

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 May 10, 2017

5 Library Board President Tom Fiscus convened the meeting at 8:37 a.m. in the Meeting
6 Room of the Library. Also attending were Trustees Alexander Conrad, Martha Fuller,
7 Ben Luna, and Regina Zwilling; Library Director Phil Heikkinen, staff member Mary
8 Pugh, and Friends Secretary-Treasurer Lynn Carter.

9 **WELCOME & INTRODUCTIONS** – Tom thanked everyone for attending.

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

11 **ROUTINE MATTERS**

12 Minutes: The Board reviewed the minutes from April. Regina made a **MOTION**
13 to approve the April 12 Minutes; Alex seconded and the **MOTION** passed unanimously.

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

15 April 2017 Payroll \$32,025.65

16 Invoice Accounting Report 4/4/2017 (GF) \$2,317.05

17 Invoice Accounting Report 4/7/2017 (GF) \$837.60

18 Invoice Accounting Report 3/18/2017 (GF) \$3,527.42

19 Invoice Accounting Report 4/24/2017 (GF) \$2,949.59

20 Invoice Accounting Report 4/18/2017 (BF) \$23,780.95

21 Invoice Accounting Report 4/18/2017 (BF) \$497,881.60

22 Invoice Accounting Report 4/24/2017 (BF) \$6,250.00

23 Alex made a **MOTION** to approve the submitted Building fund vouchers in the
24 amount of \$527,912.55; Ben seconded, and the **MOTION** passed unanimously.

25 Alex made a **MOTION** to approve the submitted General Fund vouchers in the
26 amount of \$9,631.66; Regina seconded, and the **MOTION** passed unanimously.

27 Alex made a **MOTION** to approve the April payroll in the amount of \$32,025.65.
28 Regina seconded, and the **MOTION** passed unanimously.

29 Contract Renewal For Custodial Services: Phil reviewed the annual contract for
30 custodial services currently at an hourly rate of \$21.57 for approximately twenty hours
31 per week. The Board discussed the expanded scope of duties expected when the
32 expansion is complete. Phil said he is working with Mike Larkins to cover the first
33 month and determine the level of service required. The Board amended the contract to
34 include amendment or termination based on the expanded scope of duties. Alex made a
35 **MOTION** to approve the contract as amended. Ben seconded, and the **MOTION** passed
36 unanimously.

37 **PUBLIC COMMENT** – Lynn Carter said she is excited about the expansion.

38 **PLANNING & PRIORITIES**

39 ➤ **Library Building Expansion:**

- 40 ♦ **Construction update:** Phil discussed the three-week scheduling look-ahead,
41 skylights, trellis beams, Rose street work, furniture, provisional occupancy,
42 circulation desk, advertising promotion, and outdoor spaces.

- 43 ◇ **Financing: line of credit, loans, grants, donation, etc:** Phil reviewed with the
44 Board the project cash flow report and line of credit distributions.
- 45 ◇ **Naming, Donor Recognition:** Alex updated Ben on the separate donor recognition
46 event July 22nd. Tom said there would also be a separate event for the large
47 meeting room dedication. The Board reviewed the Resolution honoring the
48 Henigson Family. Martha made a **MOTION** to adopt Resolution 1-2017 naming
49 the library expansion the *Henigson Family Wing*. Ben seconded and the
50 **MOTION** passed unanimously. Phil will bring several naming proposals to the
51 June meeting for approval.
- 52 ◇ **Grand Opening June 23:** Ben and Martha reviewed the plans for the celebration.
53 Tom asked for a rough timeline; Ben will forward that to the Trustees. The
54 Board discussed the lawn area and ground cover.

55 **NEW BUSINESS**

56 Relevant News and Issues: None.

57 Director's Report: Phil took questions on his written report. He said he will be
58 hosting the Northwest Director's Meeting in July and welcomes the chance to show the
59 completed expansion.

60 Friends of the Library: Lynn said she is collecting additional books to fill the
61 expanded Friends' space in the expansion. She asked the Board to help recruit help with
62 book sales and for Friends Board members.

63 **REPORTS FROM ACTIVE COMMITTEES**

64 Resources and Programs: Martha is working on partnerships for future
65 programming.

66 Community Relations: None.

67 Facilities & Systems: None.

68 Finance: Phil said he is working on the General and Building Fund budget
69 amendments resulting from the approved levy lid lift.

70 Policy & Personnel: The Board discussed the limits and specifications of the
71 Director's signing authority, in response to Phil's question about wording of the policy.

72 **PUBLIC COMMENT** – None

73 **OTHER** – Ben noted that the Orcas High School Sailing Team won the NWISA Team
74 Race competition at Sandpoint in Seattle, and will now represent the Pacific Northwest in the
75 Baker ISSA Team Race Championships in Norfolk, Virginia.

76 **ADJOURNMENT** – There being no further business, the meeting was adjourned at
77 10:00 a.m.

78 Submitted by Mary Pugh.

79 Approved _____