

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 July 10, 2019

5 Library Board Secretary Madeline Sheplor convened the meeting at 9:02 a.m. in the  
6 Community Meeting Room of the Library. Also attending were Trustees Jens Kruse and  
7 Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow.  
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9 **WELCOME & INTRODUCTIONS** – Madeline welcomed everyone.

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

11 **ROUTINE MATTERS**

12 Vouchers and Payroll: Phil said that Alex had reviewed the vouchers and payroll and  
13 recommended approval.

14 June 2019 Payroll	\$37,940.85
15 Invoice Accounting Report 6/3/2019 (GF)	\$9,778.62
16 Invoice Accounting Report 6/17/2019 (GF)	\$13,013.35

17 Teresa made a **MOTION** to approve the submitted June 2019 General Fund vouchers  
18 totaling \$22,791.97. Jens seconded, and the **MOTION** passed unanimously.

19 Teresa made a **MOTION** to approve the June payroll in the amount of \$37,940.85.  
20 Jens seconded, and the **MOTION** passed unanimously.

21 **PUBLIC COMMENT** – None

22 **NEW BUSINESS**

23 ➤ **Relevant News and Issues:** None

24 ➤ **Director’s Report:** Phil informed the Board that he is continuing to work on the  
25 parking lot lighting. Teresa asked that a local installation bid be in hand prior to  
26 purchasing any lighting equipment. There was discussion between Phil and the Board of the  
27 continued idea of an EV-charging station, related costs, and if an EV-charging station is  
28 within the scope of the Library. Phil also highlighted the many space-themed programs that  
29 are planned for July as part of the Summer Reading Program.

30 ➤ **Friends of the Library:** Teresa attended the July meeting on the Board’s behalf and  
31 reported that the Friends are preparing for the upcoming Library Fair in August. There is  
32 no Friends meeting in August, and Madeline volunteered to represent the Board at the  
33 September meeting.

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35 **REPORTS FROM ACTIVE COMMITTEES**

36 ➤ **Resources and Programs:** In lieu of a committee meeting, Jens and Phil agreed that  
37 they would meet with Mary Pugh to discuss possibilities for upcoming programs.

38 ➤ **Community Relations:** Phil reported that there was a new bathroom vandalism  
39 incident. The sheriff’s office was involved, and the incident remains unresolved.

40 ➤ **Facilities & Systems:** Phil said that the County permitting process is still in  
41 progress, and that the committee is still working on lighting and furniture. The xylophone  
42 was fully funded by donations and has been ordered. It will be installed in the southwest  
43 corner of the lawn.

44       ➤ **Policy & Personnel:**  
45           ◊ **Camera Policy:** The Board reviewed the changes of the policy from the previous  
46           version introduced at the June meeting. Jens made a **MOTION** to approve the  
47           Camera Policy; Teresa seconded, and the **MOTION** passed unanimously.  
48       ➤ **Finance:** Phil pointed out that the landscaping maintenance expense item is running  
49       over budget, and that he was looking into ways to decrease the costs for basic services such  
50       as weeding.  
51       **PUBLIC COMMENT** – None  
52       **OTHER** – Phil showed the Board a copy of the newsletter “The Voice for America’s  
53       Libraries” issued by United for Libraries and mentioned that it could be a good resource to  
54       generate new ideas.  
55       **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:45a.m.  
56       Submitted by Janet Marlow.  
  
57       Approved \_\_\_\_\_