

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 June 12, 2019

5 Library Board President Alex Conrad convened the meeting at 9:03 a.m. in the Community  
6 Meeting Room of the Library. Also attending were Trustees Martha Fuller (via telephone),  
7 Jens Kruse, Teresa Patrick, and Madeline Sheplor; Library Director Phil Heikkinen and  
8 staff member Janet Marlow, and Friends Board President Ken Gibbs.  
9

10 **WELCOME & INTRODUCTIONS** – Alex welcomed everyone.

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

12 **ROUTINE MATTERS**

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

15 May 2019 Payroll	\$36,684.99
16 Invoice Accounting Report 5/13/2019 (GF)	\$11,703.30
17 Invoice Accounting Report 5/28/2019 (GF)	\$3,756.65

18 Janet explained the change of structure and wording for the Board Authorization  
19 statements and that the changes resulted from conversations with the State Auditor and the  
20 appointment of Phil as Auditing Officer at the May Regular Board Meeting.

21 Alex made a **MOTION** to approve the submitted April 2019 General Fund vouchers  
22 totaling \$15,459.95. Teresa seconded, and the **MOTION** passed unanimously.

23 Alex made a **MOTION** to approve the April payroll in the amount of \$36,684.99.  
24 Madeline seconded, and the **MOTION** passed unanimously.

25 Minutes: The approval of May minutes will need to be redone at the July meeting so  
26 that the Board Member who did not attend in May can abstain from voting.

27 **PUBLIC COMMENT** – None

28 **NEW BUSINESS**

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

30 ➤ **Director’s Report:** Phil mentioned that the deadline for the Coffee RFP had passed,  
31 no proposals were received, and that the Library could therefore move forward with the  
32 remodel without this concern. Phil also told the Board that the Library’s annual report for  
33 the Washington State Library (WSL) had been filed and results in comparison to other  
34 libraries’ metrics would be shared once the WSL issued the compiled report. The June  
35 invoice from the Health Care Authority showed part of the past due amount anticipated at  
36 the May Regular Board Meeting, and Phil explained that we would know more about the  
37 total balance with the July invoice.

38 ➤ **Friends of the Library:** Ken updated the Board on the Friends’ plans for the Library  
39 Fair on August 10. There was discussion of the recent donation from the Bessemer Trust for  
40 a birding scope, telescope, and birding backpacks and the possible donation of a large  
41 amount of books from the Inn at Deer Harbor, which is being sold. Ken also informed the  
42 Board that a patron presented the Friends with a proposal to sell books on tables at the  
43 front of the Library as a fundraiser additional to the Friends’ lobby sales; the Board

44 discussed and agreed that this was not an idea that they would like to move forward with.  
45 Teresa volunteered to represent the Board at the Friends meeting in July.

46

47 **REPORTS FROM ACTIVE COMMITTEES**

48 ➤ **Resources and Programs:** Jens said that Mary was taking the lead with all current  
49 programs, but that a committee meeting would be scheduled in order to discuss long-range  
50 planning. Phil highlighted the number of upcoming programs which were listed on the  
51 Board Meeting Agenda and that additional NASA programs were being planned for July.

52 ➤ **Community Relations:** Alex asked that Phil follow up with patrons who had  
53 expressed concern about the possibility of a coffee cart to let them know that there would be  
54 no action on the topic at this time. Regarding the new security cameras, Phil said that he  
55 had received one patron complaint since the cameras were installed. The Board discussed  
56 the recent defacement of a bathroom in the library.

57 ➤ **Facilities & Systems:** Martha reported that the Facilities committee met yesterday  
58 (June 11), and the remodel is still in the permitting process. She said that the hope is to go  
59 to bid in August with work commencing in the 4th quarter, earliest. The Board discussed  
60 that it would be good to have the bids in hand in order to develop the 2020 budget. Martha  
61 added that the committee's work with furniture, lamps and exterior benches was  
62 progressing in the meantime.

63 ➤ **Policy & Personnel:** Regarding the review of position descriptions, Teresa asked Phil  
64 to do a preliminary review to see if he knows of anything that should be added or removed  
65 from the existing descriptions. Phil also explained the promotion of one employee and a  
66 change of two other employees' hours per week, all within budget.

67 ○ **Camera Policy:** The Board reviewed the Policy on Use of Video Systems  
68 previously shared, but there were several points that, after discussion, needed  
69 clarification or revision. The Board agreed not to approve the policy until  
70 further research is done and any needed amendments are made. They agreed  
71 to recirculate the policy once revised and plan to approve at the next meeting.

72 ➤ **Finance:** None.

73 **PUBLIC COMMENT** – None

74 **OTHER** – None.

75 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:02  
76 a.m.

77 Submitted by Janet Marlow.

78 Approved \_\_\_\_\_