

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 October 11, 2016

5 Library Board Vice-President Regina Zwilling convened the meeting at 8:34 a.m. in the
6 Meeting Room of the Library. Also attending were Trustees Margaret Payne and
7 Alexander Conrad; President Tom Fiscus via telephone; Library Director Phil
8 Heikkinen; guest Donna Riordan representing the Naming Committee; also, community
9 member Leif.

10 **WELCOME & INTRODUCTIONS** – Regina welcomed everyone, and thanked them for
11 attending.

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

13 **ROUTINE MATTERS**

14 Minutes: The Board reviewed the minutes from September 13 and 27. Alex made
15 a MOTION to approve the September 13 Minutes; Margaret seconded and the MOTION
16 passed unanimously. Alex made a MOTION to approve the September 27 Minutes;
17 Regina seconded and the MOTION passed unanimously.

18 Vouchers and Payroll: Regina said that she had reviewed and initialed payroll
19 and the invoices for the General and Building Funds.

20	September 2016 Payroll	\$29,158.68
21	Invoice Accounting Report (GF)	\$18,589.11
22	Invoice Accounting Report (BF)	\$239,140.25

23 Regina made a MOTION to approve the September payroll totaling \$29,158.68;
24 Alex seconded, and the MOTION passed unanimously.

25 Regina made a MOTION to approve all payments from the General Fund invoice
26 accounting reports totaling \$18,589.11; Margaret seconded, and the MOTION passed
27 unanimously.

28 Regina made a MOTION to approve all payments from the Building Fund
29 invoice accounting reports totaling \$239,140.25; Margaret seconded, and the MOTION
30 passed unanimously.

31 **PUBLIC COMMENT** – None.

32 **FY 2017 BUDGET DISCUSSION WITH PUBLIC TESTIMONY**

- 33 • FY 2017 General Fund Budget: Phil reviewed his status quo approach as presented,
34 keeping in mind that our revenue picture will clarify greatly once the levy lid lift is
35 past us and fundraising for the building project is further along, and which point a
36 budget amendment will likely be desirable. Margaret asked when it would be best to
37 make a budget amendment, and Phil said that perhaps after April, or as late as June
38 would be most logical.
- 39 • FY 2017 Building Fund Budget: this BF proposal is based on a basic tracking of
40 current projections for expenditures in 2017, using contributions from our Owner’s
41 Rep and our Contractor. As with the GF, we anticipate that we may recommend an
42 amendment in 2017 as the revenues and expenses become clearer. Attendees asked

43 about how the OICF income is broken out; details on permits and fees; and how much
44 detail to include in the budget document itself (for example in revenues), and how
45 much to refer to other documents (for example the information provided by the
46 Owner's Rep, Contractor, and Friends).

47 **PLANNING & PRIORITIES**

48 Library Building Expansion:

- 49 • Phil shared an update about the progress on the foundation, which is scheduled to
50 be complete by next week depending on the weather. He will send the Board a list of
51 the prioritized Finishing Touches (as deferred building project items are described
52 by the fundraising committee).
- 53 • Alex said that we are on track for a line of credit with Islanders Bank, with a bit
54 more financial information to pull together; that there is a fundraising committee
55 meeting tomorrow; and a process of sending out letters and setting up meetings.
- 56 • Phil is working on a fact-based brochure about the project and levy lid lift ballot
57 proposal, with extensive input from staff and Board. It is scheduled to go out just
58 about the same time as the ballots; also, we are sharing a half-page handout.
- 59 • Regina talked about the activities of the advocacy committee, including letters of
60 support, plus an ad in the newspaper for which she is inviting people who would like
61 their names listed with it.
- 62 • Donna shared an update on the work of the Naming Committee, including
63 describing new outdoor spaces, changes in amounts for some of the smaller indoor
64 features and spaces, and review of the Alderton naming proposal. Margaret talked
65 about the budget and timetable for landscaping the outdoor spaces. Phil said that he
66 recommended approval of the Alderton naming agreement. Margaret made a
67 MOTION to approve the proposed naming agreement with Janet Alderton, Alex
68 seconded, and the MOTION passed unanimously. Phil said that the Library will
69 keep the agreement on file both online and in paper format. The Board reconfirmed
70 its approval of the new naming list, which includes new outdoor spaces and revised
71 amounts for smaller naming opportunities. Also, for now we will treat offers of
72 memorial outdoor furniture as part of our overall gift policy.

73 Trustee Recruitment:

- 74 • Phil reviewed the processes followed in recent years.
- 75 • Margaret talked about skill sets, especially with regard to re-visioning programming
76 and services in the expanded facility, as well as reviewing our overall mission. Also,
77 how to work with community partners in a structured way.
- 78 • Phil will place ads in *Orcas Issues* and *The Islands Sounder* inviting candidates to
79 apply by November 11 for first consideration. Regina and Tom will perform the
80 initial screening; and Alex and Tom will conduct interviews.

81 **NEW BUSINESS**

82 Relevant News and Issues: Phil noted the passing of Don Dickenson, a well-loved
83 and well-respected library school professor.

84 Director's Report: Phil highlighted services and polices with respect to homeless
85 library users; and shared that the Friends Board had approved his 2017 Friends grant
86 request for \$19,000.

87 Friends of the Library: No Friends Board member was in attendance; however,
88 Phil reminded everyone about the October 16 Annual Meeting from 1-3 pm, featuring
89 Tom Fiscus to speak about national security. Also, the Holiday Tea is scheduled from
90 noon to 3 pm on Saturday, December 3.

91 Consideration of sculpture donation: Tom discussed an offer by Ralph Kaplan to
92 donate a Todd Spalti sculpture, titled “Ghost Net.” The Board discussed where it might
93 go, how much space might be needed and available, the artistic theme in the context of
94 the Library grounds, the timeline for a decision. Attendees expressed a hope of viewing
95 the site at Todd’s studio before the next board meeting.

96 **REPORTS FROM ACTIVE COMMITTEES**

97 Resources and Programs: None.

98 Community Relations: None.

99 Facilities & Systems: None.

100 Finance: None.

101 Policy & Personnel: None.

102 **PUBLIC COMMENT** – Leif shared some written remarks about how Friends Board
103 behavior and values should conform to Library policies.

104 **OTHER** – Phil reminded everyone about the Friends meeting from 1 to 3 pm on Sunday
105 the 16th, featuring Tom Fiscus about national security issues.

106 There being no further business the meeting was adjourned at 10:21 a.m.

107 Submitted by Phil Heikkinen.

108 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting Minutes

4 October 25, 2016

5 Library Board President Tom Fiscus called the Special Meeting to order at 8:42 a.m. in
6 the Library's Community Room. Also attending were Trustees Margaret Payne and
7 Martha Fuller; Library Director Phil Heikkinen; and building project Owner's Rep Liz
8 LeRoy.

- 9 1. Welcome: Tom welcomed everyone to the meeting.
- 10 2. Agenda additions and changes: Phil said he could give a Trustee recruitment process
11 update. With Liz available, Tom began with the Project Update.
- 12 3. Building Project Update: Liz overviewed the progress so far, including pouring of the
13 slab and working with the County on Rose Street improvements. The project is still on
14 track.
- 15 4. Levy Election:
- 16 • Martha shared an update on the line of credit application with Islanders Bank,
17 which is reviewing materials we shared with them about the project budget and
18 financing. This should be in time to go ahead with the LOC on November 9 if the
19 levy lid lift measure passes. The amount needed will vary according to fundraising
20 progress.
 - 21 • Margaret asked about contingency funds available for the project; and Liz
22 reviewed the amounts, saying that with the major portion of site work complete,
23 the need to draw on the contingency funds may become less.
 - 24 • Phil discussed a question from a community member about the effect of property
25 revaluations on the levy revenues; Martha discussed use of the 2015 base plus new
26 construction and any adjustments for 2016.
- 27 5. Trustee Recruitment: Phil shared that we have already received several inquiries
28 from well-qualified applicants, and that we can anticipate a good number of strong
29 applications by the time of the November 11 date for initial review.
- 30 6. Other: Phil reviewed calendar items.

31 Adjournment: There being no further business, the meeting was adjourned by the
32 President at 9:30 a.m.

33 Submitted by Phil Heikkinen.

34 Approved: _____