Library President Alan Lichter convened the meeting at 9:02 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcombe, Margaret Payne, and Donna Riordan; Library Director Phil Heikkinen; staff members Mary Pugh, Martin Arnold, and Nita Couchman; Friends of the Library Secretary Jean Soderquist. Community members were also present.

WELCOME & INTRODUCTIONS – Alan welcomed everyone.

OFFICER ELECTION AND COMMITTEE ASSIGNMENTS

Margaret said she would like to see the Board retain its current configuration and made a MOTION nominating Alan Lichter as President, Donna as Vice-President, and Margaret as Secretary. Rachel seconded, and the MOTION passed unanimously.

Alan appointed Donna as Finance Chair; Donna and Margaret as Facilities and Systems Co-Chairs; Margaret as Collection Management Chair; Tom as Community Relations Chair; and Rachel as Policy and Personnel Chair. Donna agreed to lead the Board in financial training.

The Board discussed the 2013 meetings days and agenda. It was agreed that the regular meeting of the Library Board Trustees will be held on the second Tuesday of each month beginning at 8:00 am in the meeting room of the Library. The agenda will remain the same.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Rachel said she will need to leave by 11:15 am.

ROUTINE MATTERS

Minutes: The Board reviewed the December 11, 2012 Regular Board Minutes and made corrections. Margaret made a MOTION to approve, Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Donna said she had reviewed the January 2013 payroll, and the December invoices and recommends approval. She noted the application of the sick leave transfer, as approved by the Board and acted on by most staff in December.

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Donna made a MOTION to approve the January payroll; Rachel seconded, and the MOTION passed unanimously. Donna made a MOTION to approve all payments from the invoice accounting reports, Margaret seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.
PLANNING & PRIORITIES

OISD Library Update: Phil reviewed the joint meeting on December 17. He told the Board he is on the school library user committee to provide input to the architects working on the current school bond project. Regarding current discussions about the school library, Alan said he is not convinced that having the Library “bail out” the school is in the community’s best interest, noting the school population versus the Library’s overall clientele island wide. He felt it would be best for the Library to concentrate on serving the entire community in our current facility. Other Trustees said the school population would include students, parents, siblings, and OASIS students. The Board felt it was worth continuing the dialogue and to look at all options, to demonstrate diligence in exploring all possibilities, noting that the Library is more than a building: it is a range of services to the whole community.

Library Building Expansion Discussion: Phil brought the scale model. Donna said she spoke with Fred Klein and would like him to attend the January 22 meeting. She still has some questions and thinks Fred can help facilitate the Board’s discussion. The rest of the Board agreed. Donna will contact Fred about attending the meeting.

Board Work Session Agenda: The Board and Phil finalized the agenda for the January 22 meeting.

The Board took a break from 10:02 a.m. to 10:10 a.m.

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil referred to his written report mentioning the Great Decision foreign policy program, the Library’s 20th Anniversary planning, end-of-year finance totals, tracking Overdrive eBooks separately because they are not included in the Horizon count, and ILL fines. Donna asked about the February open house and the status of the research on new ILS software.

Friends of the Library: Friends Secretary Jean Soderquist reported on the Holiday Tea and end-of-year financials. The next Friends meeting is on February 12, and the Winter Book Sale is February 23rd.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: Margaret said the new plantings are doing well and thanked the Friends and Garden Club for their support of the project. Phil said he asked Dallas Electric to research changing out the wall sconces, which have been problematic for many years. There may be rebate money from OPALCO for the project.

Finance: Donna mentioned the new BARS system for 2013.

Policy & Personnel: None.

PUBLIC COMMENT — Alan asked County Council candidate Greg Ayers to address the Board on his background and experience for the Orcas Council seat.

CALENDAR — None.

OTHER — Tom recommended the Galileo play at Orcas Center (including the shameless self-promoting of his role).
EXECUTIVE SESSION – The Board moved into the scheduled Executive Session at 10:48 a.m. for the review of the Director. The Board returned to Regular Session at 11:40 a.m. Alan added a follow-up executive session to the January 22 Board Work Session.

There being no further action, the Meeting was adjourned at 11:45 a.m.

Submitted by Mary Pugh

Approved ______________________________
1. Coffee, introductions, and agenda (9:00 am)

Board President Alan Lichter and Trustees Donna Riordan, Tom Fiscus, Rachel Newcombe, and Margaret Payne; architect and community facilitator Fred Klein; and Library Director Phil Heikkinen were in attendance. Alan convened the meeting at 9:10 am. After Board discussion, he noted that due to the importance of spending adequate time on the first two discussion topics, the Board may or may not have time for full discussion today of the final four topics.

2. Possible Library building addition (9:30), combined with
3. School and public library possibilities (11:30)

Fred facilitated this discussion. The Trustees reviewed previous discussions about whether the Library needs an expansion; and if so, how best to design the space; also, community involvement and process; funding and timeline; and alternatives to a building project, such as offering more services with community partners and away from the building.

Attendees shared what they considered their most important issues to resolve during this discussion, especially before any vote is taken.

Donna proposed the idea of considering, simultaneously, a building addition and possible collaboration with OISD to operate the school library.

The group took a break from 10:45 to 11 am.

After the break, discussion centered on the implications of pursuing both a building addition and a possible collaboration with OISD, including the likely time commitment by the Trustees and the process of involving and communicating with the community. Attendees favored pursuing an expansion of less than 2000 square feet, along with a commitment to continue exploring the possibility of collaborating with OISD to operate the school library. We could connect the community conversation with the celebration of the building’s 20th anniversary. Alan discussed the timing and amount of a likely levy lid lift election.

4. Lunch (noon)

After lunch and further discussion, Margaret proposed the following motion, seconded by Rachel Newcombe:

**OIPL Priorities for 2013:**

*The OIPL Board of Trustees agrees to engage in two simultaneous activities in conjunction with the 20th anniversary celebration of the Library in its current location:*

1. To plan and secure funding for an expansion to our library building to improve library services to the Orcas Library user community; and
2. To engage in exploration with OISD toward possible collaborative operation of the School Library.*
The motion passed unanimously.

5. Library development and fundraising (12:30)

Phil summarized his research into the restrictions, if any, on direct fundraising by public library districts in Washington, especially based on feedback from mrsclibrary.org via the State Library, and from the Jefferson County Library, which had conducted similar research a couple of years ago. The basic message is that public library boards in Washington have wide latitude for conducting direct fundraising for both capital and operating funds, in order to support the financial stability of the public library districts for which they are responsible.

6. Board and Director priorities for 2013 (1:00)

Any discussion of priorities beyond those listed above was tabled until future meetings.

7. 20th anniversary of the building (2:00)

This was tabled until future meetings.

8. Executive Session for review of Director (2:30 to 3:00 pm)

This was tabled until a future meeting.

President Alan Lichter adjourned the meeting at 3:05 pm.
Orcas Island Public Library
School-Public Library Discussions about Library Services for Students and Families
Meeting Notes, January 30, 2013; by Phil Heikkinen, OIPL Director

The meeting began at 8 am at the OISD Library. We had no prepared agenda. Attendees included Kyle Freeman, Maria Doss, and Barbara Kline (who arrived later) for OISD; Tom Fiscus, Donna Riordan, Rachel Newcombe, and Phil Heikkinen for OIPL. Notes from the discussion include:

- Rachel reminded everyone about the checklist of considerations from the New Jersey Library Association, which addresses whether and how school and public libraries might best operate jointly (http://www.njla.org/content/njla-statement-schoolpublic-library-joint-use-standards); also, note the document produced by the American Library Association that discusses at length the history, alternatives, and considerations for school-public library collaboration (http://www.ala.org/aasl/aaslpubsandjournals/slmrb/slmrcontents/volume32000/relationships#roles). [For additional resources, also visit the American Association of School Librarians at http://www.ala.org/aasl/; also do a web search for the Texas State Library’s Handbook for Planning Joint Use School/Public Libraries.]

- Kyle shared an update on the current legislative session in Olympia, in particular funding for public schools in Washington. He is hopeful that we will see some improvements in the new biennial budget.

- We discussed the status of the planning for how best to implement the school’s bond project, for example making sure the new school library includes appropriate spaces for individual and group study sessions, including for the OASIS program. Also, we talked about public access to the study rooms, computer lab, meeting room(s), and technology systems. Incidentally, the school’s website shares information about the current timetable for this project at http://www.orcasislandschools.org/.

- Phil discussed the importance of configuring the best possible package of resources and services, and then communicating our message clearly with the community, in order to achieve a successful levy lid lift. We talked about the overall need to design the best long-term, sustainable funding scenario.

- Next steps: review the OISD-OIPL Memorandum of Understanding and think more about the range of alternatives for how collaboration might operate in practice. Also, we will each work at creating an outline and sequence for our upcoming topics of discussion, including any questions that need resolution.

- Anyone interested can attend the next OISD bond advisory committee meeting at 4:30 pm on February 14, in the OISD Library.

- We scheduled our own next meeting for 8 am on March 5, also in the OISD Library.

Submitted by Phil Heikkinen

_________________________________________
Board Secretary
Library Board Vice-President Donna Riordan convened the meeting at 8:05 a.m. in the Community Room of the Library. Also attending were Trustees Rachel Newcombe and Margaret Payne; Library Director Phil Heikkinen; and Friends Treasurer and Library volunteer Lynn Carter.

**WELCOME & INTRODUCTIONS** – Donna welcomed everyone.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Phil requested that review and approval of Notes from the January 22 Board work session be added to the agenda. Also, Donna corrected the date for the Minutes from January 8, which are on the agenda for review and approval.

**ROUTINE MATTERS**

- **Minutes and Notes**: The Board reviewed the January 8, 2013 Regular Board Meeting Minutes and made two corrections. Donna made a MOTION to approve the Minutes as corrected, Margaret seconded, and the MOTION passed unanimously.
- Rachel made a MOTION to approve the Work Session Notes as submitted, Margaret seconded, and the MOTION passed unanimously. Donna thanked Lynn, Holly King, and Phil for filling in during Mary Pugh’s absence.

- **Vouchers and Payroll**: Donna said she had reviewed the February 2013 payroll and the January invoices, and recommends approval.

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Donna made a MOTION to approve the February payroll; Margaret seconded, and the MOTION passed unanimously. Donna made a MOTION to approve all payments from the invoice accounting reports, Margaret seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **OISD Library Update**: Discussion began with a recap of the meeting on January 30, which Trustees Rachel, Donna, and Tom attended, along with Phil. K-6 Principal Kyle Freeman and School Librarian Maria Doss represented OISD, joined later in the meeting by Barbara Kline. Rachel shared a correction for Phil’s notes for that meeting, distributed previously via email, in that the next meeting for this group will be at 8 am on March 5 (not on March 3 as in the original meeting notes). Some of the discussion items included the school bond project, including elements that might be included in a
remodeled library, such as a computer lab, maker spaces, and study/tutoring rooms; and possible funding improvements at the State level. We will continue to discuss possible specific alternatives for collaboration.

**Library Building Expansion Discussion**: Margaret discussed her draft prospectus and the multiple indications that the Library needs more people space of various types, also, the apparent trends in how people are using public libraries. Other topics included timing and amount of a possible levy lid lift election; how to interact most effectively with the community about this project, for example going beyond basic surveys; how to incorporate the school library discussion; working on cost estimates; possible increases and changes in staffing to enhance our services beyond the status quo; advocating with the community about the benefits. Donna discussed ideas for boosting the Library’s support for distance learning; also, she suggested scheduling a special board work session to focus on the community conversation. The Board agreed on the need for a good timeline and milestones for the coming months.

Donna made a **MOTION** to schedule a three-hour Board work session on March 9; Rachel seconded, and the **MOTION** passed unanimously.

**The Board took a break from 9:10 to 9:20 a.m.**

**NEW BUSINESS**

**Relevant News and Issues**: Donna thanked the staff and volunteers for the February 6 Open House, including Kathy Lunde, who coordinated it; volunteers Marcia Spees and Leith Templin; and volunteer Carla Stanley, who created the display panels and collage of photographs.

**Director’s Report**: Phil said he will write up and share notes from his experiences at the recent Washington Directors’ Meeting and the ALA Midwinter Conference, both in the Seattle area. He mentioned three possible OICF grant applications in partnership with others in the community. Donna asked about the possible grants, for more details about some sections of the report, and discussed the potential for increasing endowment donations.

**Friends of the Library**: Friends Treasurer Lynn Carter reported on the upcoming Winter Book Sale on February 23, income from eBay booksales, the August 10th Library Fair, and use of an online book vendor, B-Logistics, to sell remainders from our local sales.

**REPORTS FROM ACTIVE COMMITTEES**

**Collection Management**: None.

**Community Relations**: Phil mentioned an accident in which a library user fell in our parking lot, and has been working with the insurance company on this; we do have no-fault coverage for medical reimbursements, if necessary. Donna noted that by the March 12 meeting, the Board will be able to share information from the special meeting on the 9th.

**Facilities & Systems**: Donna said she would like to expand this committee to include community members as we move into the building project.

**Finance**: Donna said she would like to add community members to this group too, as appropriate for our needs.

**Policy & Personnel**: None.
PUBLIC COMMENT – None

CALENDAR – Phil and the Board will confirm specific time and place for the March 9 meeting.

OTHER – None

There being no further action, the Meeting was adjourned at 10:19 a.m.

Submitted by Phil Heikkinen

Approved  ________________________________
Library Board Chair Alan Lichter convened the meeting at 9:00 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcombe, and Donna Riordan; Library Director Phil Heikken; staff members Nita Couchman and Mary Pugh; and Friends Representative Carol Ordway.

**WELCOME & INTRODUCTIONS** – Alan welcomed everyone. He reported the Board’s decision at the March 9th meeting to move the regular monthly Board meetings to a 9:00 a.m. start time.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel said she will need to leave by 10:45 am.

**ROUTINE MATTERS**

- **Minutes and Notes**: The Board was unable to approve the Minutes of the February 12 meeting because there was not a quorum of attending Trustees.

  The Board reviewed the Meeting Notes from joint discussion with the School District on October 23, November 20, & December 14, 2012 and January 30, 2013. Donna made a **MOTION** to approve the Notes, Tom seconded, and the **MOTION** passed unanimously.

  - **Vouchers and Payroll**: Donna said she had reviewed the March 2013 payroll and the February and March invoices, and recommends approval. Donna said she is available to meet any Board member who would like to more fully understand the approval process.

    | Date       | Description                        | Amount  |
    |------------|------------------------------------|---------|
    | 2/11/2013  | Invoice Accounting Report          | $6,381.25 |
    | 2/20/2013  | Invoice Accounting Report          | $2,374.05 |
    | 2/26/2013  | Invoice Accounting Report          | $4,703.91 |
    | 6/6/2013   | Invoice Accounting Report          | $2,889.31 |

  Donna made a **MOTION** to approve the March payroll; Tom seconded, and the **MOTION** passed unanimously. Donna made a **MOTION** to approve all payments from the invoice accounting reports, Rachel seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **OISD Library Update**: Collaboration talks continue with the next meeting April 2nd at the school. Donna said the discussions seemed to have influenced the school’s space allocation.

- **Library Building Expansion Discussion**: The Board reviewed and made changes to a draft of a guest column to the newspaper. Donna will work with Phil to develop a prospectus for the May meeting, noting that a lot of the information is available.
Board Work Session Follow-up: Phil will coordinate responses from the Board on the issues raised at the meeting.

**The Board took a break from 9:55 to 10:03 a.m.**

**NEW BUSINESS**

**Relevant News and Issues**: Donna voiced concerns about a registered level 2 sex offender now living on the island. Phil discussed the Library’s policies and said that staff will continue to monitor the situation.

**Director's Report**: Phil said he added statistics for audio and eBook checkout, noted a potential seed library, and reviewed his report. The Board discussed fees, fines, core services, annual reports, preschool programs, the library intern’s resignation due to time constraints, and adding Echeckout statistics separately. Phil said Orcas will host a State Library training session on customer service, April 8th

**Friends of the Library**: Friends Representative Carol Ordway talked about selling books on eBay. Also, seven pallets of books went to the online book vendor, B-Logistics.

**REPORTS FROM ACTIVE COMMITTEES**

- **Collection Management**: None.
- **Community Relations**: None.
- **Facilities & Systems**: None.
- **Finance**: None.
- **Policy & Personnel**: Rachel noted Nita’s anniversary. Alan asked about recent student behavioral problems. Phil said he sees frequent dialogue as the most effective approach.

**PUBLIC COMMENT** – None

**CALENDAR** – None.

**OTHER** – None

There being no further action, the Meeting was adjourned at 10:40 a.m.

Submitted by Mary Pugh

Approved  ___________________________
Library Board Chair Alan Lichter convened the meeting at 9:02 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcombe, Margaret Payne, and Donna Riordan; Library Director Phil Heikkinen; staff members Nita Couchman and Mary Pugh; and Friends Secretary Jean Soderquist.

WELCOME & INTRODUCTIONS – Alan welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Rachel said she will need to leave by 10:45 a.m.

ROUTINE MATTERS

Minutes and Notes: The Board reviewed the Minutes of the February 12 meeting. Margaret made a MOTION to approve the Minutes. Donna seconded, and the MOTION passed with Alan and Tom abstaining.

The Board reviewed the Minutes from the March 12, 2013 and made a correction on line 36. Donna made a MOTION to approve the Minutes, Tom seconded, and the MOTION passed with Margaret abstaining.

Vouchers and Payroll: Donna said she had reviewed the April 2013 payroll and the invoices, and recommends approval.

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Donna made a MOTION to approve the April payroll; Alan seconded, and the MOTION passed unanimously. Donna made a MOTION to approve all payments from the invoice accounting reports, Rachel seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

OISD Library Update: Donna reported on the April 2nd meeting covering the school’s plan and design, a pilot 2013 summer program, the current inter-agency agreement between the Library and school, and cooperation with Orcas Parks and Rec. There will be a workshop April 23rd to explore more ideas. If the Library decides to provide summer services, it could impact the budget.

Library Building Expansion Discussion: The Board discussed the April 3rd article in the Sounder, and how to better provide correct and useful information to the community. Individual Trustees should not be speaking for the Board, and a chain of responsibility should be followed.
The Board discussed Donna’s and Tom’s April 4th Memo and Timeline. They envision forming task force committees involving experts in the field and interested community members, researching, forming conclusions, and reporting to the Board. The Memo listed several topics needing additional information, and the Board felt some topics could be combined. Assigned areas are: Statement of Need -- Rachel, Margaret, and Alan; Broadband Access – Tom; Community Technology – Donna (Tom and Donna might combine broadband and technology); Energy Efficiency and Green Building – Margaret; Costs and Financing – Donna; Governance Roles/Responsibilities -- Rachel and Tom.

After final reports, Phase II would develop a long and short version of a prospectus. Phase III would be fundraising, Phase IV— design, and Phase V – construction. Phil said that it is difficult to get accurate cost estimates without design concepts. Donna suggested getting current cost information on recent projects, i.e. the remodel at the school, the Deer Harbor Fire Station, and other public work projects. She said it is important not to undersell the project and to get good cost estimates. Donna said the school is locked into a set budget; however, the Library is not. She and Tom said that vision and excitement would generate donations.

The Board discussed formation of the task forces, small individual and public meetings, reporting, and updates for the May meeting.

The Board took a break from 10:15 to 10:23 a.m.

20th Anniversary Update: Phil discussed the Picnic Open House date change to July 13th. He updated the Board on the entertainment, and on the March and April speakers.

NEW BUSINESS

Resolution for splitting Petty Cash and Change funds: This item has not been finalized and is continued to the May Meeting.

REPORTS FROM ACTIVE COMMITTEES

Policy & Personnel—New Policies for Programs and Credit Card Use: Phil said that during the Library’s audit interview, the State Auditor recommended having policies in place for refreshments at programs, and a policy on use of District credit cards. Phil could not find samples at other Washington libraries; however, other government agencies have enacted those policies. Rachel made a MOTION to adopt the new credit card policy. Margaret seconded, and the policy was unanimously approved.

The Board reviewed the new program policy, which addresses refreshments and book signings. Rachel made a MOTION to adopt the program policy and Margaret seconded. Alan discussed a change to paragraph three. The corrected program policy was unanimously approved.

Rachel left the meeting at 10:43 am.

NEW BUSINESS

Relevant News and Issues: Phil mentioned a retrospective of architect Henry Klein (designer of the Library building) from April 14 to June 13 at the Skagit County Historical Museum. Phil passed around the current United For Libraries magazine, which is available through the Trustee Zone of the ALA website.
Director’s Report: Phil asked if there were questions on his report. He highlighted the Seed Library project, a slip and fall claim, staff training on customer service, and the audit interview. The Board asked about guest speaker Nancy Pearl, Boomer Boot Camp Health Week, and literacy outreach. Donna asked to have event attendance listed on the staff reports about programs.

Friends of the Library: Friends Secretary Jean Soderquist presented the quarterly financial report, lobby and eBay book sales, B-Logistics, and lack of buyers for hardback fiction. Jean said the Library Fair will be held on the Library’s grounds. The committee is finalizing plans and logistics.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: Phil said weeding continues, referring to his report.

Community Relations: Tom said he received questions on the building project and will open a dialog.

Facilities & Systems: Margaret said the grounds will receive routine spring maintenance. Phil noted the cleanup in Library Park.

Finance: Donna gave out the Library’s 1st Quarter P&L and explained the new account numbers.

Policy & Personnel: Phil said the Library had closed during the staff in-service training. He asked the Board to approve the in-service as one of the two annual staff retreats, and the Board agreed.

PUBLIC COMMENT – None

OTHER – Donna asked if there was a way to gather all the different conversations, anecdotes, reports, etc. on the expansion discussion.

There being no further action, the Meeting was adjourned at 11:17 a.m.

Submitted by Mary Pugh

Approved ______________________________
Attendees included Trustees Rachel Newcombe, Margaret Payne, and Alan Lichter; Director Phil Heikkinen; and community members Fred Klein and Harvey Himelfarb.

1. We discussed the process and timeline for developing the needs statement. Some of the elements will include:
   a. Writing the narrative based on data, previous community feedback and needs assessment, direct observations, anticipating the difficult questions, and telling stories
   b. Holding at least one public meeting designed to gather further community feedback
   c. Sharing a draft at the May 14 board meeting, and be ready to include the needs statement in the prospectus by the time of the June board meeting

2. What to include?
   a. Statistics comparing current and previous years
   b. Discussion about not being able to meet current and evolving needs. How do we know?
      i. Invite people to walk into the building and pay extra attention to the space
      ii. Recent surveys
      iii. Needs assessment process this past summer
      iv. Statistical comparisons with previous years
      v. Direct feedback that we’ve received from the public
      vi. Staff feedback
      vii. Volunteer feedback
      viii. Director’s observations and analysis
      ix. Anecdotes, stories

3. Margaret reminded us of the New Republic article we shared recently, “The revolution at your public library,” which discusses sweeping changes in how communities are making use of their libraries as flexible public spaces for learning, networking, self-employment activities, and personal growth. The changes are significant when compared to the traditional library emphasis on collections. We are having difficulty in responding to this new type of use in our current facility.

4. Responding to the difficult questions: this needs to be part of the prospectus, as well as part of our repertoires when out in the community.

5. Public comment:
   a. Harvey encouraged us to be able to respond effectively to any decreases in recent door count and checkouts, for example using it as one means of explaining why we are not meeting current needs; offer a series of options to the public, so that we can allow for ranges of responses while also guiding the dialogue; share how libraries have changed; describe how we need to renew our library in response to changing needs, and how adding new kinds of spaces is one of the important responses; being able to explain how we need to strengthen the library as a knowledge place for independent learners and members of a democracy; how we help develop intellectual literacy in the 21st century; we help people to test the reliability of the flood of information that they encounter on the internet; also, the possibility of asking the public to weigh on the possibility of public funding for the project (perhaps at meetings and/or by survey).
   b. Fred Klein offered to help us work on scoping the project so that we can define for architects the problems we would like them to solve. The various stages for which we could
invite architectural work include schematic designs, design development, and construction
documents.

6. Rachel offered to start working on the narrative, starting with the work that Margaret drafted
previously.

7. Margaret suggested the idea of contacting donors and other project participants from 20 years ago,
offering them the opportunity of being involved again.

8. Alan suggested that given the contributions from the Friends and the Library reserve funds, the
remaining burden might really be manageable through a broadly inclusive fundraising campaign.

9. We revisited the recent door count and checkout trends. Part of the explanation seems to be the
economy, in that people are reducing trips to Eastsound; also, we know we are not meeting the
needs for varied types of seating; use of ereaders and other devices (both for reading and other
activities) has replaced some book use; some people come less often because the building is
crowded, plus having no dedicated quiet areas; our new Long-Range Directions statement indicates
changing uses and priorities for the Library beyond the collection.

10. We agreed that making the case for the Library’s changing needs in contributing to the island’s
quality of life can in turn help make the case for an expansion.

11. Phil will review the most relevant statistics, including, as appropriate, how we compare with other
libraries.

Presented by Phil Heikkinen

Approved:

________________________________________

Board Secretary
Orcas Island Library District
Library Board Vice President Donna Riordan convened the meeting at 9:02 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcombe, and Margaret Payne; Library Director Phil Heikkinen; staff members Nita Couchman and Mary Pugh; and Friends Representative Tim Lunde.

**WELCOME & INTRODUCTIONS** – Donna welcomed everyone.

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

**ROUTINE MATTERS**

Minutes and Notes: The Board reviewed the Minutes of the April 9, 2013 meeting. Rachel made a MOTION to approve the Minutes. Tom seconded, and the MOTION passed unanimously.

A quorum was not available for the Board to proceed with the Notes from May 1 Needs Statement Taskforce meeting.

Vouchers and Payroll: Donna said she had reviewed the April 2013 payroll and the invoices, and recommends approval.

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Donna made a MOTION to approve the May payroll: Tom seconded, and the MOTION passed unanimously. Donna made a MOTION to approve all payments from the invoice accounting reports, Rachel seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

OISD Library Update: Donna reported on the April 23rd meeting discussing partnerships between the Library, school and parks district for a pilot 2013 summer program. She estimated the potential financial impact for the Library at $2500, which would cover 8 weeks at 10 hours per week. Donna asked for a consensus of the Board to proceed with the program based on the $2500 estimate. The Board unanimously agreed.

Library Building Expansion Discussion-Task Force Committee Reports:

- Need statement – Rachel will send the working draft to the Board and request responses to Phil who will merge them into one document. The Board briefly discussed email responses and the OPMA.
- Broadband – Tom has meetings scheduled and requested copies of the Library’s Technology Plans. Phil said the OPALCO broadband project to bring high speed connectivity to areas outside the Eastsound core could impact how the Library’s network is used.

- Energy/Green building – Margaret’s research indicates that a combination of active and passive energy efficiencies could reduce energy cost as much as 60%. Unfortunately there are few grants available to help with the additional cost.

- Community technology – None.

- Costs and financing – Donna said she is querying other libraries on alternative financing schemes including private borrowing.

- Government roles and responsibilities – Tom asked if the Library District would receive help in the permitting process from San Juan County. Phil said that we would be a normal applicant. Also, we would need to comply with rules for public works projects.

- Communication – Rachel would prefer to wait until the prospectus is finished before issuing any more publicity. Donna agreed; Tom and Margaret have received positive public input about a potential expansion.

The Board took a break from 10:02 to 10:08 a.m.

20th Anniversary Update: Phil updated the Board on the entertainment and the speaker series.

NEW BUSINESS

Relevant News and Issues: None

Director’s Report: Phil said he has a vacation scheduled that would cause him miss the July 9 Board meeting. The Board agreed to move the meeting to July 16. Discussion on the Director’s report included the NEA grant collaboration with the Museum, door count and check out statistics, growth of eBooks and audio downloads, and logo design discussion.

Friends of the Library: Friends Representative Tim Lunde reported on the new location of the Library’s grounds for the upcoming fair, booth registration, and bringing back the Beer Garden. Donna will attend today’s meeting.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: Margaret thanked Pierrette for her continued work on the grounds. The Board expressed how nice the landscape looked.

Phil said the review of different Integrated Library Systems (ILS) software continues, with several vendor online presentations coming up soon.

Finance: Petty Cash Resolution - Donna presented Resolution 01-2013 designating the $150 petty cash fund as a $50 petty cash fund and $100 change fund. The formal designation by resolution was advised by the State’s Auditor. Donna made a MOTION to adopt Resolution 01-2013 Splitting the Petty Cash Fund. Margaret seconded and the MOTION passed unanimously.
Policy & Personnel: None.

PUBLIC COMMENT – None

OTHER – None.

There being no further action, the Meeting was adjourned at 10:45 a.m.

Submitted by Mary Pugh

Approved

_______________________________
Library Board Vice President Donna Riordan convened the meeting at 8:30 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcombe, and Margaret Payne; Library Director Phil Heikkinen; staff members Martin Arnold and Mary Pugh; and Friends President Pierrette Guimond.

WELCOME & INTRODUCTIONS – Donna mentioned Alan’s absence, and welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Rachel asked to set the date for the mid-year Board work session. Donna added the audit exit interview.

ROUTINE MATTERS

Minutes and Notes: The Board reviewed the Minutes of the May 14, 2013 meeting. Rachel made a MOTION to approve the Minutes. Tom seconded, and the MOTION passed unanimously.

A quorum of the Board was not available for the Board to proceed with the Notes from May 1 Needs Statement Taskforce meeting, attended by three Trustees. It is unlikely that all three of the attendees will ever be available in a future meeting, given the expected resignation of one of the attendees. However, Rachel and Margaret agreed that the notes were an accurate representation of the meeting.

Vouchers and Payroll: Donna said she had reviewed the June 2013 payroll and the invoices, and recommends approval.

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Donna made a MOTION to approve the June payroll; Tom seconded, and the MOTION passed unanimously. Donna made a MOTION to approve all payments from the invoice accounting reports, Margaret seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – Pierrette commented on the landscape and gardens. She has received many positive comments and believes everything is in shape for the July picnic. She is having fun with volunteer Phil Burbo and appreciates his help.

PLANNING & PRIORITIES

OISD Library Update: Phil said that Orcas Park and Recreation had summer event plans in place and the Library will fill in with some additional events in some areas. School Librarian Maria Doss will be hired as a part-time consultant and work with Children’s Librarian Nita Couchman. The Board discussed publicity, funding, and future strategy meetings.
Library Building Expansion Discussion - Task Force Committee Reports:

- Need statement – Rachel continues work on the draft. She will meet with Margaret and Phil for edits.

- Broadband – Tom met with Jay Kimball, OPALCO’s broadband consultant, and learned about the fiber-optic backbone for the island. He learned that the Library is already on the backbone; that 30% of downloads are for video streaming, i.e. Netflix; overall usage is expected to grow 32% per year; and, the Library could possibly increase its capacity with improved equipment.

  The Board discussed how demand will affect the use at the Library, sponsoring “hot spots” in outlying areas; acknowledging the Library’s relationship with the OPALCO backbone, that “broadband is the energy of the information age,” and that the Library should be the information center for the community.

  Phil reviewed the broadband with Network Administrator Tony Ghazel during the break. Tony said the configuration constraints are budgetary, as our service is based on what level we choose to purchase.

- Energy/Green building – None. Tom had a discussion with Norm Stamper on incorporating security and crime prevention into the design of an addition. Budget considerations would have to be addressed, but it is worth considering during the design phase.

- Community technology – Donna suggested merging this with Broadband.

- Costs and financing – Donna gave out a summary of financing options that the Board reviewed.

- Government roles and responsibilities – None.

- Communication – Donna said our 2012 report to the Washington State Library had good statistical information that can be used in the needs statement. Rachel said surveys of the volunteers could show how the library is used and help us to understand the needs. Giving a presentation at the Chamber’s annual meeting this fall was discussed.

The Board took a break from 9:37 to 9:43 a.m.

20th Anniversary Update: Phil reported on the upcoming Cybersecurity Lecture.

The Board discussed having a survey at the picnic.

NEW BUSINESS

Relevant News and Issues: None

Director’s Report: Phil reported on the exit interview for the Library’s triennial audit that included recommendations for cash handling, amending the credit card policy to include more details about travel, and reconciling purchases with received items. He said he will be addressing the issues with the staff and updating procedures. Donna said her takeaway from the interview was that nothing is being done wrong, but some could be done better. She was disappointed the auditors did not offer any examples of best practices, and that no consideration was given to the staff size or time constraints.
Phil also reported on logo designs, Health & Wellness Week, Storytime, and children’s’ book club.

Friends of the Library: Friends President Pierrette Guimond gave an update on the Library Fair, the different ways they are selling books, and the September 15 Annual Meeting. Pierrette confirmed her resignation from the Friends’ Board effective August 15. She has enjoyed her tenure and feels the Board is in a good position for her to step down early. There is no Library Board representative for today’s meeting. Rachel will attend the July 9 meeting.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.
Community Relations: None.
Facilities & Systems: Margaret said additional plants had been placed outside. Phil said there is a “buyer’s market” regarding the purchase of the Integrated Library Systems (ILS) software, and staff reviews are continuing.
Finance: Donna said budget amounts are within acceptable ranges. Phil said a mid-year financial review would happen in July.
Policy & Personnel: Donna said the credit card policy would be updated regarding travel, based on the Auditor’s recommendations.

PUBLIC COMMENT – Pierrette said the Board needed to be cautious on where donations for an addition are deposited. Also, it was her understanding that OPALCO was stepping back from their broadband initiative, working instead with private companies to provide the service.

OTHER – The Board added an afternoon work session to the August 13 meeting. They requested that an invitation be issued to Fred Klein.

There being no further action, the Meeting was adjourned at 10:15 a.m.

Submitted by Mary Pugh

Approved

______________________________
Acting President Donna Riordan convened the meeting at 8:15 A.M. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcombe, and Margaret Payne; and Library Director Phil Heikkinen. There were no guests.

WELCOME & INTRODUCTIONS – Donna welcomed everyone.

1. TRUSTEE RESIGNATION – Donna noted that this meeting was scheduled due to Alan Lichter’s resignation on June 14, effective immediately, due to health reasons. Because Alan was President, and Donna was Vice-President, the By-Laws stipulate that she will serve as Acting President until new officers are elected at the next monthly meeting, which is scheduled for July 16. She asked that, in preparation, the Trustees consider what role(s) they would like to play on the Board.

2. PROCESS TO FILL TRUSTEE VACANCY – Donna said that we are now entering a process to fill the remainder of Alan’s term through the end of 2013, and possibly for another five years if the new Trustee is reappointed for a full five-year term.

   The County has a new process this year for appointing Library Trustees, in which the Board President recommends a candidate, whom the County Council then reviews and possibly appoints. This gives the Library some flexibility: for example, we can either recommend a candidate from a previous round or recruit new candidates using a wider search. This would enable us to make sure we are seeking candidates with specific skill sets.

   Donna listed what she felt would be useful areas of expertise for a new candidate, including:
   • Public financing
   • Bond counsel (including legal expertise)
   • Construction management
   • Public relations
   • Fundraising (both strategy and the “ask”)
   • Information technology
   • Energy efficiency

   Margaret added that demographic balance is good, for example by adding a parent with young children. She added that, of the competencies listed, she felt that fundraising and construction management were both important. Equally, she felt that we need to find a hard worker who is a passionate library user.

   Rachel said she would like someone with expertise in developing a fundraising campaign, and agreed about aiming for demographic balance.
Tom said that unfortunately the time commitment may be difficult for someone with school-age children; and agreed about the preference for someone with development expertise.

The group agreed that it made sense to open up the current process to new potential Trustees, and discussed possible community members who might either be willing to be a candidate or could identify people with the desirable qualities.

Each of us will contact people that we feel would be appropriate; and we will invite the staff and volunteers to share suggestions. Phil will write up a notice about the opening for the print and online news outlets, listing the preference for someone with fundraising and development experience who is passionate about public library service. The application deadline will be July 12.

Phil and Mary Pugh will accept the letters of interest and resumes/CVs and distribute them to the Board, which will bring recommendations to the July 16 meeting. Donna and Rachel will then interview the recommended candidates, followed by Donna’s recommendation to the County Council. We hope to have someone appointed in time to attend the August 13 Library Board meeting.

3. PUBLIC COMMENT – There was none.

4. ADJOURNMENT – There being no additional business, the meeting was adjourned at 9:06 A.M.

Submitted by Phil Heikkinen.

Approved
Library Board Vice President Donna Riordan convened the meeting at 9:01 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Rachel Newcombe, and Margaret Payne; Library Director Phil Heikkinen; and staff member Mary Pugh.

**WELCOME & INTRODUCTIONS** – Donna welcomed everyone. Several Trustees commented on the sudden passing of former Board President Alan Lichter.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel said she needed to leave at 10:45 a.m. Donna added the election of the Board President to Other Business. Rachel asked to also include a discussion on changing the meeting start time.

**ROUTINE MATTERS**

- **Minutes**: The Board reviewed the Minutes of the June 11 and 19, 2013 meetings. Margaret made a MOTION to approve the June 11 Minutes. Tom seconded, and the MOTION passed unanimously. Margaret made a MOTION to approve the June 19 Minutes. Tom seconded, and the MOTION passed unanimously.

- **Vouchers and Payroll**: Donna said she had reviewed the July 2013 payroll and the invoices, and recommends approval.

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Donna made a MOTION to approve the June payroll; Rachel seconded, and the MOTION passed unanimously. Donna made a MOTION to approve all payments from the invoice accounting reports, Margaret seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **OISD Library Update**: Phil reviewed the summer event’s schedule and estimates the consultant costs between $1,500 and $2,000. He said an interlocal agreement between agencies was signed with the Orcas Island Park & Recreation district. Donna wants to continue to have the OISD-OIPRD topic on the agenda.

- **Library Building Expansion Discussion-Task Force Committee Reports**:

  - **Need statement** – Rachel sent a draft to the Trustees and requested responses be sent to Phil. Phil reviewed the needs survey that was done at the July 13th Picnic. There were about 190 responses and staff will be inputting them into Survey Monkey to compile the results.
• Broadband – Donna wants to explore increasing the broadband in 2014 and would like information on how it would affect the budget. Right now, usage is not constrained by the hardware, only by the budget. Phil remarked on the increased usage with services for telecommunication and video downloads. Margaret noted the lack of space for people wanting to use their own laptops.

• Energy/Green building – None.

• Community technology – None.

• Costs and financing – None.

• Government roles and responsibilities – None.

• Communication – None.

20th Anniversary Update: Phil said about 700 attended the Picnic, and we served about 475 meals. The Board thought it was an amazing event and was glad it was not combined with Library Fair.

Trustee Recruitment: Donna and Rachel will interview candidates. The Board will meet to finalize on Tuesday July 23rd at 8:30 a.m. The President will then contact the County Council with a recommendation.

August Board Work Session – Phil will ask Fred Klein, Martha Farish, and Tony to join the meeting. Tom will contact Jay Kimball. The agenda will focus on the building expansion and capital funding.

NEW BUSINESS

Relevant News and Issues: None

Director’s Report: Phil asked if there were questions about his report. The Board discussed the summer program schedule and attendance, Sunday hours and scheduling, and vacation coverage. He mentioned the Microsoft IT Academy subsidized by the State Library and available for use through libraries. Tom asked about smartphone and/or tablet apps that allow access to the Library’s website. Phil said Martin is updating the website for all devices. Tom said he meant special apps that accessed the website. Phil will follow up with Martin.

Phil talked about the revamping of the Whole Islands Network (formerly Whole Islands Catalog) website, which shares information about the community. Tom suggested that a disclaimer stating that the Library does not endorse or recommend any of the participants would be appropriate. Donna asked how the website is an appropriate Library program. Phil said that there are community information portals available in ILS software programs, like the Library’s Horizon software. He said it would be an online equivalent to bulletin boards or pamphlets. Margaret compared it to providing voter information, a “what’s happening,” the community calendar, or an online kiosk. Donna saw the usefulness, but wanted the Library’s presence more clearly stated on the website. Phil said it was in the first stage of redesign, which would definitely include information about our role.

The Board took a break from 10:01 to 10:03 a.m.

Friends of the Library: There was no Friends representative. Rachel said they are concentrating on the upcoming Fair. Phil said Tim Lunde will be the new President.
REPORTS FROM ACTIVE COMMITTEES

Collection Management: Donna asked what the committee was currently doing. Margaret said the structure has changed over time, and they are not currently meeting. Phil said that in early days of the district, volunteers had major responsibility for purchase decisions. However, the staff has since taken over the selection and ordering. He said that Alan had thought a Board committee would boost community involvement. Margaret said a Board committee is not viable and there was no energy to sustain it. Phil said the staff has the pulse of the community and has the knowledge and skill to do the job.

Community Relations: Tom mentioned the article about Alan in the paper. Donna asked about follow-up on the Picnic and surveys. Phil will have a thank-you letter in the paper and survey information at the August meeting.

Facilities & Systems: Margaret said the grounds looked great for the Picnic and thanked Pierrette for her hard work.

Finance: Donna said the 2nd quarter reports showed below par spending, which she attributes to upcoming annual payments. Phil noted that the update to the BARS account numbers happened after the budget was adopted in November and accounted for some lines being over budget.

Policy & Personnel: Phil said he will soon work on updating the credit card and cash handling policies.

MEETING TIME and ELECTION OF OFFICERS

The Board discussed moving the start time of the regular monthly meeting to 8:30 a.m. Rachel made a MOTION to begin the regular monthly meeting of the Board of Library Trustees to 8:30 a.m. on the second Tuesday of each month. Margaret seconded, and the MOTION passed unanimously.

Donna noted that she has been acting President and that the Board needed to elect a President. Donna said she feels privileged to work with the other Trustees and would like to remain Vice-President and chair of the Finance Committee. Donna made and Margaret seconded, a MOTION to elect Rachel as President of the Board of Trustees. Tom said Rachel was a great choice. Rachel said it was a great team. The MOTION passed unanimously.

PUBLIC COMMENT – None.

OTHER – Donna read a resolution commemorating the contributions and achievements of former Library Trustee Alan Lichter. Margaret made a MOTION to adopt Resolution 2-2013. Rachel seconded and the MOTION passed unanimously.

There being no further action, the Meeting was adjourned at 10:33 a.m.

Submitted by Mary Pugh

Approved

MINUTES July 16, 2013
President Rachel Newcombe convened the meeting at 8:34 A.M. in the Main Reading Room of the Library. Also attending were Trustees Donna Riordan and Margaret Payne; and Library Director Phil Heikkinen. There were no guests.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone.

1. PROCESS TO FILL TRUSTEE VACANCY – Rachel shared an overview of the interview process, as determined by the Board at its Regular July 16 meeting, authorizing Donna and Rachel to interview candidates, and then to make a recommendation to the Board regarding whom the President should nominate to the County Council for approval to fill out the remaining five months of Alan Lichter’s term, with possible reappointment for a full five-year term. This process was in accordance with the County Council procedures as clarified recently by Rick Hughes.

2. REVIEW OF APPLICANTS – Rachel and Donna reported that they talked for an hour with each of the two candidates on Friday, July 19. They felt that both would be strong additions to the Board. They determined that they would recommend Regina Zwilling, who better meets the Board’s stated preference for a strong finance and development background, and someone who would provide increased demographic diversity.

3. PUBLIC COMMENT – There was none.

4. RECOMMENDATIONS TO BOCC – Donna Riordan MADE A MOTION that Rachel will recommend Regina Zwilling to become the next County Council appointment to the Orcas Island Library Board. Margaret Payne SECONDED, and the motion passed unanimously.

5. OTHER – Rachel asked for a brief update from Phil regarding his recent news about a possible donation toward a building addition. Phil described a possible dedicated donation for a new reading room in honor of Alan Lichter, if the building addition goes forward. Margaret and Rachel said that they are making progress with the draft prospectus.

6. ADJOURNMENT – There being no additional business, the meeting was adjourned at 9:02 A.M.

Submitted by Phil Heikkinen.

Approved ________________________________
Library Board President Rachel Newcombe convened the meeting at 8:30 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling; Library Director Phil Heikkinen; and staff members Nita Couchman and Mary Pugh.

**WELCOME & INTRODUCTIONS** – Rachel welcomed everyone and asked our newest Trustee Regina Zwilling to introduce herself. Regina moved to Orcas Island four years ago, loves the Library, and is excited to join the Board.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel added a discussion of salary ranges, and Phil wanted to talk about the Board calendar; both were added to Other.

**ROUTINE MATTERS**

**Minutes:** The Board reviewed the Minutes of the July 16, 2013 meeting. Margaret made a MOTION to approve the Minutes. Donna seconded, and the MOTION passed unanimously, with Regina abstaining.

**Vouchers and Payroll:** Donna said she encourages other Trustees to experience the process of reviewing payroll and invoices. She said she had reviewed the August 2013 payroll and the invoices, and recommends approval.

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Donna made a MOTION to approve the August payroll; Margaret seconded, and the MOTION passed unanimously. Donna made a MOTION to approve all payments from the invoice accounting reports, Tom seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

**OISD Library Update:** Phil said the pilot program cooperation between the school, Orcas Park & Recreation and the Library has had some success. Suggestions were made for more outreach, including a program fair in the Spring.

**Library Building Expansion Discussion-Task Force Committee Reports:**

- Need statement – The Board reviewed the printout and discussed a campaign. It will be discussed further at the afternoon work session.
• Broadband – Tom reviewed his discussion with Jay Kimball. Donna said that OPALCO is working to make sure their board fully understands all aspects of broadband before continuing. They are in the process of hiring a broadband “guru.”

• Energy/Green building – None.

• Community technology – None.

• Costs and financing – Rachel met with Hilary Canty at OICF and discussed questions for donations to the Library’s Building Fund. Phil said he has been adding to his list of locals with development experience.

• Government roles and responsibilities – Donna suggested doing a presentation to the County Council to keep them in the loop. Margaret said we should also contact our state representatives.

• Communication – Tom will use the upcoming Library Fair to engage locals. Rachel encouraged others to work with Tom on other communication streams.

August Board Work Session: Rachel confirmed today’s afternoon session, 1:00 pm to 4:00 pm at the OPAL meeting room.

Review Trustee Committee Assignments: Rachel reviewed committee jobs and assignments. Regina will co-chair with Margaret the Facilities & Systems Committee.

NEW BUSINESS

Relevant News and Issues: Phil said he has forwarded an article about the changing role of libraries. Donna encouraged everyone to view the TedX video on rural libraries that Fred Klein recommended. Rachel said a recent NPR program discussed libraries as community centers and hubs of their communities.

Director’s Report: Phil encouraged questions about his report. He mentioned the upcoming Friends’ Annual Meeting on September 15th from 2:00 to 4:00 pm at the Library. Tom Welch will be the keynote speaker. The Board discussed logo samples and updating the attorney engagement agreement.

Phil mentioned the Microsoft IT Academy soon to be available for signups at libraries and subsidized by a State Library grant. Donna is unclear how it is a library program, feeling it could be better served through a work/job service agency. Phil said libraries have wider service areas, and are the access point, not the providers. He said library staffs have the ability to help patrons navigate online resources, for example food service permits, the new Affordable Care Act information, literacy learning, etc. Donna compared it to the library’s role in providing information about where services are available, who provides what, and other nonprofits’ roles. She said we should be showcasing this service as an example of what the Library does, beyond what is expected.

The Board took a break from 9:37 to 9:43 a.m.

Friends of the Library: There was no Friends representative. Phil reported on the Library Fair results. The Board commented on the new location on the library grounds, the ease of setup, and the ample space for viewing books.
REPORTS FROM ACTIVE COMMITTEES

Collection Management: Rachel asked if the committee should be disbanded. Phil and Margaret felt a chair would still be the liaison to the Board; however, the committee did not need to meet regularly.

Community Relations: Tom said there was a second publicity push for the summer programs. He would like to discuss the prospectus rollout at the work session.

Facilities & Systems: Margaret said the grounds will get some additional plants this fall to fill in a few areas. Phil said the handrail and stairs to Library Park were repaired by Pierrette and Phil Burbo.

Finance: Donna said the July ESR was on par. She will be starting the 2014 budget process with Phil and Mary.

Possible 2013 budget amendment: Phil discussed his reason for adjusting the 2013 budget to reflect the 2012 end-of-year cash forward amount. Mary said it helps in the budget preparation to close the prior year and bring the cash forward into the current budget. The Board would like to see a proposal at the September meeting.

Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – Salary Range – Rachel said the last salary survey was in 2008: Phil it was timely and a quick turnaround was possible. The Board would like information from adjacent library districts. Donna said it could be reviewed in 2014.

Calendar: Donna will not be at the September meeting. Phil asked about reviving the Google calendar for the Board.

There being no further action, the Meeting was adjourned at 10:37 a.m.

Submitted by Mary Pugh

Approved

______________________________
Board President Rachel Newcombe convened the meeting at 1:08 P.M. in the OPAL meeting room. Also attending were Trustees Tom Fiscus, Margaret Payne, and Donna Riordan; and Library Director Phil Heikkinen; also guests Martha Farish, Fred Klein, and Pierrette Guimond. Staff member Tony Ghazel joined the meeting at 2:45.

**WELCOME & INTRODUCTIONS** – Rachel welcomed everyone, and asked everyone to introduce themselves.

1. **BUILDING EXPANSION AND 2. FUNDRAISING DISCUSSION** – Rachel listed the importance of inviting and involving the community, making sure we are all able to clearly articulate the project, and being united as a board. Fred reviewed the goal of the meeting as having the Board be a united group on the issue of expansion. Rachel discussed the Library’s Core Service Values statement and some of the background of previous explorations into a possible expansion. Margaret discussed the draft building project prospectus, FAQs, and recent Library Picnic survey results. She stressed the importance of including stories from library users. Martha Farish shared perspectives about fundraising, and in particular the importance to major donors of feeling that they are investing in the community be contributing to a large vision for the Library. It is important to build relationships until the point where asking for a donation is a natural outgrowth of the conversation. An effective message is then to say “because of you, we were able to accomplish ___(blank)___.” She discussed the Endow Orcas initiative being led by OICF, and the importance of tapping into the major ongoing transfer of wealth between generations, for example by inviting people to include the Library in their estate planning.

   Donna talked about the Board leading the process; Margaret about the importance of anyone involved having vision and passion about making a loved library even better; and Tom about making sure any building/fundraising committee is unified about the message: also, he said that the Trustees need to be the primary movers, and that smaller can be better with respect to the number of people directly responsible for the project. Fred encouraged an inclusive approach.

   Rachel asked about the role of the Director. Phil suggested that he be an active partner with the Board and any volunteer committees, and that he always be prepared to articulate the project mission to anyone at any time.

   Pierrette suggested that the Library consider the possibility of a smaller expansion, at least as a backup plan. She said that in this way we can at least meet some of the more important needs if fundraising proves difficult. Rachel discussed the importance of maintaining the style and integrity of the building.
Martha suggested we start talking about the project with people we already
know, and to start building connections. Donna said it is important to
demonstrate to the community that we are good partners, as for example during
the collaboration with OISD.

Martha said that the Library can either make a big ask now, in support of a
building addition, or to accomplish a smaller project now and put more energy
into building endowments through such means as major bequests. She said we
should find out more about donors’ values; and suggested the idea of meeting
with the OICF Board to ask them for feedback on our project and approach.

Rachel suggested a follow-up meeting; also, that she and Margaret would
continue to work on the prospectus.

3. **BROADBAND DISCUSSION** – Rachel invited Tony Ghazel, the Library’s
Network Administrator, to the meeting. He shared background about the
Library’s existing K20 network access over the past 10 years. Also, he talked
about Opalco’s recent exploration into the possibility of increasing the
community’s access to fast internet access, though now focusing more on
backbone support rather than direct service to end-users.

He said that use of the Library’s wired and wireless systems has increased in
recent years, to the point where we are at times pushing the limits of our current
pipeline. He suggested that assuming we want to continue supporting library
users’ fast internet access; we should consider doubling or even tripling our
overall capacity, along with upgrading our equipment.

Donna said that for many people, the internet is a crucial tool in doing their
jobs.

Phil said that supporting information technology and information literacy is
definitely part of our mission. He has asked Tony to contribute information
about possible upgrades as we develop the 2014 budget.

Tom asked about options for maintaining safety and security in the event of a
building expansion, and whether, for example, video monitoring is an option.
Phil said that is one possibility, along with including staff office space in an
addition, and/or having staff members walking around frequently.

Tony suggested making sure we have a unified message in line with our
mission.

4. **ADJOURNMENT** – Rachel scheduled a follow-up work session for August 24,
from 9 to 11 A.M. at the Eastsound Airport meeting room. The agenda would
include answering the question about whether to pursue a large or small
addition; and to clarify our intentions, needs, and desires. There being no
additional business, the meeting was adjourned at 3:58 P.M.

Submitted by Phil Heikkinen.

Approved __________________________
Library Board President Rachel Newcombe convened the meeting at 9:07 a.m. in the Port of Orcas Meeting Room. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling; Guest Fred Klein. Community members were in attendance.

POSSIBLE BUILDING ADDITION DISCUSSION – Donna and Tom led a lengthy discussion about the possibilities for an Orcas Island Library expansion through the lens of “throwing short or long term.” Rachel raised the issue of whether a smaller expansion such as what Pierrette had talked about was more doable.

Discussion about whom or what defines the actual needs of the library. There are different components --- community, patrons, staff and individuals who may not have a voice. Additional topics included library’s current and changing role in the community; how will the library serve the community? There is an expanding role of the library as a public space. For example: social service components. Donna raised the issue of thinking about the prospectus and vision in terms of phases.

Fred spoke to the issue of finances and design in regards to a small or medium sized expansion. The question of what was possible was discussed.

Fred discussed the idea of having multiple committees when it comes time for the actual planning of a building. He would be willing to help identify professionals in our community who would be of assistance.

Rachel asked each the Board Members how much weekly time they believed they could contribute to an expansion.

Donna reminded us that the 2014 budget was being formed and factoring in money for components of an expansion may need to be included.

PUBLIC COMMENT – Pierrette Guimond shared her ideas about a smaller expansion which would be approximately 1350 sq. ft. Kevin Sloan spoke more at length about the ideas for a smaller expansion and planning something that the community will support.

The Board was in agreement that we need to make some decisions about the timing and size of an expansion. Board Members will send Rachel ideas for a motion about going forward. She will synthesize these motions and arrive at one for the September Board Meeting.

Tom left at 10:53 am.

ADJOURNMENT

There being no further action, the Meeting was adjourned at 11:30 a.m.

Submitted by Rachel Newcombe.

Approved ____________________________
Board President Rachel Newcombe convened the meeting at 9:03 A.M. in the Library meeting room. Also attending were Trustees Tom Fiscus, Margaret Payne, and Rachel Zwilling; Library Director Phil Heikkinen; guests Fred Klein, John Campbell, David Kau, and Chris Dahl; and community members Pierrette Guimond and Mary Poletti (Mary arrived at 9:35).

WELCOME & INTRODUCTIONS – Rachel welcomed everyone, and asked everyone to introduce themselves.

1. DEFINE THE PROJECT and 2. RFP FOR ARCHITECTURAL SERVICES – Rachel discussed the context for the meeting, and reviewed the existing funds available from the Friends and the Library, totaling over $200,000. David Kau reviewed previous schematic work he had done for the Library. At Rachel’s invitation, the group toured the Library to see some of the crowding issues. Margaret talked about maintaining the values and aesthetics of the building. Fred stressed the importance of focusing on functional needs. David talked about qualitative and qualitative elements when listing program requirements, including which qualities of the existing space to keep/extend or discard. Margaret discussed how people will experience the spaces within the building. Phil and Rachel talked about how to convey programs in terms of how many people might use each type of space. Tom talked about the possibilities of reconfiguring the existing space as part of looking at needs for an expansion. Phil suggested that a variety of spaces would be ideal in accommodating people’s different needs and preferences for how to use the Library. Pierrette said that we need to be practical, and to remember that funding is a big factor. Rachel said that we are always juggling vision and reality. Fred revisited the idea of phasing, and Rachel said that phasing as an initial approach does not seem ideal from several perspectives; and reviewed surveys about our main needs. Phil said that we can prioritize the needs and scale back the project if necessary, depending on available funding. Margaret talked about changes in how libraries are being used, including ours, along with increases in several measures since the mid-90s. Rachel talked about the Library as a service center for the community, and that we feel we have a strong case for expansion. John recommended a long-term master plan, as well as giving an architect a lot of scope to design a good response to the functional requirements. Margaret talked about the importance of having a big vision for the Library and the building, and that donors like to contribute to something significant. Phil said that we have made a lot of progress in determining program needs, and that with some additional work we can have something concrete to share with the public regarding the priorities; but that...
we need to be careful not to become too specific about the design early on. Also, we
can try to make sure the project is scalable. Mary encouraged the Board to look at
efforts on previous building projects, to look at demographic changes, not to compete
with coffee vendors, to make good use of local fundraisers, and to be financially
responsible. Pierrette talked about previous projects, and said it is important to
include public input. The group talked about the advantages and disadvantages of
extensive public participation, such as a design charrette. Regina suggested that the
time and cost for that process might be problematic. Rachel asked about the idea of
offering a basic schematic drawing initially. Fred said part of the process is to build
public trust by starting from scratch. David said that in our situation, there are a
number of known constraints, which have moved us along somewhat and might
make a fully open process less appropriate; it might risk scrambling up existing
elements and spinning out of control. Phil talked about potential elements of an
RFP, which could include conducting one or more public meetings to gather input at
a realistic/appropriate level in the context of our constraints.

[Regina Zwilling left at 10:40 A.M.]

Chris offered to volunteer to help with developing project parameters and cost
estimates. Rachel talked about next steps, including Phil writing up potential RFP
elements and a narrative for program needs; also, having a preliminary design to
share with the community. John suggested that we be clear on what we would be
asking from a consultant, and how much we would pay, unless looking for a
volunteer. Tom talked about elements of an RFP; and Phil said that we could use
many elements from our previous RFP for architectural services, making changes
as needed. Fred said that OPAL likely has some good examples to look at. David
reviewed the typical building design process, with varying degrees of public input.
Margaret said that we'd definitely pay for the expertise of an architectural
consultant. John encouraged the Board to find a local architect, which would save
money now and during the construction process, especially with respect to travel
time. Margaret agreed, adding that a local person would have better knowledge of
the island.

3. COMMUNICATION PLAN – There was no time to discuss this item today.

ADJOURNMENT – Rachel said that the Board would continue meeting about this
issue. There being no additional business, the meeting was adjourned at 11:04 A.M.

Submitted by Phil Heikkinen.

Approved ____________________________
Library Board President Rachel Newcombe convened the meeting at 8:37 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, and Regina Zwilling; Library Director Phil Heikkinen; and staff members Nita Couchman and Mary Pugh.

**WELCOME & INTRODUCTIONS** – Rachel welcomed everyone.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel moved the discussion of the 2013 budget amendment and the 2014 budget draft to the beginning of New Business.

**ROUTINE MATTERS**

- **Minutes:** There was no quorum for approving the July 23 Special Board Meeting Minutes, which will move to the October agenda. The Board reviewed the Minutes of the August 13, 2013 Regular Board Meeting. Margaret made a **MOTION** to approve the Minutes. Tom seconded, and the **MOTION** passed unanimously. The Board reviewed the Notes for the August 13, 2013 Afternoon Board Work Session Meeting. Margaret made a **MOTION** to approve the Notes. Tom seconded, and the **MOTION** passed unanimously, with Regina abstaining.

- **Vouchers and Payroll:** Regina said she had reviewed the September 2013 payroll and the invoices, and recommends approval.

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Regina made a **MOTION** to approve all payments from the invoice accounting reports, Margaret seconded, and the **MOTION** passed unanimously. Regina made a **MOTION** to approve the September payroll; Margaret seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **OISD Library Update:** Phil said an end of program debriefing meeting has yet to be scheduled. He said more promotion and advertising will go into any future events.

- **Library Building Expansion Discussion Task Force Committee Reports:**

  - **Need statement** – The Board reviewed the discussions from the August 24 work session and how to phrase a motion to move forward. Rachel made a **MOTION** that the Orcas Island Public Library move forward with an expansion project that will respond to immediate user and space needs, and will incorporate emerging best library practices in
meeting the information needs of 21st Century users of all ages in rural communities. Throughout the building project, the Trustees will act in partnership with the community in gathering ideas and visions. The Orcas Island Public Library will remain a free, beautiful, and comfortable structure where dreams can be imagined. Margaret seconded, and the MOTION passed unanimously.

The Board scheduled a special work session for September 14 at either the Port of Orcas or the Library meeting room, depending on availability. The agenda will cover the scope of work, developing an RFP and communication plan. Phil and Mary will finalize the location and post the public notice.


NEW BUSINESS

Relevant News and Issues: None.

Finance: 2013 budget amendment discussion: Phil and Mary stated that after further discussion with Donna and additional review, a 2013 budget amendment was not needed at this time. They will continue to closely monitor the spending levels and report to the Board if the situation changes.

2014 budget draft: Rachel reviewed the timeline for adopting the 2014 general and building fund budgets, including public meeting for input, and final adoption. Phil discussed the parameters he used to develop the draft, including COLA, standard wage increase, additional substitute hours, sick leave cash out, medical insurance, the Affordable Healthcare Act, reserve study maintenance review, collection levels, and the new BARS account numbers and new number for the contingency account. The Board discussed wage and a benefit, noting the current CPI for the Seattle area is 1.4% with new rates available in October. Rachel, Margaret, Tom??, were in favor of keeping the standard wage increase in the budget. Mary said the main comment from Donna about the draft was recognizing that it is being balance by using reserves. Phil talked about what constitutes healthy reserve levels.

The Board discussed the building fund budget using an estimated $75,000, mainly for consulting work, to be brought in from either the Friends’ capital fund or the Library’s expansion fund at OICF.

Resolution delegating signing authority: Phil explained the Resolution came from a discussion with Adina Cunningham, Esq. about the Board’s operation oversight. Phil said the Resolution formalizes the procedures currently in place for dispatching routine payments and minor contracts. Tom made a change to item 2. to read “one” month and “exercise” instead of enactment. Margaret made a MOTION to adopt Resolution 03-2103 DELEGATING LIMITED SIGNING AUTHORITY TO THE LIBRARY DIRECTOR. Rachel seconded and the MOTION passed unanimously.

Proposed legal engagement agreement: The Board discussed the agreement noting the firm’s location in Oregon. Tom made a MOTION to accept the legal engagement agreement from Beery, Elsner, & Hammond, LLP. Margaret seconded and the MOTION passed unanimously.
Director's Report: Phil encouraged questions about his report. He mentioned partnering with Family Resources to provide information on the Affordable Care Act, the revamping of the Whole Islands Network (formerly Catalog) website, and something about the New York Public Library transparency funding policy.

Friends of the Library: There was no Friends representative. Phil reminded the Board about their Annual Meeting Sunday September 15 from 1 pm to 4 pm.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.
Community Relations: None.
Facilities & Systems: None.
Finance: None.
Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – Email and Calendar: Mary asked the Board to look at the Google email accounts that had been set up for Library communication to the Board. Phil said a request for public information could include the Trustee’s personal accounts if they were used for Library communications. Mary said the Google accounts would also provide the opportunity for a Board calendar that would post additional information on upcoming events. No decision was made.

There being no further action, the Meeting was adjourned at 10:41 a.m.

Submitted by Mary Pugh

Approved ________________________________
Board President Rachel Newcombe convened the meeting as scheduled, at 8:30 A.M. in the Library meeting room. Also attending were Trustees Tom Fiscus, Margaret Payne, and Donna Riordan; Library Director Phil Heikkinen.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone, and reviewed the agenda, which included 1. Next Steps for the expansion project, and 2. Developing a Communication Plan.

1. NEXT STEPS and 2. DEVELOPING A COMMUNICATION PLAN

Rachel asked Tom to review his draft document for sharing with the Sounder and Orcas Issues, “Orcas Island Library Expansion Project.” Tom read through the draft and noted feedback from the group. Rachel said that we will stress the priority of developing and strengthening our partnerships with island organizations. We will also pursue grants as another possible funding source. One or two Trustees will set up meetings with the Sounder and with Margie Doyle of Orcas Issues, along with Phil. The themes include future needs and how people are using libraries in new ways. We currently do not have a firm timeline. We discussed shelving, and whether we can really increase overall capacity; currently the shelves are overfilled, so that might be a major challenge given a modest addition. In the Taxes section, we noted that we will soon need to pursue a levy lid lift whether or not we expand the building. We feel that we can operate a larger building with the current funding, at least for awhile, and that a year or two in a larger building will give us a better sense of how much the operating costs have increased. We already use a mix of public and private funding, as well as relying on the significant contributions from the Friends. It is our responsibility to look at what the community needs with respect to library services, and to offer the public opportunities to contribute toward our service goals. Rachel reviewed Phil’s report to the Board, “Notes on Library Building Program Needs,” dated September 20. Margaret suggested that we move ahead without any major new architectural consulting expenses, and others agreed. Other comments included getting the community involved at the right time; keeping the process clear and simple; keeping fundraising as a separate issue; leapfrogging the funding and design processes. Also, the group talked more about fundraising, including such items as a possible funders’ event; approaching potential donors individually or as a group; and funding tiers by various dollar amounts. We discussed approaching people who might be willing to write letters of support. The group decided to pursue what Phil listed as Option A of his report (proceed using existing basic schematics); to issue a press
release and offer interviews; to contact potential letter writers; to schedule two
public meetings at which we will overview the project, share basic design ideas,
and gather feedback.

The meetings, both at the Library, were scheduled for Tuesday, October 15, from
5:30 to 7 pm; and Sunday, October 27, from 1 to 2:30 pm.

Phil offered to continue working on costs estimates, using the expertise of local
architects and contractors who have worked on commercial projects.

Tom reviewed his draft document again to make sure he had captured all the
feedback.

**ADJOURNMENT** – There being no additional business, the meeting was adjourned
at 10:03 A.M.

Submitted by Phil Heikkinen.

Approved ________________________________
Library Board President Rachel Newcombe convened the meeting at 8:30 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling; Library staff members Nita Couchman and Mary Pugh; Friends of the Library President Tim Lunde; and Orcas Island Community Foundation (OICF) Executive Director Hilary Canty. Library Director Phil Heikkinen attended by telephone. Community members were also in attendance.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the Meeting Notes for July 23, September 14 and 23, 2013 and the Minutes of the September 10, 2013 Regular Board Meeting.

Donna made a MOTION to approve the Meeting Note of July 23, 2013. Rachel seconded and the MOTION passed unanimously, with Tom and Regina abstaining.

Margaret made a MOTION to approve the Meeting Notes of September 14, 2013. Rachel seconded and the MOTION passed unanimously, with Donna abstaining.

Tom made a MOTION to approve the Meeting Notes of September 23, 2013. Margaret seconded, and the MOTION passed unanimously, with Regina abstaining.

Margaret made a MOTION to approve the Minutes of the September 10, 2013 Regular Board Meeting. Tom seconded, and the MOTION passed unanimously, with Donna abstaining.

Vouchers and Payroll: Regina said she had reviewed the October 2013 payroll and the invoices, and recommends approval.

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Donna made a MOTION to approve the October payroll: Margaret seconded, and the MOTION passed unanimously. Donna made a MOTION to approve all payments from the invoice accounting reports, Margaret seconded, and the MOTION passed unanimously.

FY 2014 Budget Discussion with Public Testimony

2014 General Fund Budget: Donna began the discussion noting the changes from the October discussion noting the lower COLA of 1.1% based on Library policy. Mary said there were also two staff members who would be joining the health insurance next year. Donna asked whether to include a travel amount for possible trips related to
the building expansion. It was agreed to include travel in the Building Fund Budget. Tom asked about the duplicate account numbers. Mary explained about the updated BARS and the need for duplicate accounts numbers in the areas of Administration, Library Services, Training, and Facilities. Public Comment was received from Pierrette Guimond on increasing the amount paid for custodial work, and reducing the landscaping supply amount to $500. Phil responded that the custodial contract would be renegotiated in March and he felt the budget could afford a modest increase. He said the landscaping was based on a 3-year average and was only $300 over Pierrette’s suggestion. The Board discussed whether or not to do landscape demonstrations in light of a building project.

2014 Building Fund Budget: Phil discussed using funds held at OICF for preliminary consultation on the expansion project. The expense items are general categories that will allow work in several areas. The Board talked about adding a travel expense to allow for the Board to visit recent projects, and meet with other boards that have been through a construction process. Category titles and amounts were changed.

PUBLIC COMMENT – Pierrette Guimond talked about spending funds on consultants and not ever moving forward. She said the Library has studied expansion several times, spending over $50,000 and not having anything to show for it. She also said more communication streams need to be in place to inform the community of what is happening. The Board responded that they share her concerns, and that the process is in the very beginning and the community will be informed at every stage. Rachel said a special meeting on the expansion will be on October 15th at 5:30 pm.

Hilary Canty said that the Board should have a clear case statement to give the community and make the process transparent.

PLANNING & PRIORITIES

Library Building Expansion Discussion:

The Board talked about the Islands Sounder article and the upcoming meeting with Orcas Issues. Regina talked about a recent Facebook posting from a community member and the discussion turned to the use of social media and how to best respond to posts, making sure the public knows that the Library is taking measured steps and including public input at every level. Donna said the Trustees will be in the public’s eye and to expect that not everyone will agree with the direction the Board is taking. Rachel said that all comments are welcomed as long as they are on topic and respectful.

Rachel asked Hilary Canty to talk about OICF Board’s desire to create a “Community Resource Hub” which would serve as a physical place individuals and families could go to access both a database containing all the information about the available medical, dental and mental health support on our island, as well as to meet with people who can help them gain access to the exact services they need. Phil thought that private study rooms envisioned in the expansion might work. He said that the Library would be the “Hub” but not actually provide the services. Hilary said the Burlington Library has a community resource area. Phil said an inter-agency agreement could be developed that would cover the cooperation between organizations. The Board asked how Orcas Island differed from San Juan and Lopez Islands in how their resource centers worked. Hilary said the other islands were less “fractured,” noting Orcas Island has over 117 different non-profit organizations. She said that community
members often have to go to multiple locations to inquire about services, which is difficult if they do not have transportation.

Donna said the discussion was timely and wondered if the staff could offer a window into the types of service requests they are encountering. Phil said staff regularly receives queries about jobs, education, health, noting the blending of traditional library services and social services. Hilary said the Library is currently providing assistance, referring to the dental van application station at the Library. She said an wonderful example of community cooperation is the multi-use Doe Bay Fire Station/community center/water users/etc.

Public Comment was received from Pierrette Guimond on including the discussion and other information on the Library’s website and in the lobby. Donna replied that the Board will be meeting with other groups to involve as many as possible in the open discussion. She would like to include students and teens to see what they would like in an expanded space. Rachel wanted to make sure the Spanish-speaking community is included.

Andrea Hendrick said that she was in favor of including additional functions in the new space as opposed to just more library space. Hilary Canty spoke about building social capital. Rachel commented on libraries lending unique collections such as tools. Kevin Sloan said the discussion did not seem to have a discernible program goal of what to accomplish. He suggested more information was needed on building costs, operation costs, staffing, etc. and those items need to be addressed.

The Board discussed upcoming meetings to work on the prospectus and communication plan.

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil encouraged questions about his report. He mentioned door count and check out statistics, a lecture on Monday Oct 14, and promoting users’ stories. Rachel asked about the Sleep Matters lecture. Nita said the small audience consisted of parents and child care providers, and was very well received and appreciated.

Friends of the Library: Friends President Tim Lunde talked about the winter booksale, the annual meeting, and the holiday tea. Margaret will attend today’s Friends meeting; Rachel will attend the November meeting; and the December meeting will be the Holiday Tea on Saturday, December 7th. Phil said he will be asking the Friends to supplement the 2013 program budget to include projects through the end of the year.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: Tom asked about using a consultant who might be available as a volunteer to develop a communication plan. The Board thought it was a great idea and asked if he would have something for the upcoming special meetings.

Facilities & Systems: Pierrette reported on the landscape costs for the year, and the condition of the gardens. Phil said the plants on the south hillside will eventually fill in and reduce the need for mowing and watering when established. Kevin Sloan said now is the time for additional plantings. Margaret said she has Library plants that can be used. She will meet with Kevin. Tom asked about the project and a watering system.
Phil talked about frequent leaks. Kevin said watering is expensive and the long-term goal was to have drought tolerant plants. Margaret agreed saying the plan is to not need watering.

**Finance**: Donna said the September ESR showed spending $28,000 below the 75% for this time of the year. She will be looking at historical OPALCO billings to gauge electricity costs for the expansion.

**Policy & Personnel**: Phil said he is working on the salary survey.

**PUBLIC COMMENT** – Pierrette said she appreciated the good discussion on agenda topics. She suggested the Board occasionally try meeting at a different time so those working during the day could participate.

**OTHER** – None.

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

Submitted by Mary Pugh

Approved ___________________________
ORCAS ISLAND LIBRARY DISTRICT

Community Meeting about a Library Expansion -- Notes
October 15, 2013, from 5:30 to 7 pm

Board members attending: Rachel Newcombe, Donna Riordan, Tom Fiscus, Margaret Payne, Regina Zwilling. Community members attending: JoEllen Moldoff, Andrea Hendrick, Kevin Sloan, Fred Klein, Margie Doyle, Pierrette Guimond, Mary Poletti.

Board President Rachel Newcombe opened the meeting at 5:30. She asked community members to imagine improvements to the library, a library of the future. Responses were generally on that topic but also considered fundraising and related topics, as follows:

- Would like better acoustics in meeting room
- Perhaps another room for classes (when meeting room has more than 20 around the tables, it becomes too crowded. Can accommodate 40 in theater-style seating)
- Places for people with laptops
- Small, quiet rooms for people working
- Information hub: increased information that is easy to find (library catalogue sometimes difficult to navigate)
- Be careful making too much meeting space. There are lots of spaces available on island.
- Would like to see us prioritize needs. Computer space is a necessity.
- Individual work stations, with and without computers.
- Remove computers from center aisle.
- Need meeting/study rooms for 2 or 3, 4 to 6 people. This is higher priority than community meeting room.
- Address noise issues. Even current reading area is noisy.
- Eliminate top shelves of stacks. Dangerous and hard to reach. Need more space for books.
- Regarding possible intersection of Library and Social Services, perhaps use current “Friends” room as community resource room. Could accommodate private conversations. Also has outside entrance and could be used before and after hours.
- Concern about maintenance and operations costs for expansion. When we ask for m & o levy, we should be able to demonstrate that we have solved
problems. Also, we should closely examine efficiency of systems (HVAC, lighting, refuse, etc.) and seek to improve.

- Regarding staffing, identify library volunteers with name tags. Publicize number of volunteers and number of hours they serve. Survey volunteers regarding space and programming needs.
- Demonstrate relationship of library to school system and Fun House services and programs.
- Expand online subscription services, such as National Geographic.
- Programming should evolve, with or without additional space.
- Pay attention to needs of young adults. Use focus groups to identify needs of jr. and sr. high school students. Margie Doyle will help with these groups.
- Create more programs focused on health.
- Establish timeframe for fundraising.

**ADJOURNMENT** – There being no additional business, the meeting was adjourned at 7:00 P.M.

Submitted by Margaret Payne.

Approved __________________________________________________________________________
Board President Rachel Newcombe convened the meeting at 9 A.M. in the Eastsound Airport meeting room. Also attending were Trustees Tom Fiscus, Margaret Payne, and Donna Riordan; and Library Director Phil Heikkinen. Trustee Regina Zwilling arrived at 9:50.

Rachel welcomed everyone, and said that if any members of the public arrive, they can share comments at 10:00 and 10:50. She reminded everyone that this was a general discussion about next steps, for example including communication with the public, future public meetings to share our plans, and the prospectus; and the very relevant invitation that OICF is making to the community for letters of interest about developing a community hub, which is very much what our project is about.

Tom Fiscus discussed having a friend who is a professional in the communications field; and that he planned to ask whether she would be willing to donate some time to us. Phil talked about recent conversations with Hilary Canty of OICF and George Post, the lead creator of The Exchange, about existing and future efforts at developing a community hub, both in physical space and online.

The Board talked about how best to thank people for their contributions to the project, for example with a special letterhead, and by adding the Board President’s signature to the Director’s; and agreed on the byline “Building the Future: Books and Beyond.” Phil said he would develop a letterhead incorporating the names of the Library Trustees and the byline. He also discussed the various options we can offer donors, including a dedicated fund at OICF, the Library District Building Fund, and Friends of Orcas Island Library; and that we need to be sure to offer the options without leading or directing anyone toward any specific recipient.

Discussion also centered on how to create graphic representations of the progress we were making with donations. Carla Stanley might be available to help artistically; and perhaps Regina Zwilling could help with social media. We talked about using island-style fundraising, which will be informal, varied, and fun. We will keep the message in front of the public, incorporating letters of support and occasional updates. We could include newspaper articles featuring Library staff members. Donna said she could attend the next staff meeting to share an update and to learn more about the staff’s thoughts and any concerns. We talked about how soon to move into direct fundraising, once we are all conversant with the vision, mission, and key messages.

After discussion, the Board agreed on an ideal timeframe that would allow us to put the first shovel in the ground by the time of the August 9, 2014 Library Fair. Also, it
would be good to have the prospectus available in time to share at the Holiday Tea on December 7, 2013.

Regina joined the meeting at 9:50 A.M. Rachel gave her a recap of the meeting so far. She agreed to help with social networking efforts and the internet presence.

We talked about the changing face of information needs in the community: the Library as a community information resource; an expansion allowing us to better serve new needs; telling stories from the perspective of young adults, self-employed residents, volunteers, Friends members, children, and seniors. We talked about web links and crowd sourcing methods for fundraising. Focus groups with specific stakeholders would be helpful. Also, we can talk with the Friends about how they would like to support the project, including as co-leaders. Rachel said she would contact Rick Hughes and others at the County about the permitting timeline and process. OICF can also be helpful.

Donna and Margaret talked about possible grants that they had identified, including from the Paul G. Allen Family Foundation and the Washington Women’s Foundation. We can use similar application materials and information. Also, we will make use of projects and expertise at larger library systems, for example Seattle Public and King County; also the fairly recent Burlington Library project. Donna will work on editing the prospectus. Tom discussed working backward from the August 9, 2014 target, and about how many contributions we might need to have received before engaging an architect.

The Board agreed on a November 23 work session from 9 to 11 A.M. at the Library; also, an agenda item to discuss the draft prospectus at the November 12 Library Board monthly meeting. We will schedule focus groups with students, the Friends, parents, seniors, and Library volunteers.

Margaret read an article in the Sounder published in 1991, in which Bob Lundeen talked about how contributors to the building project were reinvesting in the community.

**ADJOURNMENT** – There being no additional business, the meeting was adjourned at 11:02 A.M.

Submitted by Phil Heikkinen.

Approved ___________________________
PUBLIC MEETING – Notes
Building Project Presentation
October 27, 2013, from 1:00 to 2:30 P.M.

WELCOME -- Board President Rachel Newcombe convened the meeting at 1:02 P.M. in
the Library’s Community Room. Also attending were Trustees Tom Fiscus, Margaret
Payne, and Donna Riordan; and Library Director Phil Heikkinen. Members of the public
were also in attendance, in some cases arriving later in the meeting.

Rachel welcomed everyone, and reiterated the purpose of the meeting, which was to share
information about the building expansion project and to gather feedback. She shared some
background information, and then asked Joan Vader for her thoughts. Joan discussed the
apparent need for more space, for example for computers; and liked the idea of a
community center function, which Phil talked about in the context of his meeting, just
before this one, with a community group interested in supporting that idea. The group
talked more about the Library’s evolving role as a community hub, in empowering people to
navigate various systems such as educational, social services, online forms, and the
internet in general. We talked about online and physical bulletin boards, and how to
increase awareness of what we already offer. BJ Arnold arrived at 1:25, and shared
thoughts about using the Library for both books and online resources, and asked about the
various design ideas under consideration.

Fred Klein and Kevin Sloan arrived at 1:35. Fred offered his suggestions about really
understanding the needs and programs before going too far with design ideas. Kevin asked
about the level of need for an expansion. The Board asked attendees about what they
thought would appeal to people in a fundraising campaign; and the group discussed how
the Library is essential; how the holiday season starts with the Holiday Tea; how it will be
good to keep getting the word out; the idea of a slow and continuing buildup; appealing to
different people depending on what their priorities were; using a variety of means to reach
people; talking about the aesthetics of the building; the social element; and when to embark
on a more concrete process regarding priorities and design alternatives.

The Board then reviewed the communication process, balancing needs and costs, and being
responsive to the public; also, that it is ultimately up to the public to decide how strong is
our case for an expansion.

ADJOURNMENT – There being no additional business, the meeting was adjourned
at 2:30 P.M.

Submitted by Phil Heikkinen.

Approved ________________________________
Library Board President Rachel Newcombe convened the meeting at 8:31 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling (arriving 8:42 a.m.); Library Director Phil Heikkinen, Library staff members Tony Ghazel and Mary Pugh; and Friends of the Library Treasurer Lynn Carter. Community members were also in attendance.

**WELCOME & INTRODUCTIONS** – Rachel welcomed everyone.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel moved New Business to begin after Routine Matters.

**ROUTINE MATTERS**

Minutes: The Board reviewed the Meeting Notes for October 15, 19 and 27, 2013 and the Minutes of the October 8, 2013 Regular Board Meeting.

Donna made a **MOTION** to approve the Meeting Note of October 15, 2013. Margaret seconded and the **MOTION** passed unanimously.

Margaret made a **MOTION** to approve the Meeting Notes of October 19, 2013. Tom seconded and the **MOTION** passed unanimously.

Donna made a **MOTION** to approve the Meeting Notes of October 27, 2013. Margaret seconded, and the **MOTION** passed unanimously.

Margaret made a **MOTION** to approve the Minutes of the October 8, 2013 Regular Board Meeting. Margaret seconded, and the **MOTION** passed unanimously.

**Vouchers and Payroll**: Donna said she had reviewed the November 2013 payroll and the invoices, and recommends approval. She noted payroll increases for three staff members.

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Margaret made a **MOTION** to approve the November payroll; Tom seconded, and the **MOTION** passed unanimously. Margaret made a **MOTION** to approve all payments from the invoice accounting reports, Tom seconded, and the **MOTION** passed unanimously.

**NEW BUSINESS**

**Relevant News and Issues**: Donna said it was “fantastic” that the Library was the site for the Sprint Emergency Response Team van deployed in response to the severed underwater communication cable for the island. Phil said that he and Dan Halloran of the San Juan County Department of Emergency Management felt the
Library was the most appropriate location for the community. Tom mentioned the article in *Atlantic* by a local writer who covered the outage.

**Director’s Report:** Phil asked if there were questions on his report. He covered additional topic highlights concerning the communication outage, the Affordable Healthcare Act, a spring Shakespeare festival, and upcoming birding and financial programs in April. Phil talked about the increase in checkouts and the door count; weeding and relocation of the reference collection; shelf shifting to add space for young adult materials. Donna asked about the disposition of deaccessioned materials. Phil said they are channeled into the Friends who have several disposal revenue streams available. Tom said there was no storytime in the Library last Saturday. He recommended finding substitutes whenever possible.

**Friends of the Library:** Friends Treasurer Lynn Carter talked about the process of handling the books removed from the collection. She said the eBay sales have been very good, bringing in over $7000 this year. There are 253 items listed right now. The other items are held for the booksales, and the lower quality and paperback books are disposed of through Discovery Books (formerly B-Logistics). The winter booksale will be Saturday March 1st from 10 a.m. to 2 p.m. at the school, with setup Friday evening. Lynn said if the winter booksale continues to be a low income producer, the Friends Board will have to discuss whether to concentrate their efforts on the Library Fair booksale. She had a sign-up sheet for helping with the Holiday Tea on Saturday, December 7th. Phil said he will discuss the 2014 grant request and a supplemental 2013 request during the afternoon Friends Board Meeting.

Donna discussed working closely with the Friends Board on the Library expansion and a fund raising campaign. Lynn said there were different deposit options and thought a couple of Friends Board members would be interested in working on a committee.

Lynn said that the Friends filed for a business license and reseller certificate to comply with sales and use tax requirements.

**FY 2014 Budget Discussion at 9:10 a.m. on 11/12/13**

**2014 General Fund Budget:** Donna presented Resolution 4-2013 Adopting the General Fund Budget for the Year 2014. She said there were no substantive changes of the budget from the October 8 public hearing. Mary said the changes are dollar rounding that happens in the change from amounts based on formulas to hand-entered values. Donna said the budget reflects a 1.1% COLA based on the latest Seattle Metro CPI. The total 2014 General Fund Budget is $996,309. Margaret made a MOTION to adopt Resolution 4-2013. Tom seconded and the MOTION passed unanimously.

Donna presented Resolution 5-2013 Adopting the Tax Levy for the Year 2014. The Board discussed the language of the resolution and Mary’s understanding of the wording “exclusive” and “inclusive” based on discussions with the Assessor’s Office. Tom made a MOTION to adopt Resolution 5-2013 with the request to clarify the terminology. Donna seconded, and the MOTION passed unanimously.

**2014 Building Fund Budget:** Donna presented Resolution 6-2013 Adopting the Building Fund Budget for the Year 2014. Phil said he made the changes requested from the October 8 public hearing, adding a travel and donation category. Margaret made a MOTION to adopt Resolution 6-2013. Tom seconded and the MOTION passed unanimously.
PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion Discussion: Rachel reviewed upcoming meetings: November 19 at 3 p.m. with Library volunteers, and November 23 at 9 a.m. with Martha Farish on fundraising. The Board reviewed the tri-fold prospectus and made edits. Tom reviewed his discussions with a consultant on the communication plan; he will have a template for the December 10 meeting. The Board looked at samples from Carla Stanley of a unique “thermometer” graphic to use in fundraising and discussed how to incorporate it into the Library’s website. The upcoming articles on staff by the Sounder were discussed. Rachel reviewed the Washington Women’s Foundation grant application.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: Margaret said the landscaping was good.

Regina asked about the ILS and Tony updated the Board. He said the staff is working on live trials and pricing. The changeover is expected in January or February.

Finance: Donna said the October ESR was on par and that a budget amendment should not be needed.

Policy & Personnel: Sick Leave Transfer/Cash Out: Phil said that a part of the staff benefit is an annual decision by the Board whether to approve the transfer and/or cash-out of qualifying staff’s sick leave. Donna said the current policy allows for up to two days by FTE. Phil said he surveyed the staff and most will use the transfer to comp time option, noting the cash-out option will run about $950. Rachel said that the decision affects the December payroll and the Board needed to vote today. She said the Board approved the action last year. Margaret made a MOTION to authorize the 2013 transfer and/or cash-out of up to two days by FTE of staff sick leave. Regina seconded, and the MOTION passed unanimously.

Regional salary survey: Phil had distributed the results of an area salary survey, noting that the Library salary schedule is in the “ball park.” He said Lopez Library does not have a salary structure and San Juan Library has a salary step structure. Donna asked who sets the ranges. Phil replied that it is set by the district’s policy or the municipality responsible for libraries. He also talked about the different position descriptions and responsibilities. The Board will continue discussion in December.

Family Care Act: Phil said that in reviewing the policy for the sick leave transfer, he realized several items in the Library’s benefit policy did not comply with State and Federal laws. He is recommending changes that will incorporate those laws. Phil and Rachel will work on the language and have a draft for the December meeting.

PUBLIC COMMENT – None.

OTHER – None.

There being no further action, the Meeting was adjourned at 10:29 a.m.

Submitted by Mary Pugh

Approved ________________________________

MINUTES November 12, 2013 Page 3
Library Board President Rachel Newcombe convened the meeting at 9:03 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus (by phone), Margaret Payne, Donna Riordan, and Regina Zwilling (arriving at 9:20); Library Director Phil Heikkinen; and guest Martha Farish.

**WELCOME & INTRODUCTIONS** – Rachel welcomed everyone. She reviewed the agenda, which included a corrected Tax Levy Resolution for 2014 based on new information from the County Assessor, and discussion of the building expansion project.

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

**CORRECTED 2014 TAX LEVY RESOLUTION** -- Donna and Phil explained that the County had updated its information about allowable revenues for 2014 since originally sharing information with the Library in August. The difference is about $640 in our favor. Donna made a MOTION to adopt Resolution 05a-2013 Adopting the 2014 Tax Levy as corrected; Margaret Payne seconded, and the MOTION passed unanimously.

**EXPANSION PROJECT** – Rachel briefly shared background about the draft building project prospectus, and invited Martha Farish’s feedback on it, as well as her thoughts about going forward with a fundraising campaign for the project.

Some of Martha’s thoughts included:

- Use less text in the prospectus. People will remember a few stories and photos, rather than extensive statistics or discussion. For example, use examples of individual children and other library users. A single compelling photo is stronger than a paragraph.
- Especially if this is to be used in fundraising, focus on less “we” language and more “you” language. Speak to the reader as a library supporter, and about the reader as a person making individual choices out of a commitment to library services. Speak to the importance of the library in people’s own lives.
- Share examples of how “your contribution will” make a difference in people’s lives. Make it direct and personal to the reader.
- Consider using a mailer with a variety of possible inserts, including “Thank you for your support” on the outside of the envelope.
- Stay true to our style—thoughtful, caring, and effective, but also not too fancy or expensive.
- The Holiday Tea can be an excellent time to say thank you to the community, such as with a simple card, rather than with a complex brochure.
- Keep thinking in terms of what is the one thing we want to say right now: how do we keep it fresh when talking about library stories and library values: refresh what we portray on our website and in the lobby; point out something different in each communication to the public.
- The library is a crucial part of people’s values and quality of life. Consider video recording people’s library stories—what libraries have meant to them.
• Have a timeframe available to share with donors so there are no misunderstandings about how soon we will need the funds. This will include both funding and design schedules; also, it will be important to have a realistic timeframe for the permitting process, which has been a challenge locally.

• Matching donations have been doing well on Orcas Island lately.

Trustees took responsibility for next steps: Rachel will work on the permitting process; Margaret on library stories; and Tom on the communication plan.

The Board agreed to hold another special meeting on December 18, from 9 to 11 A.M. at the Library.

Phil will work on a draft thank-you card to share at the Holiday Tea on December 7.

We will further discuss naming opportunities, including how many levels and how many within each level. Martha suggested that there be a limited number; and to consider a lead gift, along with other major gifts. Ask the donors how they would like honor people in the community, and “what is important about that to you?” And make sure to listen to the answers.

We talked about the possible fundraising and grant value of emphasizing energy conservation, including possible LEED certification.

OTHER – None

There being no further action, the Meeting was adjourned at 11:15 A.M.

Submitted by Phil Heikkinen

Approved __________________________
Library Board President Rachel Newcombe convened the meeting at 8:30 a.m. in the Community Room of the Library. Also attending were Trustees Margaret Payne, and Donna Riordan; Trustees Tom Fiscus arrived at 8:40 a.m., Library Director Phil Heikkinen (attended by telephone), Library staff members Nita Couchman and Mary Pugh.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Rachel noted that the Executive Session was cancelled.

ROUTINE MATTERS

Minutes: Trustees Newcombe, Payne, and Riordan reviewed the minutes from the November meetings.

Margaret made a MOTION to approve the Minutes of the November 12, 2013 Regular Board Meeting. Donna seconded, and the MOTION passed unanimously.

Margaret made a MOTION to approve the Minutes of the November 23, 2013 Special Board Meeting. Donna seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Donna said she had reviewed the December 2013 payroll and the invoices, and recommends approval. Mary noted the December payroll included the sick leave cash out or transfer activity.

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Donna made a MOTION to approve the December payroll; Margaret seconded, and the MOTION passed unanimously. Donna made a MOTION to approve all payments from the invoice accounting reports, Margaret seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion Discussion: Rachel said the Special Meeting on November 23 at 9 a.m. with Martha Farish was a good “crash course” on fundraising. The Board will continue to edit the tri-fold prospectus. Rachel invited San Juan County staff to the January 2014 meeting to review the permit and design process. The Board discussed how to proceed with an RFP for design and/or engineering. Tom handed out a recap of his discussion on donor communications and the Board discussed how to incorporate the themes into the project communications. The Board also discussed the advantages of having a
project manager or assistant to help with keeping everything on tract, and how to pay for
either a consultant or extra staff time. Mary said that staff can be paid with an amendment to
the building fund and suggested developing an RFP to define the duties.

The Board took a break from 9:23 a.m. to 9:27 a.m.

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: The Board asked Phil about his report, including the Hayes
Author visitor grant application; sharing the ILS with the school library; OICF meeting
about a “community hub;” the gift of a silver tea service; his meeting with former
Library Director Victoria Parker.

Phil discussed with the Board a pilot program to open the meeting room (if it is
available and not scheduled) for patron use between 8:30 and 10:00 a.m. He said there
are often patrons outside waiting for the Library to open. Phi envisions the first staff
person to arrive would open the meeting room space and allow patrons to come in and
work, read, or sit quietly until the Library opened. The Board questioned the need, how
long the program would run, and how it would be advertised.

Friends of the Library: The Board remarked on the successful Holiday Tea on
Saturday, December 7th. Tom will attend the January Friends meeting.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: Margaret noted some maintenance needed on the roof
with Duke’s Contracting Services on schedule to do the work.

Finance: Donna said the November ESR, at 92% was tracking on par.

Policy & Personnel: Sick Leave Policy: The Board discussed changes to the
policy to bring it in line with state and federal rules and regulations. The Board
removed item number three from the draft. Margaret made a MOTION to adopt the
Sick Leave Policy as updated. Donna seconded, and the MOTION passed unanimously.

Air Med-Evac Policy: The Board discussed the development in the medical
evacuation by air carrier for Orcas Island. A second provider, Island Air Ambulance may
now be used for emergencies as opposed to the current on-island provider of Airlift
Northwest. Phil had two suggestions, 1) changing the language of the policy to allow
more leeway in which provider to use, and 2) allow the Library to cover the cost of the
Island Air Ambulance as a benefit to staff. The Board felt more information was needed
and continued the discussion to the January meeting.

Salary Survey: The Board reviewed the survey results. Margaret and Phil noted
that the current ranges could be adjusted and implemented later. The Board continued
discussion until January.

PUBLIC COMMENT – None.

CALENDAR – The Board set upcoming meetings: December 18 or 22 for a discussion on
the building expansion; January 7 for an Executive Session; January 14 for the Regular
January meeting; and January 28 for a Board Retreat.
OTHER – Rachel told the Board that the County Council had approved Regina for a five-year term and will send a confirmation letter. Rachel and Margaret expressed their appreciation of the Board’s composition and work.

EXECUTIVE SESSION – Cancelled.

There being no further action, the Meeting was adjourned at 10:45 a.m.

Submitted by Mary Pugh

Approved ____________________________
Library Board President Rachel Newcombe convened the meeting at 12:03 p.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus and Margaret Payne; and Library Director Phil Heikkinen.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone. She reviewed the agenda, which included discussion of a communication plan and timeline for the building expansion project; update on the prospectus; and process for considering working with a project consultant and design consultants.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

Discussion highlights:
- Rachel reviewed discussions with County staff about the permitting process and next steps.
- Nita Couchman will be the next staff member interviewed by The Sounder.
- Tom will compile the timeline items written down during the meeting.
- A board retreat scheduled for January 28, from 9 to 4 pm (location to be determined): invite Martha Farish to this meeting.
- Adding projected dates for meetings with major donors, initiating a public campaign, and tentative unveiling of the design.
- Schedule staff interviews: also volunteers, Trustees, and Friends members.
- Continue inviting people to write letters of support.
- A March draft press release for the campaign beginning on April 2, with a mid-April fundraiser at the Library, coordinated by the Friends and/or a volunteer committee.
- Rachel will talk with designer Wade Campbell about helping with the prospectus.
- Phil will distribute a draft RFP for design consulting before the January 28 meeting; this will include options for future work after initial design schematics.
- Form a design committee, especially during the January 28 meeting.
- How best shall we approach donors? We discussed the concept of “venture donors,” who support the ways libraries change lives; “how the library has made a difference for me”; the process for adding ideas for the communication plan; messages that support our goals.
- Margaret will lead the prospectus revision process, assisted by Tom and Phil; she will set up a meeting in mid-January.
- Project Assistant: our main needs are with the fundraising process, which is a crucial role; how best shall we appeal to all community members, to all facets of the community?

OTHER – None

There being no further action, the Meeting was adjourned at 2:00 P.M.

Submitted by Phil Heikkinen

Approved ___________________________