

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 February 12, 2020

5 Library Board President Martha Fuller convened the meeting at 10:06 a.m. in the  
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor  
7 and Jens Kruse; Library Director Phil Heikkinen and staff member Janet Marlow.  
8

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the January 10 Regular Board  
13 Meeting. Jens made a **MOTION** to approve the Minutes; Madeline seconded, and the  
14 **MOTION** passed unanimously.

15 The Trustees reviewed the Minutes from the January 31 Special Board Meeting.  
16 Madeline made a **MOTION** to approve the Minutes; Jens seconded, and the **MOTION**  
17 passed unanimously.

18 The approval of the Minutes from the January 31 Board Retreat was postponed until  
19 the March 11 Regular Board Meeting.

20 Vouchers and Payroll: Martha said that she had reviewed the prior month’s  
21 vouchers and payroll and recommended approval.

|   |             |
|---|-------------|
| 22 January 2020 Payroll                     | \$39,357.85 |
| 23 Invoice Accounting Report 1/13/2020 (GF) | \$9,063.47  |
| 24 Invoice Accounting Report 1/28/2020 (GF) | \$16,762.60 |

25 Martha made a **MOTION** to approve the January payroll in the amount of  
26 \$39,357.85. Madeline seconded, and the **MOTION** passed unanimously.

27 Martha made a **MOTION** to approve the submitted January 2020 General Fund  
28 vouchers totaling \$25,826.07. Madeline seconded, and the **MOTION** passed unanimously.

29 **PUBLIC COMMENT** – None.  
30

31 **NEW BUSINESS**

- 32 ➤ **Relevant News and Issues:** None
- 33 ➤ **Director’s Report:** Phil highlighted the high average daily door count and checkouts  
34 in January.
- 35 ➤ **OPMA Training:** Madeline confirmed that she had completed the required Open  
36 Public Meetings Act training in February 2019. Jens and Martha also confirmed  
37 that they had completed the training shortly after joining the Board. Phil confirmed  
38 that Teresa had also completed the required training.
- 39 ➤ **Committee Assignments:** Martha asked for expressions of interest in the various  
40 Committees, and after discussion appointed Martha to Finance, Madeline to  
41 Facilities and Systems, Jens to Resources and Programs, Teresa to Policies and  
42 Personnel, and Julia to Community Relations, subject to the agreement of Teresa and

43 Julia. Martha made a **MOTION** to approve this slate of committee chairs. Madeline  
44 seconded, and the **MOTION** passed unanimously.

45 ➤ **Library Newsletter – Board Portion:** The Board discussed adding a message from the  
46 Board to the monthly Library Newsletter. The Board agreed it would be a good idea  
47 to contribute every other month and discussed possible topics. Martha agreed to  
48 contribute the first communication for the March Newsletter.

49 ➤ **Friends of the Library:** Madeline attended the Friends’ February meeting on behalf  
50 of the Board and briefed the Board on the highlights from the meeting, most notably  
51 the preparations for the March 7 Winter Book Sale. She also informed the Board  
52 that the Friends have changed their meeting times to 10:00am, still on the second  
53 Tuesday of each month. It was agreed that Martha would attend the April meeting.

54

#### 55 **REPORTS FROM ACTIVE COMMITTEES:**

56 ➤ **Resources and Programs:** Jens reported that he was working with Mary to start a  
57 multi-week class titled Faustian Bargains beginning in March. There was also a  
58 discussion of the ongoing Black History Month programs.

59 ➤ **Community Relations:** Phil discussed the recent trespassing of a patron. Martha  
60 asked that the Board have a conversation in March about the priorities of the  
61 Community Relations Committee for the year.

62 ➤ **Facilities & Systems:** Phil updated the Board on the landscaping work party on  
63 February 11 with KaBloom and seven volunteers. He said that it was a successful  
64 day, and that the group accomplished a lot.

65 ○ **Update on Remodeling Projects and Contracts:** Phil updated the Board on the  
66 ongoing contract negotiations with the contractor who had already bid on the  
67 NanaWall prep work and said that three other contractors have done walk-  
68 throughs. He anticipates bids from some or all by the end of February. Martha  
69 discussed the HKP memos previously distributed and highlighted the importance  
70 of HKP’s assistance in the projects, and wants to encourage the Library to use  
71 HKP to their full advantage. The Board discussed how much operational detail  
72 they’d like to receive from Phil related to the projects and contracts. Madeline  
73 expressed an interest in continuing to receive the operational communications,  
74 and she and Phil agreed to look at some of the working documents together to  
75 agree on what to share.

76 ➤ **Policy & Personnel:**

77 ○ **Purchasing & Contracting Policy:** Revisiting the proposed policy change  
78 introduced at the January 31 Special Meeting, the Board further discussed  
79 criteria that could be considered if a contractor was unable to secure a  
80 Performance Bond, and which reasons would be sufficient to allow additional  
81 retainage in lieu of the bond. The Board agreed that clear criteria to aid in the  
82 decision should be developed. Martha read the revised language of the  
83 Purchasing and Contracting Policy section V.h. “Bid Deposit, Performance Bond,  
84 and Noncollusion Affidavit for Public Works Improvement Projects” and made a  
85 **MOTION** to adopt the revisions to the policy. Jens seconded, and the **MOTION**  
86 passed unanimously.

87 ➤ **Finance:** None

88

89 **PUBLIC COMMENT** – None.

90 **OTHER** – None.

91 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:25  
92 a.m.

93 Submitted by Janet Marlow.

94 Approved \_\_\_\_\_