

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 March 14, 2018

5 Library Board President Regina Zwilling convened the meeting at 9:04 a.m. in the  
6 Community Meeting Room of the Library. Also attending were Trustees Martha Fuller,  
7 Alexander Conrad, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen;  
8 and Friends Vice-President Madeline Sheplor.

9 **WELCOME & INTRODUCTIONS** – President Regina thanked everyone for attending.

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

11 **ROUTINE MATTERS**

12 Minutes: The Board reviewed the Minutes from the January 10 Regular Board  
13 Meeting. Teresa made a **MOTION** to approve the Minutes; Martha seconded and the  
14 **MOTION** passed unanimously among the Trustees who attended that meeting. The  
15 Board reviewed the Minutes from the February 14 Regular Board Meeting. Teresa made  
16 a **MOTION** to approve the Minutes; Jens seconded, and the **MOTION** passed  
17 unanimously.

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

19 February 2018 Payroll	\$31,580.23
20 Invoice Accounting Report 1/30/2018 (2017 GF)	\$8,618.80
21 Invoice Accounting Report 2/13/2018 (GF)	\$12,376.11
22 Invoice Accounting Report 2/26/2018 (GF)	\$17,560.94
23 Invoice Accounting Report 1/30/2018 (BF)	\$2,000.00
24 Invoice Accounting Report 2/26/2018 (BF)	\$791.83

25 Alex made a **MOTION** to approve the February payroll in the amount of  
26 \$30,580.23. Teresa seconded, and the **MOTION** passed unanimously.

27 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers  
28 totaling \$38,555.85; Jens seconded, and the **MOTION** passed unanimously.

29 Alex made a **MOTION** to approve the submitted 2018 Building fund vouchers  
30 totaling \$2,791.83; Teresa seconded, and the **MOTION** passed unanimously.

31 **PUBLIC COMMENT** – Madeline said the Library is doing a great job.

32 **PLANNING & PRIORITIES**

33 ➤ **Library Building Expansion Update**: Phil discussed HBHansen’s completion of the  
34 skylight replacement; also, the delay in replacing the glazing for the south trellis  
35 due to the manufacturer specifying the incorrect glazing size. HBHansen has  
36 submitted a retainage bond, which Phil and Mary are processing with input from  
37 Owner’s Rep Liz LeRoy, as well as checking in with HCMP attorneys Dan Gottlieb  
38 and Alex Wu to make sure we are proceeding correctly. Phil will send an update  
39 after talking with Dan and Alex.

- 41 ➤ **Landscaping Project:** Teresa and Martha asked about details, such as lists of plants,  
42 quantities, and phasing. Alex suggested scheduling a special meeting, including an  
43 invitation to Emily and Monty, accompanied by more detailed information. Martha  
44 made a **MOTION** to schedule a special meeting soon with Monty and Emily; Teresa  
45 seconded; discussion included best dates; and the **MOTION** passed unanimously.  
46 Phil will check with Monty and Emily on their availability for 9 am on the 20<sup>th</sup>, 21<sup>st</sup>,  
47 or 22<sup>nd</sup> and then get back to the Board with confirmation. Teresa suggested  
48 approaching groups such as the Garden Club for help with maintenance.
- 49 ➤ **Review of Artwork and Landscaping Hardscape offers:** Phil reviewed an offer for  
50 support in building a fire pit surrounded by decorative stonework, and said that he  
51 and the Art Committee had concerns about safety, operations, and loss of some of  
52 our small south lawn area. Through discussion, the Board also expressed not  
53 supporting this idea, for much the same reasons. Phil will discuss our decision with  
54 the person who proposed it; and Martha said she'd also be available to discuss it if  
55 that would be helpful. Also, Phil reviewed a recent offer of a large Abe Lincoln relief  
56 sculpture, which the Art Committee had also discussed. Due to the Library not being  
57 able to offer an adequately prominent, monitored, permanent location, per the  
58 stipulations of the donation, the artist withdrew the offer.
- 59 Alex discussed the idea of offering artwork on loan to library users; Phil said that  
60 some libraries have done this, and that it can work, although one of the challenges is  
61 finding enough space to store and display the art collection. We will keep this in  
62 mind as an option.

## 63 **NEW BUSINESS**

- 64 ➤ Relevant News and Issues: None
- 65 ➤ Director's Report: Phil invited any questions about his report. He highlighted that  
66 the door count and checkouts trended higher than during the past several months.  
67 Alex reintroduced a topic discussed previously, which was to make a hot dog cart  
68 available to library users; we will keep this in mind, along with a coffee service. Phil  
69 and the Board discussed the use of the large video screen in the YA area; staff is  
70 researching other libraries' experiences and policies; Teresa said it was important to  
71 keep in mind whether we are meeting the needs of all kids.
- 72 ➤ Friends of the Library: Madeline, the Friends VP, reported an estimated net income  
73 of about \$3,600 from the Winter Book Sale; the rowing club helped a lot both with  
74 setup and takedown; sales remain good in the lobby; and there is a new Treasurer,  
75 Iris Hanson-Tate.

## 76 **REPORTS FROM ACTIVE COMMITTEES**

77 Resources and Programs: Jens and Phil reviewed that the calendar is largely in  
78 place for 2018; and there may soon be a new member.

79 Community Relations: No report.

80 Facilities & Systems: Martha discussed committee formation, saying that  
81 currently it looks like we may have four community members, plus Martha and Phil.  
82 She said that in addition to adding lighting and furnishings, and remodeling as  
83 appropriate, the committee will look at maintenance as well; and it would be good to  
84 recruit someone familiar with maintenance issues and practices. Phil said that it may  
85 be time to update our reserve study, which was created in 2003. Martha reviewed that  
86 our financial plan is to restore our reserve funds once the WAFed loan is paid off.

87            Finance: Phil outlined savings from last year's BF (about \$30,000) and GF (about  
88 \$25,000) compared to estimates in the 2018 adopted budget; this will help us to better  
89 accomplish the landscaping and interior projects under consideration.

90            Policy & Personnel: Teresa and Phil are reviewing our display policy, so that it  
91 will incorporate artist agreements for our temporary art displays; also, our policy on  
92 gifts. Phil said we are updating our interlocal agreement with SJC, intended mostly to  
93 allow the County to do work for us; and he'll share the draft with the Board.

94    **PUBLIC COMMENT** – None.

95    **OTHER** -- None.

96    **ADJOURNMENT** – There being no further business, the meeting was adjourned by the  
97 President at 10:48 a.m.

98    Submitted by Phil Heikkinen.

99    Approved \_\_\_\_\_