

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 March 13, 2019

5 Library Board Vice President Martha Fuller convened the meeting at 9:09 a.m. in the  
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor,  
7 Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet  
8 Marlow. Board President Alex Conrad joined the meeting at 9:15 a.m.

9 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – The Board agreed to remove the  
11 “Planning and Priorities” item from the agenda, in following the format as specified in the  
12 recently amended bylaws.

13 **ROUTINE MATTERS**

14 Minutes: The Trustees reviewed the Minutes from the February 19 Regular Board  
15 Meeting. Teresa made a **MOTION** to approve the Minutes; Madeline seconded, and the  
16 **MOTION** passed unanimously by the attending Trustees.

17 Vouchers and Payroll: Martha said she had reviewed the vouchers and payroll and  
18 recommended approval. There was discussion of HKP Architects work product and timing  
19 of their invoicing.

20 February 2019 Payroll	\$35,273.30
21 Invoice Accounting Report 2/4/2019 (GF)	\$12,337.97
22 Invoice Accounting Report 1/28/2019 (GF)	\$18,540.72

23  
24 Martha made a **MOTION** to approve the submitted 2019 General Fund vouchers  
25 totaling \$30,878.69. Jens seconded, and the **MOTION** passed unanimously.

26 Martha made a **MOTION** to approve the January payroll in the amount of  
27 \$35,273.30. Madeline seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – None

29 Alex Conrad joined the meeting at 9:15 a.m.

30 **NEW BUSINESS**

31 ➤ **Director’s Report**: Phil referred to his written report and informed the Board that he  
32 had attended a FEMA meeting the day before regarding disaster response. The Board  
33 discussed the possibilities of the library’s role as a community resource in an emergency and  
34 agreed to table the topic until the Board Retreat. Phil highlighted the successful attendance  
35 at the February programs, and the successful community outreach at the Doe Bay Potluck.  
36 He also explained that, on the Selected Activity Measures Report, the Daily Checkouts  
37 figure for February is elevated, maybe in part due to the snow closures during the month.  
38 Additionally, he updated the Board that Monty Coffey was going to create a plaza in the  
39 southwest corner of the property out of the existing flagstone, for a total cost of \$1800, plus  
40 tax.

41 ➤ **Friends of the Library**: Madeline updated the Board on the success of the Friends’  
42 Winter Book Sale which was held the previous Saturday, estimating total gross revenue to

43 be approximately \$4800. Martha volunteered to represent the Board at the April meeting;  
44 Madeline volunteered for May.

45

46 **REPORTS FROM ACTIVE COMMITTEES**

47 ➤ **Resources and Programs:** Phil informed the Board that, in honor of the 50<sup>th</sup>  
48 Anniversary of the moon landing, the Summer Reading Program for 2019 would focus on  
49 space and the hope is to involve local astronaut Bill Anders. Additionally, programs are  
50 being planned for the celebration of National Poetry Month in April.

51 ➤ **Community Relations:** None.

52 ➤ **Facilities & Systems:** The Board briefly discussed the possibility of adding coffee  
53 service and an electric-vehicle charging station and agreed to table discussion until the  
54 Board Retreat. Madeline explained that the top priorities defined by the Committee are the  
55 items included in the bid package, lighting, and furniture. Regarding lighting, the  
56 committee is specifically looking into the possibilities for table lamps around the library and  
57 are trying to determine how to have dedicated power outlets while still ensuring the space  
58 flexibility needed to host programs.

59 ➤ **Policy & Personnel:** Phil told the Board that the Library policy manual had been  
60 updated with all of the latest policy revisions and that they would receive it in email.

61 ➤ **Finance:** None.

62 **PUBLIC COMMENT** – None.

63 **OTHER** – Teresa asked if past meeting space discussion ever considered the option of  
64 combining the former lobby with the Community Room to create one large space. Martha  
65 and Phil confirmed that, yes, the idea had been considered in the past, but budget and  
66 physical constraints prevented the idea from moving forward.

67 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:44  
68 a.m.

69 Submitted by Janet Marlow.

70 Approved \_\_\_\_\_