

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 July 12, 2017

5 Library Board President Tom Fiscus convened the meeting at 8:35 a.m. in the Meeting
6 Room of the Library. Also attending were Trustees Alexander Conrad, Ben Luna and
7 Regina Zwilling; Library Director Phil Heikkinen, staff member Mary Pugh, and
8 Friends Board Member Harold Lentzner. Maria Bond from the University Of Illinois
9 School Of Information Sciences also attended.

10 **WELCOME & INTRODUCTIONS** – Tom thanked everyone for attending, and
11 welcomed Harold and Maria.

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

13 **ROUTINE MATTERS**

14 Minutes: The Board reviewed the minutes from June. Regina made a **MOTION**
15 to approve the June 14 Minutes as presented; Ben seconded and the **MOTION** passed
16 unanimously.

17 Vouchers and Payroll: Alex said he had reviewed the Vouchers and payroll.

18	June 2017 Payroll	\$30,552.84
19	Invoice Accounting Report 6/1/2017 (GF)	\$4,727.49
20	Invoice Accounting Report 6/14/2017 (GF)	\$10,550.27
21	Invoice Accounting Report 6/18/2017 (GF)	\$8,088.87
22	Invoice Accounting Report 6/1/2017 (BF)	\$11,576.25
23	Invoice Accounting Report 6/16/2017 (BF)	\$69,734.01
24	Invoice Accounting Report 6/28/2017 (BF)	\$16,676.54
25	Invoice Accounting Report 6/28/2017 (BF)	\$348,711.20

26 Alex made a **MOTION** to approve the submitted Building fund vouchers in the
27 amount of \$446,698.00; Regina seconded, and the **MOTION** passed unanimously.

28 Alex made a **MOTION** to approve the submitted General Fund vouchers in the
29 amount of \$23,366.63; Regina seconded, and the **MOTION** passed unanimously.

30 Alex made a **MOTION** to approve the June payroll in the amount of \$30,552.84.
31 Tom seconded, and the **MOTION** passed unanimously.

32 **PUBLIC COMMENT** – Maria commented that the expansion looks good and is amazed
33 it has only taken a year to complete. Tom agreed, saying it was a well executed
34 operation.

35 **PLANNING & PRIORITIES**

36 ➤ **Library Building Expansion:**

- 37 ♦ **Construction update:** Phil reviewed the punch list items including paint touch-
38 ups, uneven floors, trellis light panel cracks, HVAC weatherproofing, interior
39 skylight panels, sewer alarm cage, and landscaping. Phil is looking into disposal
40 of the old shelving. Tom asked how much time was left on Liz’s contract; Phil will
41 research and let the Board know. Phil indicated staff communication is a bit
42 more challenging because of the distance between the two areas. Alex asked if

- 43 there have been any complaints of noise from the children's or young adult areas.
44 Phil said not yet, but there has only been one storytime so far.
- 45 ◇ **Financing: line of credit, loans, grants, donation, etc:** Alex reviewed the offer
46 from Washington Federal. He will be having additional discussions on rates and
47 fees with both Washington Federal and Islanders Bank.
- 48 Phil reviewed a proposal from Donna Riordan to continue the fundraising with
49 naming opportunities. Phil wants to incorporate an annual campaign into the
50 plans.
- 51 ◇ **Naming, Donor Recognition:** Phil and the Board reviewed naming agreements
52 with the Lundeens, and Win Rhodes. Phil said the Naming Committee
53 recommended approval at their July 11 meeting, and he does as well. Alex made
54 a MOTION to approve the listed naming agreements. Ben seconded and the
55 MOTION passed unanimously. Phil said agreements for Warren, and Graves
56 are still in process. Tom will talk with the Masseys about their dedication
57 ceremony, including whether they want one.
- 58 ◇ **Donor Recognition Event:** The Board changed the date of the event to August 13,
59 from 4:00 to 6:00 p.m. serving light refreshments. Ben and Phil will spearhead
60 the committee for this event.
- 61 ◇ **Grand Opening June 23:** Tom thanked everyone for their work at the event,
62 especially Ben and Alex who made sure food and refreshments were stocked. Phil
63 estimated well over 1,000 attendees; Regina is sure it was the largest ever on
64 Orcas. Phil encouraged everyone to view the video posted on YouTube. Ben said
65 he was "blown away" by the attendance and good cheer of the event.

66 NEW BUSINESS

67 Relevant News and Issues: None.

68 Director's Report: Phil took questions on his written report. He is headed out to
69 the Northwest Director's Meeting Thursday and Friday.

70 Friends of the Library: Harold said the Friends are focused on the upcoming
71 Library Fair, the new Friends' Corner Bookstore, and recruiting new board members.
72 Phil reminded the Trustees that they usually sign up for help at the Library Fair for
73 either Friday or Saturday shifts. Tom asked if the Library Board was going to have a
74 table and serve ice cream and lemonade. Phil is also going to have a chess table.

75 Library Trustee assignment for August is Martha.

76 REPORTS FROM ACTIVE COMMITTEES

77 Resources and Programs: Phil said he will be working on a partnership for a
78 self-guided tour of the grounds with planting information.

79 Community Relations: None.

80 Facilities & Systems: Ben there is a landscape committee meeting the end of
81 July. He thanked the Garden Club for the beautiful planters at the lobby entrance. Alex
82 commented how the south vestibule accounts for 25% of the door count activity.

83 Finance: No additional report.

84 Policy & Personnel: Tom discussed the decision to wait on hiring additional staff
85 to see what patterns develop and what is needed. Phil said he would likely be looking to
86 post a notice in August. Phil also will be working on small group room policy, remarking
87 that San Juan Library had a problem with a patron dominating a room. Phil mentioned
88 the new software that will be used to reserve meeting space.

89 **PUBLIC COMMENT** – Maria asked about the Board composition, term, and election.

90 **OTHER** – None.

91 **ADJOURNMENT** – There being no further business, Ben made a **MOTION** to adjourn
92 the meeting. Regina seconded and the **MOTION** passed unanimously. The meeting was
93 adjourned at 9:48 a.m.

94 Submitted by Mary Pugh.

95 Approved _____