

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 June 14, 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 and Tom
7 Fiscus. Also, Library Director Phil Heikkinen, and staff member Mary Pugh; and Donna
8 Gerardi Riordan and Harvey Himelfarb from the Naming Committee. Community
9 members also attended.

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

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

13 **ROUTINE MATTERS**

14 Minutes: No one had changes to propose. Tom made a **MOTION** to approve
15 Minutes from May 10; Alex seconded and the **MOTION** passed unanimously. Tom
16 made a **MOTION** to approve Minutes from May 17, 2016. Alex seconded and the
17 **MOTION** passed unanimously.

18 **Trustees Martha Fuller and Regina Zwilling arrived at 8:35 a.m.**

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

21	5/3/2016 Invoice Accounting Report	\$12,192.74
22	5/16/2016 Invoice Accounting Report	\$7,197.67
23	5/31/2016 Invoice Accounting Report	\$7,196.36
24	5/17/2016 Invoice Accounting Report (Bldg Fund)	\$16,638.71
25	5/31/2016 Invoice Accounting Report (Bldg Fund)	\$24,041.50
26	May 2016 Payroll	\$30,115.55

27 Regina made a **MOTION** to approve the May payroll totaling \$30,115.55; Tom
28 seconded, and the **MOTION** passed unanimously.

29 Regina made a **MOTION** to approve all payments from the Building Fund
30 invoice accounting reports totaling \$40,680.21; Tom seconded, and the **MOTION** passed
31 unanimously.

32 Regina made a **MOTION** to approve all payments from the General Fund invoice
33 accounting reports totaling \$26,586.77; Alex seconded, and the **MOTION** passed
34 unanimously.

35 **PUBLIC COMMENT** – None.

36 **PLANNING & PRIORITIES**

37 Library Building Expansion: The Board initiated a telephone call at 8:38 a.m.
38 with Jeff Henigson to discuss progress on the fund raising efforts. He discussed with the
39 Board his and his mother’s hesitation to proceed without having funding fully
40 committed and suggested hiring a development professional. He will forward to Phil his
41 mother's letter. The call ended at 8:47 a.m.

42 The Board discussed delaying the project and the implications. The construction
43 bid from HBHansen is fixed until August 31 and a contract would have to be signed
44 well before that date. In addition, construction inflation is running 6% to 9% which
45 would add to the cost if the project was delayed until 2017. A delay would also put the
46 State grant funding at risk. Margaret estimated that a delay could add over a million
47 dollars to the costs, based on, for example, the cost to re-permit, advertise and rebid, the
48 6% to 9% inflation factor, and reimbursing HBHansen for their mobilization costs.

49 Donna said the Board has been working on the project since 2012 and has
50 conducted focus group meeting and surveys to gather information from the community.
51 She said the community is overwhelmingly in favor of the project, including some who
52 were against an expansion in 2008. Donna said the Board has been extremely
53 transparent in the process with regular updates to the community. She felt that to pull
54 back now would make a mockery of the effort undertaken.

55 Harvey said that it was a vote of confidence from the community that the Board
56 has 82% funding at this point in the project. He reminded the Board of the outpouring
57 of support for the Save Turtleback Mountain campaign and noted the community's love
58 of the Library. He recommends going forward and promises to double-down his efforts
59 to acquire the remaining funding.

60 Phil agreed with Donna and Harvey saying the risk is small to go forward and
61 noting some donors are conservative and averse to big risks. Phil suggested inviting
62 them to be part of the solution for the remaining 18%. Alex and Regina also agreed.
63 Tom and Martha said that the process has been ongoing for four years with the Board's
64 actions being very forthcoming and transparent to the community. Tom said the some
65 donors may not have reviewed the research and statistics used in formulating a plan to
66 proceed.

67 Harvey suggested that a one-week delay would not jeopardize the contract and
68 would afford the Board the opportunity to fully understand what a delay would cost. It
69 would also enable Phil to make additional inquiries and to respond with additional
70 details as suggested in the letter.

71 The Board initiated a telephone call with Owner's Representative Liz Leroy at
72 9:40 a.m. to discuss the construction contract from HBHansen. Liz said that the Library
73 could take a couple of days but that HBHansen was given a written notice to proceed
74 which would have them begin to schedule staff and equipment as well as
75 subcontractors. Alex and Tom said they just wanted a couple of days to talk with some
76 donors. Martha had questions on some language and noticed some of the amounts did
77 not add up properly. Martha needs to see the general conditions document. Liz said the
78 cost difference was the add-ons consisting of the south vestibule and the Rose Street
79 construction. She will have the language clarify those items are included in the total
80 amount. In addition the Board discussed the payment approval and oversight process.

81 Martha asked what could drive the costs up. Liz said anything that is discovered
82 during construction that was not accounted for in the bidding process. She said soil
83 condition is a common unknown because only samples are taken. Once foundation work
84 begins poor soil conditions may require extra foundation support that would not be
85 covered under the bid. There could be problems connecting to the existing building that
86 would be discovered during construction. In addition, she said no construction drawings
87 are perfect and there might be things that were missed. Liz said that was a reason to
88 keep a healthy contingency in the budget and insurance for the architect and
89 contractor.

90 Donna and Harvey presented the information on the Naming Brochure. The
91 information will be used at a stakeholders meeting on July 9. Alex asked about having
92 the floor plan with a layout key to show the areas referenced in the brochure. The Board
93 discuss the draft letter of intent and the upcoming committee meeting. Also discussed
94 was the potential need for a development professional.

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

96 **NEW BUSINESS**

97 Relevant News and Issues: None.

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

99 Friends of the Library: Friends Board Member Sandy Wilson updated the Board
100 on the membership drive and the upcoming 60th Annual Library Fair on August 13.

101 **REPORTS FROM ACTIVE COMMITTEES**

102 Resources and Programs: None.

103 Community Relations: None.

104 Facilities & Systems: None.

105 Finance: Phil and Martha have scheduled a meeting with the San Juan County
106 Assessor and Treasurer to discuss debt service and levy lid lifts.

107 Policy & Personnel: Phil noted the hiring of Jenny De Groot as Staff Support.

108 **PUBLIC COMMENT** – Thomas McDonough suggested the Board sign certificates of
109 appreciation for the volunteers and discussed tee shirt logos and/or symbols.

110 **OTHER** – None.

111 Margaret proposed continuing today's meeting agenda until June 17 at 9:00 a.m. The
112 Board agreed and there being no further business, the Meeting ended at 11:15 a.m.

113 Submitted by Mary Pugh.

114 Approved _____

43 There being no further business the meeting was adjourned at 9:50 a.m.
44 Submitted by Mary Pugh.

45 Approved _____