

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 March 8, 2016

5 Library Board President Margaret Payne convened the meeting at 8:33 a.m. in the  
6 Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Tom  
7 Fiscus, and Martha Fuller; Library Director Phil Heikkinen; Owner's Representative  
8 Liz LeRoy (arriving at 9:05); and Friends Board Member Leif.

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

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

12 **ROUTINE MATTERS**

13 Minutes: No one had changes to propose, so Margaret confirmed approval as  
14 submitted.

15 Vouchers and Payroll: Phil said that although Regina was not in attendance, she  
16 had reviewed and initialed payroll and the invoices for the General and Building Funds.

17	2/4/2016 Invoice Accounting Report (2016)	\$14,219.24
18	2/9/2016 Invoice Accounting Report (2016)	\$11,673.52
19	2/17/2016 Invoice Accounting Report (2016)	\$2,262.91
20	2/24/2016 Invoice Accounting Report (2016)	\$3,074.57
21	2/5/2016 Invoice Accounting Report (2016 Bldg Fund)	\$450.00
22	2/16/2016 Invoice Accounting Report (2016 Bldg Fund)	\$29,893.98
23	February 2016 Payroll	\$31,887.57

24 Alex made a **MOTION** to approve the February payroll totaling \$31,887.57; Tom  
25 seconded, and the **MOTION** passed unanimously.

26 Tom made a **MOTION** to approve all payments from the 2016 Building Fund  
27 invoice accounting reports totaling \$30,343.98; Alex seconded, and the **MOTION** passed  
28 unanimously.

29 Alex made a **MOTION** to approve all payments from the 2016 General Fund  
30 invoice accounting reports totaling \$31,230.24; Tom seconded, and the **MOTION** passed  
31 unanimously.

32 **PUBLIC COMMENT** – None.

33 **PLANNING & PRIORITIES**

34 Library Building Expansion: Margaret reviewed current budget estimates and  
35 suggested that further cuts may make the fundraising total more easily achievable. She  
36 asked for Board review and input. Also, the Design Committee will continue working on  
37 the budget.

38 Margaret reviewed the public campaign, specifically the message and perception  
39 of costs. Some have suggested a levy lid lift as an additional option, along with dipping  
40 further into reserves up to a reasonable point.

41 The Board discussed groundbreaking, which Martha and Margaret will  
42 coordinate; the purpose of the event as a community celebration; and fundraising  
43 options in May and June.

44 Liz LeRoy arrived at 9:05. She reviewed budget estimates as they have evolved;  
45 and the breakdown of hard and soft costs; HKP had also listed some cost-cutting  
46 options. Liz said that it would be difficult to reduce the soft costs. She said that we  
47 would be looking at possible AV and electrical cuts.

48 The Board reviewed options for meeting a goal for an additional \$400,000 or  
49 more in income, including a loan, levy lid lift, small bond election. Consensus was to  
50 wait until bids come in before conducting a highly visible public campaign, so that we  
51 can offer a clear message about the gap.

52 Possible areas for deferred costs might include shelving and furniture

### 53 **NEW BUSINESS**

54 Relevant News and Issues: None.

55 Director's Report: Phil discussed the upcoming WLA Conference and invited  
56 Trustee attendance; also, discussed a meeting he would be attending in Friday Harbor  
57 on March 9 to discuss a SJC community resource network, focusing especially on  
58 physical health, mental health, and social services.

59 Friends of the Library: There was no report. Alex will be attending their  
60 meeting.

61 By-Laws Update to Committees – 2<sup>nd</sup> Reading: Alex made a **MOTION** to approve  
62 **RESOLUTION 01-2016** amending the By-Laws to change the Collection Management  
63 Committee to the Resources and Programs Committee. Martha seconded, and the  
64 **RESOLUTION** passed unanimously.

### 65 **REPORTS FROM ACTIVE COMMITTEES**

66 Resources and Programs: None.

67 Community Relations: None.

68 Facilities & Systems: None.

69 Finance: None.

70 Policy & Personnel: None.

71 **PUBLIC COMMENT** – None.

72 **OTHER** – Margaret scheduled a Library Board Special Meeting on March 22 at 8:30 to  
73 discuss the building project, to last about an hour.

74 There being no further business, the Meeting was adjourned at 10:15 a.m.

75 Submitted by Phil Heikkinen.

76 Approved \_\_\_\_\_

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting Minutes

4 March 22, 2016

5 Library Board President Margaret Payne called the Special Meeting to order at 8:36 a.m.  
6 in the Library’s Community Room. Also attending were Trustees Tom Fiscus and  
7 Alexander Conrad; Library Director Phil Heikkinen, and staff Mary Pugh; Consultant Liz  
8 LeRoy, and HKP Architect Julie Blazek; and guests Donna Gerardi-Riordan and Leif.

9 1. Introductions: Margaret welcomed everyone to the meeting.

10 2. Additions or Modifications to the Agenda: None

11 3. Building Project:

- 12 • Permit: Liz reported on the permit filings.
- 13 • Cost Estimates: Margaret reported that cost estimates have come in higher than  
14 estimates from Liz and HKP. This is the second professional cost estimator to  
15 provide estimates. The Board discussed reductions to the project for cost savings,  
16 however emphasized that matching the existing building in materials does not  
17 allow for less expensive alternatives. Margaret noted that the community has  
18 strongly expressed the desire to maintain the aesthetic qualities throughout the  
19 expansion, for example, cedar siding versus fiber cement siding, and metal roofing  
20 versus composite shingles.

21 Donna said she is worried about the project coming in 30% higher than in-house  
22 estimates. Julie and Liz explained about estimates prior to defining the project  
23 scope using only a general square foot cost and did not include soft costs and site  
24 work. Julie said there is also the additional cost of site stabilization based on the  
25 geo-survey. Margaret noted that redesigning the project to reduce the size would  
26 add costs and not meet the goals of increasing space and collection. Julie said that  
27 several bidding items have been separated as alternates for separate bidding.

28 Alex said he has heard concerns about a \$650 per square foot cost. The Board  
29 discussed breaking out the square foot costs for site work, construction, and  
30 furnishings. Tom suggested using other project costs for comparisons and  
31 including the “Orcas” factor. Liz said contractors are very busy and build in higher  
32 cost anticipating strained resources. Tom agreed saying he is unable to get a local  
33 contractor to bid on a small personal project.

34 Julie and Liz both talked about public works projects versus commercial and  
35 residential construction, noting the prevailing wage and bonding requirements. In  
36 comparing with the school district’s recent project, Liz said there is a difference in  
37 square foot cost for remodeling projects versus new construction.

38 Alex said the Board needs to prepare information to explain the project costs.  
39 Margaret suggested a “snapshot” updating the information on the project. She said  
40 it should be remembered that this project is expected to fulfill a 20 year need. Tom  
41 agreed, emphasizing participation and donations as investments in the future.

42 • Financing update: The Board discussed raising the additional funds, noting that  
43 until the project goes to bid, the actual cost is only an estimate. Donna said the  
44 Board should host salon events to discuss the project with donors. She said there is  
45 interest in the naming opportunities once a project total is known.

46 4. Other: None.

47 5. Adjournment: There being no further business, the meeting was adjourned by the  
48 President at 9:35 a.m.

49 Submitted by Mary Pugh.

50 Approved: \_\_\_\_\_