

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 May 8, 2019

5 Library Board Vice President Martha Fuller convened the meeting at 9:08 a.m. in Maria’s
6 Room of the Library. Also attending were Trustees Teresa Patrick and Madeline Sheplor;
7 Library Director Phil Heikkinen; and staff members Tony Ghazel and Janet Marlow.
8 Library Board President Alex Conrad arrived at 9:18am.
9

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Phil requested to add a Naming
12 Proposal to New Business, and the Board agreed. The Board also decided to move the
13 approval of the minutes to after Alex’s arrival.

14 **ROUTINE MATTERS**

15 Vouchers and Payroll: Martha said she had reviewed the vouchers and payroll and
16 recommended approval.

17 April 2019 Payroll	\$40,250.34
18 Invoice Accounting Report 4/2/2019 (GF)	\$8,475.73
19 Invoice Accounting Report 4/16/2019 (GF)	\$14,619.58
20 Invoice Accounting Report 4/26/2019 (GF)	\$8,057.89

21
22 Martha made a **MOTION** to approve the submitted April 2019 General Fund
23 vouchers totaling \$31,153.20. Theresa seconded, and the **MOTION** passed unanimously.

24 Martha made a **MOTION** to approve the April payroll in the amount of \$40,250.34.
25 Madeline seconded, and the **MOTION** passed unanimously.

26 Alex Conrad joined the meeting.

27 Minutes: The Trustees reviewed the Minutes from the April 10 Regular Board
28 Meeting, and a typo was corrected. Martha made a **MOTION** to approve the Minutes as
29 corrected; Alex seconded, and the **MOTION** passed unanimously with Madeline abstaining
30 due to not have attended the meeting.

31 **PUBLIC COMMENT** – None

32 **NEW BUSINESS**

33 ➤ **Naming Proposal**: Phil explained that an Expansion Project donation from Nicholas
34 Binkley in 2017 had qualified for a naming sponsorship within the Library, which he
35 intended as a memorial for his late wife. In discussing with Phil, the donor elected to
36 sponsor the New Book Display, which would now be called the “Diana Padelford Binkley
37 New Book Display.” Phil asked that the Board approve this naming proposal. Martha made
38 a **MOTION** to approve the naming proposal; Alex seconded, and the **MOTION** passed
39 unanimously.

40 ➤ **Relevant News and Issues**: None

41 ➤ **Director’s Report**: Phil introduced the topic of security cameras, presenting
42 information with Tony regarding proposed camera locations and associated cost. The Board
43 discussed that the priorities of the camera should be staff and patron safety entering and

44 exiting the building. Madeline asked that the Board progress in stages, and first cover the
45 entrances. Tony explained that the recordings could be triggered by motion sensors and
46 kept for a short amount of time that could be defined. The Board agreed to move forward
47 installing exterior cameras at the access doors. Madeline recommended that a policy be put
48 into place and staff trained to respond to patron questions before the cameras are installed.
49 Phil informed the Board that the Library may owe healthcare costs in arrears for two
50 employees that waived medical coverage but should have still been enrolled in basic life,
51 long-term disability, and dental coverage which cannot be waived. The error was discovered
52 during an internal review of benefits coverage and was being discussed with the Washington
53 State Health Care Authority. Alex and Martha asked that any costs in arrears be
54 negotiated with the State. Phil also informed that the NanaWalls were moved to Larsen
55 Storage until ready for installation and thanked Orcas Freight for having stored them for
56 free since last September. Regarding the Coffee Cart RFP, Phil advised the Board that no
57 proposals had been received so far, and that he had distributed the RFP to local coffee
58 vendors. Madeline suggested sending the RFP to coffee services on San Juan and Lopez.

59 ➤ **Friends of the Library:** None

60

61 **REPORTS FROM ACTIVE COMMITTEES**

62 ➤ **Resources and Programs:** Phil informed the Board that the Coast Salish Speaker
63 Series continues in May and June with Swil Kanim speaking on May 18 and William John
64 on June 22.

65 ➤ **Community Relations:** None

66 ➤ **Facilities & Systems:** Madeline will be stepping back as committee lead in order to
67 manage more of the detailed work of the remodeling project. Martha will now lead the
68 committee. In other facility news, Phil informed the Board that he has asked Emily Aring
69 with KaBloom for landscaping ideas for the southwest corner while keeping an eye on the
70 landscaping budget.

71 ○ **Remodeling design/bid project:** Phil informed the Board that the project timeline
72 has been set back for approximately 8 to 11 weeks in order to go through a
73 permitting process with the County which was not originally anticipated.

74 ○ **Construction Administration:** The Board discussed a proposal for HKP Architects
75 to manage the Construction Administration portion of the project now that the
76 Design/Bid portion is almost complete. There was consensus among the Board to
77 continue to use HKP for the construction administration with the minimization of
78 travel costs wherever possible. Martha made a **MOTION** to approve the entering
79 into a contract with HKP Architects for Construction Administration; Teresa
80 seconded, and the **MOTION** passed unanimously.

81 ➤ **Policy & Personnel:** None

82 ➤ **Finance:**

83 ○ **Wording for approval of invoices and payroll:** Related to the topic raised at the
84 April 2019 Regular Board Meeting, Janet updated the Board that the State
85 Auditors confirmed that the wording stipulated by State BARS Manual for the
86 approval of invoices and payroll was specific to the Auditing Officer, and what, if
87 anything, the Board was required to sign was a topic that needs to be further
88 discussed with the County Auditor.

89 ○ **Resolution Appointing Auditing Officers:** In order to formalize the appointment
90 of Auditing Officers with the County, Martha introduced a resolution appointing
91 Phil Heikkinen as Auditing Officer, and staff member Holly King as backup
92 Auditing Officer. Martha read Resolution 02-2019 Appointing Auditing Officers.

93 Martha made a **MOTION** to adopt Resolution 02-2019; Teresa seconded, and the
94 **MOTION** passed unanimously.

95 Alex left the meeting at 10:20 a.m.

96 **PUBLIC COMMENT** – None

97 **OTHER** – Teresa asked about the funds the Library received from OICF, specifically how
98 it's determined to use OICF funding versus the Library General Fund. Phil explained the
99 annual distribution process and that some of the funds are earmarked by the donors for
100 specific uses. There was discussion among the Board of the purpose of the funds and if there
101 should be a written policy in place to ensure the flexibility of the funds' use.

102 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:39
103 a.m.

104 Submitted by Janet Marlow.

105 Approved _____