

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 February 19, 2019

5 Library Board President Alex Conrad convened the meeting at 9:04 a.m. in the Community
6 Meeting Room of the Library. Also attending were Trustees Madeline Sheplor, Jens Kruse,
7 and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow; and
8 Friends Board President Kenneth Gibbs.

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the January 9 Regular Board
13 Meeting and the January 18 Special Board Meeting. Alex made a **MOTION** to approve the
14 Minutes; Teresa seconded and the **MOTION** passed unanimously by the attending Trustees.

15 Vouchers and Payroll: Alex said he had reviewed the vouchers and payroll and
16 recommended approval.

17 January 2019 Payroll	\$36,002.01
18 Invoice Accounting Report 7/17/2018 (BF)	\$4,713.38
19 Invoice Accounting Report 1/7/2019 (GF – 2018 13th Month)	\$2,484.42
20 Invoice Accounting Report 1/14/2019 (GF)	\$4,269.02
21 Invoice Accounting Report 1/22/2019 (GF)	\$4,829.58
22 Invoice Accounting Report 1/28/2019 (GF)	\$11,568.20

23
24 Alex made a **MOTION** to approve the submitted 2018 Building Fund voucher totaling
25 \$4,713.38. Jens seconded, and the **MOTION** passed unanimously.

26 Alex made a **MOTION** to approve the submitted 2018 13th Month General Fund
27 voucher totaling \$2,484.42. Madeline seconded, and the **MOTION** passed unanimously.

28 Alex made a **MOTION** to approve the submitted 2019 General Fund vouchers
29 totaling \$20,666.80. Jens seconded, and the **MOTION** passed unanimously.

30 Alex made a **MOTION** to approve the January payroll in the amount of \$36,002.01.
31 Teresa seconded, and the **MOTION** passed unanimously.

32 **PUBLIC COMMENT** – None

33 **PLANNING & PRIORITIES**

34 ➤ **Library Board Retreat Rescheduling**: The Board discussed rescheduling the Retreat
35 which was postponed from February 13 due to snow. The Board agreed to hold the retreat
36 on March 13 in conjunction with the Regular Board Meeting in the Library Community
37 Room. The Board Meeting will start at its normal time of 9:00 a.m., and the retreat will
38 start directly after and run from 9:30 a.m. to 1:30 p.m.

39 **NEW BUSINESS**

40 ➤ **Bylaws Modification – Meeting Agenda Structure**: Phil introduced a resolution
41 modifying the portion of the Bylaws which detail the agenda structure of Regular Board
42 Meetings. He explained the resolution was an administrative measure to align the bylaws

43 to the Board's current agenda structure and committee names. Alex read Resolution 1-2019
44 Amending the By-Laws of the Board of Trustees. Teresa made a **MOTION** to adopt
45 Resolution 1-2019; Jens seconded and the **MOTION** passed unanimously. The Board then
46 signed the amended version of the By-Laws.

47 ➤ **Director's Report:** Phil referred to his written report, and there was added discussion
48 of the impact of the previous week's snow on open hours and parking lot.

49 ➤ **Friends of the Library:** Ken discussed the logistics of the upcoming Winter Book Sale
50 which will be held on March 9. Madeline volunteered to represent the Board at the Friends'
51 March 12 meeting.

52 **REPORTS FROM ACTIVE COMMITTEES**

53 ➤ **Resources and Programs:** Jens and Phil discussed the three upcoming programs for
54 February: Black History Month AAWA Poets on February 21; "Manuscripts, Memoirs &
55 Movies" with authors Ayn and Sam Gailey on February 24; and "Let's Talk About Race"
56 with author Clyde Ford on February 27. Additionally, Jens informed the Board that he was
57 teaching a multi-week library program on Kafka starting on March 7.

58 ➤ **Community Relations:** None.

59 ➤ **Facilities & Systems:** Madeline updated the Board on the discussion from the
60 Facilities & Systems Committee meeting that was held on February 5. The meeting brought
61 the committee members up to date on the current open issues, including the NanaWall prep
62 work, acoustics, the northwest mechanical room roof, and the former lobby. Madeline said
63 that the committee is also looking at chairs, lamps, and the idea of a community table near
64 the periodicals. There was discussion amongst the Board of whether a community table
65 would lead to the "quiet area" being less quiet.

66 ➤ **Policy & Personnel:** Phil told the Board that the custodial staff had officially started
67 as employees since the last meeting.

68 ➤ **Finance:** None.

69 **PUBLIC COMMENT** – None.

70 **OTHER** – None

71 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:50
72 a.m.

73 Submitted by Janet Marlow.

74 Approved _____