

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 September 13, 2016

5 Library Board President Tom Fiscus convened the meeting at 8:31 a.m. in the Meeting
6 Room of the Library. Also attending were Trustees Margaret Payne, and Martha Fuller
7 via telephone. Also, Library Director Phil Heikkinen, and staff member Mary Pugh;
8 Owners Representative Liz LeRoy. Community members also attended.

9 **WELCOME & INTRODUCTIONS** – Tom welcomed everyone, and thanked them for
10 attending.

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

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the minutes from August 9, 19, and 24, 2016.
14 Margaret made a **MOTION** to approve the August 9 Minutes; Tom seconded and the
15 **MOTION** passed unanimously. Margaret made a **MOTION** to approve the August 19
16 Minutes; Tom seconded and the **MOTION** passed unanimously. Margaret made a
17 **MOTION** to approve the August 24 Minutes; Tom seconded and the **MOTION** passed
18 unanimously.

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

21	8/10/2016 Invoice Accounting Report	\$19,920.81
22	8/23/2016 Invoice Accounting Report	\$5,661.38
23	8/10/2016 Invoice Accounting Report (Bldg Fund)	\$339.11
24	8/24/2016 Invoice Accounting Report (Bldg Fund)	\$285,569.50
25	8/24/2016 Invoice Accounting Report (Bldg Fund)	\$12,927.50
26	August 2016 Payroll	\$29,158.68

27 Tom made a **MOTION** to approve the August payroll totaling \$29,158.68;
28 Margaret seconded, and the **MOTION** passed unanimously.

29 Tom made a **MOTION** to approve all payments from the Building Fund invoice
30 accounting reports totaling \$298,836.11; Margaret seconded, and the **MOTION** passed
31 unanimously.

32 Tom made a **MOTION** to approve all payments from the General Fund invoice
33 accounting reports totaling \$25,582.19; Margaret seconded, and the **MOTION** passed
34 unanimously.

35 **PUBLIC COMMENT** – Pierette Guimond commented about the voter information on
36 the levy lid lift proposal. She felt it was very clear and gave a good picture on the
37 project. She supports the levy lid lift and is passing the information to those she speaks
38 with.

39 John Fleischer said he does not support the levy lid lift stating that too many
40 districts are adding taxes to property owners. He felt the Board should have done more
41 to base the project on the amount of funds raised and not with a levy. John said he loved
42 the library and volunteered with the Friends, but felt the Board should have cut back or
43 considered other options.

44 Tom thanked John for attending the meeting and voicing his opinion. He said the
45 project began in 2014 and the Board looked at all the information and discussion with
46 consultants before deciding to proceed. Leif said he had attended every meeting and
47 agreed that the Board considered all options before going forward. Pierrette said that
48 she respects John's opinion, however as a former Library Trustee, Friends Trustee and
49 current volunteer, she know how hard the Board has worked to keep costs down. She
50 said the Board has planned for a 25-year future service. She said a no vote is a vote
51 against the community.

52 Margaret said that the Board did everything it could to match the \$3.5M budget,
53 but when the construction estimates came in 15% higher, it would cost more to go back
54 and get a redesigned building, construction bids, and permit costs. In addition, it would
55 risk the State funding of 1.4M that is only available through June 2017.

56 **PLANNING & PRIORITIES**

57 Election of Board Vice-President: Margaret made a **MOTION** nominating Regina
58 as the Library Board Vice-President. Martha seconded, and the **MOTION** passed
59 unanimously.

60 Library Building Expansion: Phil talked about the project process including the
61 removal of a stump in the northwest corner, vandalism and theft of equipment, concrete
62 footings, utilities, and the Rose Street upgrade. Phil said that he has authorized a
63 model to be built. The Board asked about the west sidewalk slope safety. Liz discussed
64 the fencing and grading of the west grounds area. Liz said the project is on schedule
65 and on budget. She thanked HBHansen for their attention and dedication to the project.

66 Phil discussed the project change order for the Library Part stairs, which was an
67 alternate bid project and now funded with the grant approval from the County Council.
68 Liz said the stairs where permitted with the building plans so there will not be any
69 additional cost or time delay. The change order is for \$60,000 and is above the approval
70 limit for the Director. Margaret made a **MOTION** to approve change orders
71 encompassing the Library Park stairs, roof membrane change, and project banners.
72 Tom seconded and the **MOTION** passed unanimously.

73 Martha reviewed the cash flow projections and timeline for completing the State
74 grant paperwork. Martha and Alex will be coordinating the paperwork needed for the
75 line of credit. The Board also discussed the possibility of a loan from the Port of Orcas.

76 Phil talked about the educational material for the levy lid lift proposal. The
77 Board had suggested edits. Leif said that there was not a total amount the levy would
78 bring in. Tom reviewed upcoming community meetings. Pierette suggested having an
79 open house to explain the levy.

80 The Board discussed the work of the Fundraising and Naming Committees. They
81 reviewed the landscaping map that designates eleven garden areas for the Library
82 campus. Tom made a **MOTION** to approve the naming brochure outdoor garden space
83 map addition to the naming brochure. Margaret seconded and he **MOTION** passed
84 unanimously.

85 **NEW BUSINESS**

86 Relevant News and Issues: None.

87 Director's Report: Phil's written report was noted. Phil noted visits from three
88 State Library staff members, including the new State Librarian.

89 Pierrette suggested we publicize how much work the volunteers give to the
90 Library. Margaret talked about how many hours they save the Library.

91 Friends of the Library: There was no report.

92 **REPORTS FROM ACTIVE COMMITTEES**

93 Resources and Programs: None.

94 Community Relations: None.

95 Facilities & Systems: None.

96 Finance: The Board will email budget questions to Phil.

97 Policy & Personnel: None.

98 **PUBLIC COMMENT** – None.

99 **OTHER** – None.

100 There being no further business the meeting was adjourned at 10:14 a.m.

101 Submitted by Mary Pugh.

102 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 September 27, 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, Regina
7 Zwilling, and Alexander Conrad; Library Director Phil Heikkinen; and guest Harvey
8 Himelfarb.

- 9 1. Welcome: Tom welcomed everyone to the meeting.
- 10 2. Agenda additions and changes: Tom moved the Public Campaign discussion up in the
11 agenda.
- 12 3. Public campaign:
- 13 • Alex summarized current activities of the Finance Committee, especially the
 - 14 Finishing Touches (deferred items) campaign led by Joe Cohen.
 - 15 • Tom and Margaret commented on the connections between funding for the basic
 - 16 project and the deferred items.
 - 17 • Regina reviewed the levy ballot measure and communicating our funding plans.
 - 18 • Alex discussed the line of credit process with Islanders Bank, and how to
 - 19 implement it so that we can access the State grant quickly after the levy election.
 - 20 • Harvey shared his perspectives on the fundraising process and naming
 - 21 opportunities as means of funding the building addition as a whole, rather than for
 - 22 specific items unless by explicit agreement with a donor.
 - 23 • The Board agreed that the Library would certainly consider specifically dedicated
 - 24 gifts on a case-by-case basis.
 - 25 • The Board discussed outdoor spaces and how they were currently funded; some are
 - 26 included with ongoing operations, while others are part of the building project,
 - 27 either as part of the Finishing Touches or to be phased in as funds and seasonal
 - 28 conditions permit. Alex said we need to be able to answer questions from donors.
 - 29 We will develop more detailed information on plans for sculptures, plantings, and
 - 30 outdoor furniture.
 - 31 • We will also develop alternatives for recognizing donors of smaller amounts, such
 - 32 as on a plaque or donor book, perhaps with help from the Naming Committee.
 - 33 • We will also consider how to recognize donors for the current building.
 - 34 • Also, we will prioritize the Finishing Touches items, led by a reconvened Design
 - 35 Committee, which will also look into appropriate locations for plaques and other
 - 36 donor recognition.
- 37 4. 2017 GF and BF draft budgets: Phil reviewed the General Fund and Building Fund
38 budgets, noting (per policy) the new bls.gov CPI-W inflation figure of 2.0% for the
39 Seattle metro area for the previous 12 months ending in August.
- 40 5. Levy: Attendees discussed appearances at the Lions Sunrise Breakfast presentation
41 on September 23; the OICF Report to the Community on the 15th; and upcoming
42 Chamber of Commerce Annual Meeting on October 20. Also, discussed next steps for
43 sharing information about the levy measure.
- 44 **The Board took a break from 10:20am to 10:30am.**
- 45 6. Construction progress: ongoing progress; nothing specific to report.

- 46 7. Grants update: nothing new to report aside from receiving \$20,000 from the Norcliffe
47 Foundation.
- 48 8. Naming opportunities: also discussed above.
- 49 • Small naming options
- 50 • Previous dedications for current building
- 51 • Current naming proposal for review: referred to Naming Committee.
- 52 9. Donations of outdoor sculptures, benches, etc.: discussed above; also, a community
53 member has proposed a sculpture donation; Tom is scheduling a meeting with the
54 donor.
- 55 • Possible committee formation: the Design Committee will start this process
56 and include others as appropriate.
- 57 10. Assignments: nothing new.
- 58 11. Adjournment: There being no further business, the meeting was adjourned by the
59 President at 10:45 a.m.
- 60 Submitted by Phil Heikkinen.

61 Approved: _____