

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 June 14, 2017

5 Library Board President Tom Fiscus convened the meeting at 8:33 a.m. in the Meeting
6 Room of the Library. Also attending were Trustees Alexander Conrad and Ben Luna;
7 Library Director Phil Heikkinen, staff member Mary Pugh, Friends President Tim
8 Lunde, and Harvey Himelfarb. Trustees Regina Zwilling arrived at 8:38 a.m. and
9 Martha Fuller arrived at 8:41 a.m.

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

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Tom added a discussion of the
13 donor recognition to Building Expansion/Donor Recognition. Tom moved Naming and
14 Donor Recognition to after the first Public Comment.

15 **ROUTINE MATTERS**

16 Minutes: The Board reviewed the minutes from May. Ben made a **MOTION** to
17 approve the May 10 Minutes; Alex seconded and the **MOTION** passed unanimously.

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

19	May 2017 Payroll	\$32,650.81
20	Invoice Accounting Report 5/2/2017 (GF)	\$6,045.75
21	Invoice Accounting Report 5/8/2017 (GF)	\$1,306.95
22	Invoice Accounting Report 5/16/2017 (GF)	\$9,281.79
23	Invoice Accounting Report 5/2/2017 (BF)	\$5,944.38
24	Invoice Accounting Report 5/16/2017 (BF)	\$434,914.13
25	Invoice Accounting Report 5/16/2017 (BF)	\$20,720.26
26	Invoice Accounting Report 5/25/2017 (BF)	\$19,713.28

27 Alex made a **MOTION** to approve the submitted Building fund vouchers in the
28 amount of \$481,292.05; Ben seconded, and the **MOTION** passed unanimously.

29 Ben made a **MOTION** to approve the submitted General Fund vouchers in the
30 amount of \$16,634.49; Alex seconded, and the **MOTION** passed unanimously.

31 Ben made a **MOTION** to approve the May payroll in the amount of \$32,650.81.
32 Tom seconded, and the **MOTION** passed unanimously.

33 **Regina arrived**

34 **PUBLIC COMMENT** – None.

35 **PLANNING & PRIORITIES**

36 > **Library Building Expansion:**

- 37 ◊ **Naming, Donor Recognition:** Phil and the Board reviewed naming agreements
- 38 with the Fullers, Philbrick/Farish/Cohen, the Masseys, and Connell/Hull. Phil
- 39 said the Naming Committee recommended approval at their June 12 meeting,
- 40 and he does as well. The Board discussed the named spaces and collection, and
- 41 plaque design and location. Tom made a **MOTION** to approve the listed naming
- 42 agreements. Alex seconded and the **MOTION** passed unanimously. Harvey said

43 that although the funds raised are short of our goal, the Board should still
44 consider it a successful campaign. He said more agreements were “in the works”
45 and encouraged the Board to continue with their development work. Phil would
46 like to develop an annual campaign. He is working on donor recognition for all
47 donors.

48 **Harvey left the meeting at 8:53 a.m.**

49 ◇ **Donor Recognition Event:** The Board discussed the location, refreshments, start
50 and end time, and program. The event will be on July 22, from 4:00 to 5:30 p.m.
51 serving light refreshments.

52 ◇ **Budget Amendment:** Phil discussed the adoption of the 2017 General and
53 Building Fund Budget in November 2016 using placeholder information. He
54 noted that with the passage of the levy lid lift both budgets needed to be adjusted
55 to bring the additional income into the funds. It was his plan to transfer as much
56 additional income into the building fund as possible. The general fund
57 amendment shows costs for two additional part-time staff, as well as additional
58 utilities and custodial expenses for the building expansion.

59 Alex asked if an additional amendment would be needed if additional donations
60 were received. Mary explained that the District could receive the income without
61 an amendment. However if the District wanted to spend the income in the
62 current year, an amendment may be necessary.

63 Alex commented on the current wage scale and noted that beginning salaries
64 were not considered a “living wage.” He would like to analyze salaries and
65 determine if they are competitive. Phil said it has been several years since a
66 salary review was done. He will start doing some research. Martha recommended
67 a local expert, Mallory Hagel.

68 Martha and Ben asked Phil to compare the proposed Building Fund amendment
69 expenditures to the cash flow worksheet. Phil explained that there was an
70 additional \$100,000 in the proposed budget for possible additional donations,
71 which is not included the worksheet. Phil said the proposed budget also includes
72 a large contingency that will allow the expenses to float throughout the budget
73 and not go over the grand total for operating expenses.

74 There was no public comment. Tom read the resolutions and there was no
75 additional discussion. Alex made a **MOTION** to adopt Resolution 2-2017
76 Amending the 2017 General Fund Budget. Ben seconded and the **MOTION**
77 passed unanimously. Alex made a **MOTION** to adopt Resolution 3-2017
78 Amending the 2017 Building Fund Budget. Ben seconded and the **MOTION**
79 passed unanimously. Alex made a **MOTION** to adopt Resolution 4-2017 Adopting
80 the 2017 Debt Service Fund Budget. Ben seconded and the **MOTION** passed
81 unanimously.

82 ◇ **Construction update:** Phil discussed the final push for HBHansen finishing up
83 such items as the HVAC weatherproofing and the driveway re-grade; also some
84 owner items such as bike rack placement, and furniture placement. There was a
85 walkthrough with the Fire Department Chief and other personnel. The punch
86 list walkthrough will be Monday June 19 with HKP Architects and HBHansen.
87 Volunteers are welcomed to help with the move-in. Phil said that Orcas
88 Recycling is interested in the old circulation desk.

- 89 ◇ **Financing: line of credit, loans, grants, donation, etc:** Martha has contacted
90 Washington Federal Savings commercial loan department to check rates and
91 give project details.
92 ◇ **Grand Opening June 23:** Martha said everything is in place for the celebration.
93 Ben will have point on the day. Ben said that Senator Ranker will be unable to
94 attend. Tom said the outline and speaker list is complete.

95 **NEW BUSINESS**

96 Relevant News and Issues: None.

97 Director's Report: Phil took questions on his written report. He said the selected
98 measures reflect the construction disruptions while still posting a mid-range door and
99 checkout count. He noted a bookcase donation for Rachel Adams journals and a Richard
100 Fadem course list collection.

101 Friends of the Library: Tim said all the Friends are excited about the new
102 bookstore space. He believes it will allow the Friends to have a real presence as people
103 enter the building. Tim hopes this will increase sales and interest in Friends
104 membership and volunteering.

105 Library Trustee assignment are July: Tom; August: Martha; September: Alex.

106 **REPORTS FROM ACTIVE COMMITTEES**

107 Resources and Programs: The committee is working to ask the community what
108 programming to bring, while also pursuing local resources and contacts.

109 Community Relations: Tom is working on a piece for the Islands Sounder. Tom
110 asked if the site camera captured enough footage to make a slideshow. Phil said that we
111 had only sporadic still shots from that camera; however we can create a slideshow using
112 other photos.

113 Facilities & Systems: Ben said the committee had a walkthrough and discussed
114 landscaping. He said they want to review the pedestrian flow and get ready for fall
115 planting.

116 Finance: No additional report.

117 Policy & Personnel: Phil discussed with the Board his request to change the
118 Columbus Day holiday to an additional floating holiday and have the Library open. Phil
119 noted that this will keep the same number of paid holidays. Martha made a **MOTION** to
120 change the current benefit for holidays by deleting Columbus Day and adding a floating
121 holiday. Regina seconded and the **MOTION** passed unanimously. Ben requested that
122 the District no longer use the term Columbus Day and use Indigenous Peoples Day in
123 all future reference. There was a consensus with that perspective.

124 **PUBLIC COMMENT** – Tim asked how the estimate for the additional custodial expense
125 was calculated.

126 **OTHER** – Phil said he will be attending the July 13 Northwest Directors' Meeting.
127 Additionally, library directors are schedule to visit here on June 30.

128 **ADJOURNMENT** – There being no further business, Martha made a **MOTION** to
129 adjourn the meeting. Alex seconded and the **MOTION** passed unanimously. The
130 meeting was adjourned at 10:30 a.m.

131 Submitted by Mary Pugh.

132 Approved _____