

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 July 12, 2016

5 Library Board President Margaret Payne convened the meeting at 8:32 a.m. in the
6 Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Tom
7 Fiscus, Martha Fuller and Regina Zwilling. Also, Library Director Phil Heikkinen, and
8 staff member Mary Pugh; and Community members also attended.

9 **WELCOME & INTRODUCTIONS** – Margaret welcomed everyone, and thanked them
10 for attending.

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

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the minutes from June 14. Margaret asked for
14 clarity on line 46 to show how the amount was calculated. Tom made a **MOTION** to
15 approve Minutes as changed; Martha seconded and the **MOTION** passed unanimously.
16 Alex made a **MOTION** to approve Minutes from June 17, 2016. Tom seconded and the
17 **MOTION** passed unanimously.

18 Vouchers and Payroll: Regina reviewed and initialed payroll and the invoices for
19 the General and Building Funds.

20	6/15/2016 Invoice Accounting Report	\$6,579.56
21	6/28/2016 Invoice Accounting Report	\$6,534.74
22	6/15/2016 Invoice Accounting Report (Bldg Fund)	\$4,890.50
23	6/28/2016 Invoice Accounting Report (Bldg Fund)	\$22,029.23
24	June 2016 Payroll	\$32,035.73

25 Regina made a **MOTION** to approve the June payroll totaling \$32,035.73; Alex
26 seconded, and the **MOTION** passed unanimously.

27 Regina made a **MOTION** to approve all payments from the Building Fund
28 invoice accounting reports totaling \$26,919.73; Tom seconded, and the **MOTION** passed
29 unanimously.

30 Regina made a **MOTION** to approve all payments from the General Fund invoice
31 accounting reports totaling \$13,114.30; Alex seconded, and the **MOTION** passed
32 unanimously.

33 **PUBLIC COMMENT** – None.

34 **PLANNING & PRIORITIES**

35 Library Building Expansion: Phil reviewed several issues including permits,
36 fencing, boundary surveying, contractor payment schedule, housing for HB Hansen
37 staff, and plant removal. The Board discussed changes to the Director’s signing
38 authority for the expansion project. Tom recommended increasing the limit to \$35,000
39 per month including sales tax. He said it would cover one or two invoices up to the total
40 amount. If something happens to cause an increase more than that, the Board needs to
41 meet and discuss the events.

42 Alex reviewed options for a line of credit. He said, based on the donor meeting
43 July 9, they will refocus on additional fundraising. Alex and Martha will co-chair the
44 committee.

45 Martha reviewed current grant submissions. She and Phil will talk with our
46 attorney regarding the process for a levy lid lift proposition on the November ballot. It
47 is critical to understand the difference between a percentage and a fixed amount
48 increase. Martha said the director of another library district who had successful levies
49 will be visiting on July 20. The Board is concerned about covering maintenance and
50 operation funding in addition to debt service if needed. The timeline is August 2 to file a
51 resolution and August 19 for explanatory language. Phil said we would need to recruit
52 pro and con statements for the voter's pamphlet. Margaret said the issue is important
53 enough to include in the July 27th Board meeting.

54 The Board discussed the letter of intent and funding matrix for the naming
55 committee. They also talked about recognition of the Friends and the community for
56 supporting the expansion.

57 The Board discussed committee assignments and how to best utilize their time
58 and efforts. It was felt that Margaret is taking too much on and the Board insisted they
59 are focused, willing and available to help with all aspects of the expansion.

60 Margaret went over the program for Saturday July 16 Groundbreaking
61 Ceremony. Input was given on her speech. She would like to include comments on the
62 love of libraries from a few random attendees. Trustees are to bring their decorated
63 shovels for the groundbreaking.

64 Margaret reviewed notes from the July 9 strategy meeting. One important issue
65 is the messaging on cost and the remaining funds to be raised. Alex will work on a plan
66 to present at the July 27 meeting.

67 **Regina left the meeting at 10:30 a.m.**

68 **NEW BUSINESS**

69 Relevant News and Issues: None.

70 Director's Report: Phil's written report was noted.

71 Friends of the Library: Phil noted the 60th Annual Library Fair on August 13.
72 Alex will attend today's meeting.

73 **REPORTS FROM ACTIVE COMMITTEES**

74 Resources and Programs: None.

75 Community Relations: None.

76 Facilities & Systems: None.

77 Finance: Martha asked about the budget field on the ESR.

78 Policy & Personnel: None.

79 **PUBLIC COMMENT** – None.

80 **OTHER** – None.

81 There being no further business the meeting was adjourned at 10:39 a.m.

82 Submitted by Mary Pugh.

83 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 July 20, 2016

5 Library Board President Margaret Payne called the Special Meeting to order at 9:10 a.m.
6 in the Library’s Community Room. Also attending were Trustees Tom Fiscus and Martha
7 Fuller; Library Director Phil Heikkinen; and guest Jonalyn Woolf-Ivory, Director of the
8 Sno-Isle Regional Libraries.

9 1. Introductions: Margaret welcomed everyone to the meeting.

10 2. Additions or Modifications to the Agenda: None

11 3. Possibly Levy Lid Lift:

- 12 • Margaret asked Jonalyn to discuss Sno-Isle Library ballot measures. Jonalyn
- 13 talked about separate bond measures for their member libraries, which have
- 14 distinct community personalities.
- 15 • Jonalyn reviewed levy lid lift elections in 1988, 1996, 2002, and 2009; in some
- 16 years it has taken two efforts.
- 17 • She said she has found it important to share the key messages with staff and
- 18 volunteers, so that they can explain to the public.
- 19 • Sometimes Sno-Isle has used focus groups and surveys (if before the filing date), in
- 20 order to understand people’s priorities and the viability of an election.
- 21 • A one-year levy is easier to explain than a multi-year measure.
- 22 • For a con argument, it is sufficient to announce the opening at a board meeting
- 23 and to advertise once.
- 24 • On district time, staff and trustees can only share information; but on personal
- 25 time can advocate.
- 26 • For our project, she said it is important to be upfront about the cost escalations,
- 27 State money we can leverage, private donations, and the need to make up the
- 28 balance; also, that we have been dipping into reserves to meet M&O costs. What do
- 29 we need and what are we going to do with it?
- 30 • Attendees also discussed alternatives for borrowing.

31 4. Adjournment: There being no further business, the meeting was adjourned by the
32 President at 10:18 a.m.

33 Submitted by Phil Heikkinen.

34 Approved: _____

35 _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 July 22, 2016

5 Library Board President Margaret Payne called the Special Meeting to order at 2:10 p.m. in the
6 Library's Community Room. Also attending were Trustees Tom Fiscus, Alexander Conrad,
7 Regina Zwilling, and Martha Fuller; Library Director Phil Heikkinen; and guests Joe Cohen
8 and Martha Farish.

9 1. Introductions: Margaret welcomed everyone to the meeting.

10 2. Additions or Modifications to the Agenda: None

11 3. Possibly Levy Lid Lift:

- 12 • Margaret reviewed the current choices, including type of lid lift (multi-year or one-year);
13 purpose (M&O only, or M&O plus capital); scheduling (November or February); and the
14 amount of the rate increase.
- 15 • Guest Joe Cohen reviewed the status of fundraising efforts. He said that conversations
16 with potential donors have caused him to temper his expectations. He recommended that
17 the Library pursue additional funding for the project through the levy lid lift.
- 18 • Martha Farish said the Library could propose two separate ballot measures: capital and
19 M&O.
- 20 • Margaret discussed various fundraising avenues, for example a \$300,000 levy lid lift
21 increase, \$50,000 in additional Friends funding, \$100,000 in grants, and \$300,000 from
22 major donors.
- 23 • Attendees discussed the level of dependence on major gifts; pending grants; distinctions
24 between types of levy lid lift measures; options for securing one or more credit lines;
25 pledges; and co-signers.
- 26 • Martha Farish encouraged the Library to focus on presenting a strong, clear message,
27 with just a few major themes.
- 28 • Martha Farish and Joe Cohen left at 2:45 pm.
- 29 • Tom, Martha Fuller, and Phil will work on wording for a levy lid lift proposal, in time for
30 discussion at the special meeting scheduled for August 27.
- 31 • Attendees reviewed the deadlines and process.
- 32 • Regina left at 3 pm.
- 33 • Phil proposed a change to the Naming Policy, in which Section VI (or 6).2 would be
34 deleted, because it is procedural and already covered by the By-Laws. Tom made a
35 MOTION to approve the change, Alex seconded, and the MOTION passed unanimously.
- 36 • Phil reviewed the status of the construction project.
- 37 • Attendees discussed means of accessing a line of credit; the upcoming meeting schedule;
38 grants; and messaging points.

39 4. Adjournment: There being no further business, the meeting was adjourned by the President
40 at 3:25 p.m.

41 Submitted by Phil Heikkinen.

42 Approved: _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Special Board Meeting Minutes**

4 **July 27, 2016**

5 Library Board President Margaret Payne called the Special Meeting to order at 8:36 a.m. in
6 the Library's Community Room. Also attending were Trustees Tom Fiscus, Alexander
7 Conrad, Martha Fuller (arriving at 8:38), and Regina Zwilling (arriving at 8:42); Library
8 Director Phil Heikkinen; and guests Leif and Donna Riordan.

9 1. Introductions: Margaret welcomed everyone to the meeting.

10 2. Additions or Modifications to the Agenda: In order to accommodate Donna's schedule,
11 the Naming Committee Report will come first.

12 3. Naming Committee Report:

- 13 • Donna reviewed Naming Committee activities. (Martha arrived at 8:38.)
- 14 • The Committee was focusing on how to define naming options in order to raise the
15 amount needed. She recommended the latest Naming Opportunities list, as updated
16 by the Committee and Phil, for adoption. (Regina arrived at 8:42.)
- 17 • Donna also discussed formats for signage, and options for acknowledging donation
18 amounts not included in the Naming Opportunities list. HKP will bring signage ideas
19 to the Board's regular August 9 meeting.
- 20 • Tom made a MOTION to accept the Naming Committee's Naming Opportunities list;
21 and Martha seconded. Further discussion: Phil suggested consideration of lowering
22 donation amounts for workstations and work tables in order to fill in the \$5,000 to
23 \$10,000 donation range. Donna said that initial fundraising will be focusing on larger
24 options, and that the lower amounts can be revised later as appropriate. The
25 MOTION passed unanimously.

26 4. Levy Lid Lift:

- 27 • Martha discussed resolution language produced by Attorney Dan Gottlieb as being
28 flexible to cover both capital and M&O costs.
- 29 • Phil discussed the initial year of the new levy rate as being the year in which
30 revenues could differ from projections, if property values were to shift significantly on
31 Orcas Island during a revaluation cycle.
- 32 • Alex asked whether the language of the resolution could be made simpler.

33 (A meeting break took place from 9:18 to 9:34 so that Martha, Tom, and Phil could
34 consult separately with Dan Gottlieb.)

- 35 • The draft resolution was modified slightly to reflect corrections to typographic errors
36 and to simplify wording.
- 37 • Martha made a MOTION to approve the amended Resolution 1-2016, Tom seconded,
38 and the MOTION passed unanimously.
- 39 • Attendees discussed how to share the news with the community; and major elements
40 of the message, including the expanded facility; response to a clear community need;

- 41 progress in reaching 82% of funding; M&O for the expanded facility; and Library's
42 levy rate history.
- 43 • Regina suggested keeping to round numbers.
 - 44 • Phil discussed the need and process for forming Pro and Con advocacy committees.
 - 45 • Attendees discussed possible members of the Pro committee; a ballot title, "Orcas
46 Island Library District Levy Rate Proposition"; steps required by August 2 and
47 August 19 in order to make sure the measure appeared on the November 8 general
48 election ballot.
 - 49 • Margaret will draft a press release, and Phil will compile and incorporate feedback.
50 We will issue the release on Friday the 29th, including an ad for anyone interested in
51 writing against the Measure.
- 52 5. Adjournment: There being no further business, the meeting was adjourned by the
53 President at 10:23 a.m.
- 54 Submitted by Phil Heikkinen.

55 Approved: _____