

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 January 31, 2020

5 Library Board Vice President Madeline Sheplor called the Special Meeting to
6 order at 9:31 a.m. in the Library’s Community Room meeting room. Also attending
7 were Trustees Julia Wrapp, Jens Kruse, Teresa Patrick (via telephone), and
8 Martha Fuller (via telephone); Library Director Phil Heikkinen and staff member
9 Janet Marlow.

10 1. Welcome: Madeline welcomed everyone to the meeting.

11 2. Additions and Modifications to the Agenda: None

12 3. Purchasing and Contracting Policy:

- 13 • Phil explained that while the RCW now allows the option of retainage in
- 14 lieu of a performance bond for contractors for contracts less than
- 15 \$150,000, the Library’s purchasing policy specifies performance bonds
- 16 are required, not allowing for flexibility with contractors on small jobs.
- 17 • The wording as presented would allow retainage “at the request of the
- 18 contractor and with the approval of the Board.” Phil advised that, if this
- 19 wording is approved, there should be clear and consistent approval
- 20 criteria.
- 21 • The criteria suggested by Phil and the Board included ideas such as
- 22 Better Business Bureau ratings, credit ratings, strength of referrals, and
- 23 any resources at the State of Washington.
- 24 • Teresa stated that she prefers to have Board approval be part of the
- 25 process in recognition of the Board’s fiduciary duty.
- 26 • Martha stated that she would prefer to always require performance
- 27 bonds, and allow the option for additional retainage only in rare
- 28 circumstances.
- 29 • Julia highlighted the difficulty of finding available contractors on Orcas
- 30 and said the process of working with the Library shouldn’t be so
- 31 cumbersome that it turns contractors away.
- 32 • Unable to formulate a clear approach to implementation in the time
- 33 available for the meeting, the Board agreed to table the policy revision
- 34 and revisit it at the February Regular Board Meeting.

35 4. Other: None

36 5. Adjournment: There being no further business, the meeting was adjourned at
37 10:00 a.m.

38 Submitted by Janet Marlow.

39 Approved: _____