

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 May 10, 2016

5 Library Board President Margaret Payne convened the meeting at 8:35 a.m. in the  
6 Meeting Room of the Library. Also attending were Trustees Martha Fuller and Regina  
7 Zwilling; Trustee Alexander Conrad attended via telephone. Also, Library Director Phil  
8 Heikkinen, and staff member Mary Pugh. Community members also attended.

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. Martha made a **MOTION** to approve  
14 Minutes from April 12; Regina seconded and the **MOTION** passed unanimously. Tom  
15 made a **MOTION** to approve Minutes from April 26, 2016. Alex seconded and the  
16 **MOTION** passed unanimously with Martha and Regina abstaining.

17 Vouchers and Payroll: Regina reviewed and initialed payroll and the invoices for  
18 the General and Building Funds.

19	4/5/2016 Invoice Accounting Report	\$3,375.28
20	4/12/2016 Invoice Accounting Report	\$2,311.30
21	4/19/2016 Invoice Accounting Report	\$4,217.12
22	4/25/2016 Invoice Accounting Report	\$3,355.23
23	4/19/2016 Invoice Accounting Report (Bldg Fund)	\$45,613.34
24	4/25/2016 Invoice Accounting Report (Bldg Fund)	\$986.25
25	April 2016 Payroll	\$28,811.90

26 Regina made a **MOTION** to approve the April payroll totaling \$28,811.90; Tom  
27 seconded, and the **MOTION** passed unanimously.

28 Regina made a **MOTION** to approve all payments from the Building Fund  
29 invoice accounting reports totaling \$46,599.59; Alex seconded, and the **MOTION** passed  
30 unanimously.

31 Regina made a **MOTION** to approve all payments from the General Fund invoice  
32 accounting reports totaling \$13,258.93; Alex seconded, and the **MOTION** passed  
33 unanimously.

34 **PUBLIC COMMENT** – None.

35 **PLANNING & PRIORITIES**

36 Library Building Expansion: The Board discussed permitting, streetscape of  
37 Rose Street, and the storm water plan. Construction bids will be opened at a meeting  
38 Friday May 13 at the Library.

39 Margaret discussed a four-month plan to raise the remaining funds including  
40 meeting with the honorary committee, the naming committee, volunteers and  
41 stakeholders. Planning included mobilizing the public campaign, newspaper advertising

42 insert, and Library email newsletter. The Board also discussed the July groundbreaking  
43 ceremony; Tom will work with Nita and Holly on the volunteer appreciation celebration.

44 **Regina left the meeting at 9:38 a.m.**

45 **NEW BUSINESS**

46 Relevant News and Issues: Martha said she attended the Washington Library  
47 Association Conference in Spokane.

48 Director's Report: Phil took questions on his report and he highlighted the staff  
49 retreat, staffing and security issues in the expansion, and the job posting for support  
50 staff.

51 Friends of the Library: There was no report. Phil said the Friends are asking  
52 about the construction fencing during the August 13 Library Fair.

53 **REPORTS FROM ACTIVE COMMITTEES**

54 Resources and Programs: Phil mentioned the May 7 *Currents* program on  
55 microbes which we co-sponsored.

56 Community Relations: None.

57 Facilities & Systems: None.

58 Finance: None.

59 Policy & Personnel: None.

60 **PUBLIC COMMENT** – Thomas McDonough suggested the Board sign certificates of  
61 appreciation for the volunteers and discussed tee shirt logos and/or symbols.

62 **OTHER** – None.

63 There being no further business, the Meeting was adjourned at 10:09 a.m.

64 Submitted by Mary Pugh.

65 Approved \_\_\_\_\_



- 43 5. Other: Phil called Liz LeRoy to confirm the intent to award and share the Board  
44 discussion; and to ask about next steps regarding alternates; Liz confirmed that each  
45 party (and Library) is committed to the bid price regardless of changes in materials  
46 costs, etc; and said that HB Hansen is trying to reach out to local subcontractors for  
47 some of the work.
- 48 6. Adjournment: There being no further business, the meeting was adjourned by the  
49 President at 9:50 a.m.
- 50 Submitted by Phil Heikkinen.

51 Approved: \_\_\_\_\_