. Margaret would like the next  
77 meeting to focus on funding.

78 **The Board took a break from 10:31 a.m. to 10:37 a.m.**

## 79 **NEW BUSINESS**

80 Relevant News and Issues: None.

81 Director's Report: Phil's written report was noted; Martha asked how the net  
82 changes to the collection were calculated. Phil explained how items were pulled from the  
83 collection because of overcrowding, format change (i.e. VHS to DVD), and reducing top  
84 and bottom shelf use. Phil discussed increased postage cost attributed to ILL usage and  
85 different ways to mitigate cost. Alex asked about not charging overdue fines; Phil  
86 explained his philosophy about fines. Phil reported about a challenge to a Young Adult  
87 book. He said he had a constructive meeting with the parent.

88 Friends of the Library: There was no report. Tom will be attending their  
89 meeting.

90 By-Laws Update to Committees – 1<sup>st</sup> Reading: Margaret read the Resolution to  
91 change the By-Laws to reflect the committee name change from Collection Management  
92 to Resources and Programs.

93 **REPORTS FROM ACTIVE COMMITTEES**

94 Collection Management: None.

95 Community Relations: None.

96 Facilities & Systems: Phil reviewed the custodial contract with the Board. Alex  
97 made a **MOTION** to approve the custodial contract between the Library and Mike  
98 Larkins at the rate of \$20.94 per hour. Regina seconded and the **MOTION** passed  
99 unanimously.

100 Finance: None.

101 Policy & Personnel: None.

102 **PUBLIC COMMENT** – None.

103 **OTHER** – None.

104 **EXECUTIVE SESSION** – Margaret tabled the Executive Session to the February 23<sup>rd</sup>  
105 meeting.

106 There being no further business, the Meeting was adjourned at 10:55 a.m.

107 Submitted by Mary Pugh.

108 Approved \_\_\_\_\_

