

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 January 10, 2017

5 Library Board President Tom Fiscus convened the meeting at 8:42 a.m. in the Meeting
6 Room of the Library. Also attending were Trustees Alexander Conrad, Regina Zwilling,
7 and Ben Luna; Library Director Phil Heikkinen, and staff member Nita Couchman.

8 **WELCOME & INTRODUCTIONS** – Tom welcomed everyone, including Ben Luna for
9 his first meeting as a Trustee.

10 **Officer Election, Committee Assignments, and Calendar**

11 ➤ **Officer Election:** Tom asked for nominations for these three positions. Regina
12 nominated Tom for President; Alex nominated Regina for Vice-President; and Ben
13 nominated Martha Fuller for Secretary. Regina made a **MOTION** to accept this slate
14 of officers for the Board for 2017; Ben Luna seconded, and the **MOTION** passed
15 unanimously.

16 ➤ **Committee Assignments:** Tom asked for expressions of interest in the various
17 Committees; and after discussion he appointed Alex to Finance, Ben to Facilities
18 and Systems, Regina to Community Relations, Martha to Resources and Programs,
19 and Tom to Policies and Personnel.

20 ➤ **2017 Meeting Dates and Times; Agenda format** After discussion, the Board decided
21 that the 2nd Wednesday of each month (at the same 8:30 start time) would work
22 better than the 2nd Tuesday for the monthly meeting. No changes are needed to the
23 agenda format. The Board will schedule a special meeting during any months when
24 it is needed, for the duration of the expansion project.

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

26 **ROUTINE MATTERS**

27 Minutes: The Board reviewed the minutes from December. Alex made a
28 **MOTION** to approve the December 13 Minutes; Regina seconded and the **MOTION**
29 passed unanimously. Alex made a **MOTION** to approve the December 21 Minutes;
30 Regina seconded, and the **MOTION** passed unanimously.

31 Vouchers and Payroll: Regina said that she had reviewed the Vouchers an
32 payroll.

33	December 2016 Payroll	\$28,694.93
34	Invoice Accounting Report 12/6/2016 (GF)	\$1,865.94
35	Invoice Accounting Report 12/13/2016 (GF)	\$3,620.69
36	Invoice Accounting Report 12/19/2016 (GF)	\$836.00
37	Invoice Accounting Report 12/27/2016 (GF)	\$3,757.73
38	Invoice Accounting Report 12/13/2016 (BF)	\$136,850.26
39	Invoice Accounting Report 12/13/2016 (BF)	\$6,070.00
40	Invoice Accounting Report 12/23/2016 (BF)	\$6,000.00
41	Invoice Accounting Report 12/27/2016 (BF)	\$35,094.28

42 Regina made a **MOTION** to approve the December payroll in the amount of
43 \$28,694.93; Alex seconded, and the **MOTION** passed unanimously.

44 Regina made a **MOTION** to approve the submitted “13th month” General Fund
45 vouchers in the amount of \$10,080.36; Alex seconded, and the **MOTION** passed
46 unanimously.

47 Regina made a **MOTION** to approve the submitted Building fund vouchers in the
48 amount of \$184,014.54; Alex seconded, and the **MOTION** passed unanimously.

49 **PUBLIC COMMENT – None.**

50 **PLANNING & PRIORITIES**

51 ➤ **Library Building Expansion:**

52 ◇ **Construction update:** Phil reviewed the status of the project, focusing on the
53 inside framing and very active subcontractor activities this week; and on the
54 schedule, which remains on target.

55 ◇ **Financing: line of credit, loans, grants, donation, etc:** We have received some
56 recent donations; and Alex said that the fundraising Committee will meet
57 again soon after a holiday break. Also, we are now able to draw on our line of
58 credit any time it is needed; although hoping that the State grant contract
59 can be executed and expenses submitted in time to pay the upcoming
60 January bills, because we may have the contract signed as soon as the end of
61 this week. The contract is currently at the AGO.

62 ◇ **Naming, donor recognition:** we have some naming proposals in process,
63 including one sent to the Naming Committee recently.

64 ➤ **Library Board Retreat agenda for January 24:** Tom asked for input on the agenda.
65 Suggested items included an update from Liz LeRoy; any further design decisions;
66 planning for the grand opening of the new addition (who/what/how/when/etc); review of
67 the Library’s Strategic Directions; any appropriate Trustee training items; and discussion
68 about collections and resources. He asked that people send any suggested agenda items to
69 Phil for compilation and discussion with Tom.

70 **NEW BUSINESS**

71 Relevant News and Issues: none.

72 Director’s Report: Phil invited any questions about his report. He highlighted
73 recent patron behavior issues, in particular some people’s excessive time spent in the
74 public restrooms. Discussion included such items as use of cameras in the lobby to
75 document time spent in the restrooms; how to protect patron privacy; handing out a key
76 at the front desk; staff safety; and use of a timer and then music, or a timed lock. The
77 consensus was to form a committee including Ben, Phil, staff, and community members.

78 Friends of the Library: no Friends Board member was present; Phil said that the
79 Holiday Tea was very successful, and thanked the Trustees who attended and
80 contributed time and/or food. Trustees offering to attend future Friends Board meetings
81 included Tom in February, Alex in March, and Ben in April.

82 **REPORTS FROM ACTIVE COMMITTEES**

83 Resources and Programs: None.

84 Community Relations: None.

85 Facilities & Systems: None.

86 Finance: None.

87 Policy & Personnel: Phil said that our current audit will result in a
88 recommendation that we update our Purchasing Policy to include specific thresholds for
89 how rigorously the Library will pursue bids for projects or work.

90 **PUBLIC COMMENT** – None
91 **OTHER** – None.
92 The Board took a short break at 10:02 a.m. to tour the building addition.
93 **Executive Session for the Review of the Library Director:** begun at 10:23.
94 The President reconvened the meeting at 10:50. No action was taken.
95 **ADJOURNMENT** – There being no further business, the meeting was adjourned at
96 10:51 a.m.
97 Submitted by Phil Heikkinen.

98 Approved _____