Library Board President Rachel Newcombe called the Special Meeting to order at 8:30 a.m. on January 7, 2014, in the Library Conference Room. Also present were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling.

President Rachel Newcombe introduced the single agenda item, which was the annual performance review for the Library Director, Phil Heikkinen. The Board immediately entered into Executive Session. The group reviewed individual inputs submitted by Trustees, the self-evaluation submitted by the Director, and a synthesis of all inputs prepared by the President. Discussion of various aspects of the rating was conducted with all Trustees participating.

The Board returned to the public meeting at 10:12. The President said that she will compile the evaluation for Board presentation to and discussion with the Director during an Executive Session at the regularly scheduled monthly Board Meeting on January 14, 2014.

There being no further discussion, the meeting was adjourned by the President at 10:15 a.m.

Submitted by Tom Fiscus.

Approved _______________________________
Regular Board Meeting
January 14, 2014

Library Board President Rachel Newcombe convened the meeting at 8:33 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, Library staff members Nita Couchman and Mary Pugh; Friends President Tim Lunde; and Orcas Island School Readiness To Learn Program Manager Margie Doyle.

WELCOME & INTRODUCTIONS – Rachel 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 Rachel Newcombe as President, Donna as Vice-President, and Margaret as Secretary. Tom seconded, and the MOTION passed unanimously.

Rachel appointed Regina 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.

The Board discussed the 2014 meeting days and basic 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 8:30 am in the meeting room of the Library. The agenda will remain the same.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS
Minutes: The Board reviewed the minutes from prior meetings.
Margaret made a MOTION to approve the Minutes of the December 10, 2013 Regular Board Meeting. Tom seconded, and the MOTION passed unanimously, with Regina abstaining.
Margaret made a MOTION to approve the Minutes of the December 22, 2013 Special Board Meeting. Tom seconded, and the MOTION passed unanimously, with Donna and Regina abstaining.
Donna made a MOTION to approve the Minutes of the January 7, 2014 Special Board Meeting. Regina seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Donna said she had reviewed the payroll and invoices, and recommends approval. Mary explained how the end of year expenditures would be paid.

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Donna made a **MOTION** to approve the January 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. Rachel thanked Donna for her hard work as Finance Chair on budgets and keeping track of spending.

**PUBLIC COMMENT** – Margie Doyle thanked the Board for working to move the Library forward in the role of community information hub; she said it was an appropriate role and much appreciated. Margie said the *Readiness To Learn Program* is hosting two workshops on child bullying at the School library and asked the Library’s help in getting the word out.

**PLANNING & PRIORITIES**

*Library Building Expansion Discussion*: The Board discussed the permitting process, with updates on drainage and parking to the 2005 information currently on file with the County. Tom reviewed the timeline and primary monthly objectives. Margaret talked about the prospectus draft and updates. She also spoke of innovative local funding endeavors and how to incorporate similar aspects into the building campaign. Tom asked for the report on the volunteer focus meeting; Phil will resend it to everyone.

**The Board took a break from 9:25 a.m. to 9:30 a.m.**

**Board Work Session Agenda for January 28**: The Agenda will include RFPs for design services and a project assistant; the communication timeline; donors and fundraising; and a working lunch.

**NEW BUSINESS**

*Relevant News and Issues*: Rachel remarked how random encounters, in her case a visit to Seattle and chance meeting with an artist, resulted in an introduction to n island resident and discussion on the building project. She encourages out-of-the box discussions.

*Director’s Report*: Phil answered questions from his report, including the Allen Foundation grant; an update on the “community hub” meeting, a change to the K20 annual contract; his increased desk time to cover for staff; and under-spending for collection materials.

*Friends of the Library*: Friends President Tim Lunde spoke on the “fantastic” Holiday Tea on Saturday, December 7th; new Friends’ merchandise; The upcoming March 1 Winter Booksale; and new Friends Board Members. Tim said he will bring a proposal to his board for financial support of the building expansion. Tom will attend the January Friends meeting; Rachel in February, Margaret in March and Donna in April.

**REPORTS FROM ACTIVE COMMITTEES**

*Collection Management*: None.

*Community Relations*: Tom said he and Phil are planning to hold a focus group meeting at the Senior Center weekly lunch.

*Facilities & Systems*: Margaret said over 100 bulbs had been planted. Donna asked about the ILS search and Tom asked about adding the school library as a branch. Phil said that likely nothing would happen until after the school remodel and estimated a $3000 cost.
Finance: Donna noted the financial end of year closing for 2013 under budget approximately $20,000. She credited cautious spending and good budget management.

Policy & Personnel: Air Med-Evac Policy: Rachel asked if everyone had reviewed the information from the December meeting. The consensus of the Board is to continue to provide up to a maximum benefit of $79 per employee that can be used to purchase an air medical evacuation membership to be chosen by the employee.

Salary Survey: Phil discussed the survey results with the Board. Rachel asked Regina to meet with Phil.

PUBLIC COMMENT – Margie Doyle encouraged the use of Orcas Issues for any Library announcements. Tim commented on the robust wifi, and Donna commented on the higher usage.

Regina left the meeting at 10:30 a.m.

The Board took a break at 10:37 a.m.

EXECUTIVE SESSION – The Board reconvened in Executive Session at 10:48 a.m. without Trustee Regina Zwilling, for the review of the Library Director. The Board reconvened in General Session at 11:42 a.m. There was no action taken. The next review of the Library Director will be in January 2015.

OTHER – Tom said he would discuss with the Friends Board how to ask for and the type of support for the building expansion.

There being no further action, the Meeting was adjourned at 11:46 a.m.

Submitted by Mary Pugh

Approved ________________________________
Library Board President Rachel Newcombe called the Special Meeting to order at 9:04 a.m. on January 28, 2014, in the Benson Hall Meeting Room, attached to the Episcopal Church in Eastsound. Also present were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling; and Library Director Phil Heikkinen.

President Rachel Newcombe reviewed the agenda, which included discussion of the timeline for tasks associated with the building expansion project; also, to review a possible RFP for a design consultant; a possible RFP for a fundraising consultant; and plans for communication with the public, including possible professional assistance with the prospectus. Also, she confirmed that Steve Jung and Hilary Canty, representing OICF, would appear as guests; also, Dawn D’Haeze who might be available to help with a building project video.

The Board discussed recent developments, including:
• An appearance at last week’s Lions Club meeting by Rachel and Margaret
• Plans to attend a Doe Bay community potluck on May 3
• This morning’s meeting, hosted by OICF, to discuss the community hub project, attended by staff member Holly King
• Confirmation by Phil that three staff members are available to help to varying degrees with aspects of the project
• Rachel’s discussions with County staff about permitting costs, which might total up to about $9,200
• Margaret’s research into possible designers who can help with prospectus design and campaign materials
• Phil’s contact from another potential architectural consultant, Ben Trogdon
• Tom’s mention of another possible architectural consultant or advisor, Gordon Walker
• Donna’s recommendation of a webinar that she watched, Before You Hire an Architect, which may still be available online in archived form; one of its main recommendations is to create a budget before trying to create a design.
• Tom’s conversation with his communications consultant friend, who suggests asking for feedback from major donors on the draft prospectus. Margaret said that we could have different versions for different audiences.

We began discussion of a possible design committee, including the process, outcomes, and timeframe; and the importance of having a clear charter.

Steve Jung, President of the OICF Board, arrived at 9:35. Ensuing discussion items:
• Steve talked about the idea of incorporating community hub services in a library addition, helping people understand where to get needs met, and helping to support the mission of other nonprofits such as Orcas Family Connections.
• Rachel said that there is a good match between OICF and the Library.
• Margaret said that we need help in identifying major donors and how best to approach them. Steve replied that OICF can help with that, including matching
donors with the needs that resonate with them. Donna said that we are looking for donors who want to invest in the community.

We returned to the previous discussion.

• Donna said that she envisions the design/building committee helping with an RFP for design consulting, evaluation of proposals, budgeting, and helping to fill in our gaps in expertise.

• Phil suggested that Regina, as Finance Chair, could work closely with him on monitoring the capital project budget, as she is assigned to do for the operating budget, and that we could pull in help as needed. Donna offered to back up Regina.

• We discussed who might be good as a fundraising consultant, and how to scope the amount of work required: Donna will talk with someone she knows; and Phil will talk with consultant Ruth Metz, who has worked on library capital projects.

[We took a break from 10:35 to 10:48 a.m.]

• Rachel reviewed the project timeline.

• Steve said that Helen Bee can help us to identify potential major donors; Rachel and Donna will meet with her.

• Donna suggested the idea of a fundraising pyramid, from a small number of large-dollar donors to a large number of small-dollar donors.

• We will continue developing the list of potential donors and advisors.

• We discussed the close relationship between communication and fundraising.

• Phil will approach Harvey Himelfarb, who is familiar with policies regarding naming opportunities.

• We talked about the timing for the public campaign, and hopes that we will have a good base of major donations in place at the time of a major public fundraising event.

[We took a break from 10:35 to 10:48 a.m.]

• Rachel reviewed the project timeline.

• Steve said that Helen Bee can help us to identify potential major donors; Rachel and Donna will meet with her.

• Donna suggested the idea of a fundraising pyramid, from a small number of large-dollar donors to a large number of small-dollar donors.

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• Phil will approach Harvey Himelfarb, who is familiar with policies regarding naming opportunities.

• We talked about the timing for the public campaign, and hopes that we will have a good base of major donations in place at the time of a major public fundraising event.

[Rachel left to pick up lunch at 11:50 a.m.]

• Vice President Donna Riordan led the discussion in Rachel’s absence, reviewing the potential Trustee-led committees, including Design/Building, Communications/Fundraising/Development, and Naming.

[We took a lunch break from noon to 12:30 p.m.]

• Rachel returned to a review of the timeline, including letters of support, newspaper interviews with staff and trustees, and the public campaign.

• Committee assignments will include:
  
  o Design/Building: Margaret and Regina, with outcomes including an RFP for design consulting, and oversight of the building project. Regina will take the lead on tracking the building fund budget. We also discussed possible community members helping this committee.

  o Communication/Fundraising/Development: Donna and Tom, with possible subcommittees including Public Relations (Tom and Rachel); Donors/Prospects/Stewardship (Donna Rachel), with outcomes including a donor list; and Events (Rachel, Margaret), including a legacy chicken dinner launch on May 4.

  o Naming: Rachel, Phil, and Harvey Himelfarb, with outcomes including naming policies and suggested dollar amounts for each opportunity.

• The Board agreed on upcoming special meetings on March 4, March 25, and April 22, in the Library meeting room if possible.

[We took a break from 1:15 to 12:45 p.m.]
• Dawn D’Haeze joined the meeting to share a fundraising video that she and her husband produced for the Seaview Theater upgrade project, and to discuss how she might contribute to the building project. She would be available to produce something within the Board’s March/April timeframe. She emphasized sharing the story about what the Library could look like, and what additional services would be available after an expansion.

[Regina left the meeting at 2:30 p.m.]

• Margaret updated the Board on her meetings with a prospective designer for the prospectus and other project-related design work.

• Phil shared his discussions with legislators during his participation in WLA Legislative Day. He said that we have some slight possibilities for State capital funding: Phil and Donna will follow up.

• Hilary Canty joined the meeting at 3:00 p.m. Some of her suggestions included telling the Library story; making sure people understand our plans; use the website for telling the back story; be transparent; if a particular donor is not a good fit, then ask for a reference for another donor; offer a variety of options for people to contribute; get donors’ advice, and let them come to a decision in their own ways; tell stories about kids, families, and that the Library is a politically-neutral place for all; collect library stories; consider matching grants, which can speed up the fundraising process; we can make clear that any extra funds raised will go to future capital/building needs; strive for a barnbuilding atmosphere, in order to build a community; be able to say that the entire Board and staff have contributed; consider a listserv for each subcommittee to aid in communication; Kate Long and Jennifer Wallace at OICF can be helpful; Lithex is a good print company; our message should say that it is our turn now as a community to pay it forward for the future of library services; spell people’s names right; ask if donors would prefer to be anonymous; send three thank-yous for each donation; call people on the phone sometimes; consider a weekly email update; use Facebook to facilitate donations.

There being no further discussion, the meeting was adjourned by the President at 3:55 p.m.

Submitted by Phil Heikkinen.

Approved ___________________________________
ORCAS ISLAND LIBRARY DISTRICT

Library Board President Rachel Newcombe convened the meeting at 8:32 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling [who arrived at 8:45]; Library Director Phil Heikkinen; and Friends Board Member Carol Ordway.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Because Finance Chair Regina Zwilling was delayed, Rachel moved New Business to the top of the agenda in order to discuss Routine matters in Regina’s presence.

NEW BUSINESS

Relevant News and Issues: Donna noted that Bob Henigson passed away in January; he provided strong guidance as a Library Trustee, and strong financial support over many years.

Director’s Report: Phil highlighted some of the items from his report, including the Community Hub conversations, expressions of interest in the project from local architects, and two new student workers. Donna asked about the First Fridays Book Club; and Margaret noted the increases in door count and checkouts in January.

Friends of the Library: Carol Ordway noted the successful sales of Friends books on eBay. [Regina arrived at this time.] The Board discussed the possibility of special book sales, and such ideas as solicitations of first editions from community members.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from prior meetings.

Margaret made a MOTION to approve the Minutes of the January 14, 2014 Regular Board Meeting. Tom seconded, and the MOTION passed unanimously.

Tom made a MOTION to approve the Minutes of the January 28, 2014 Special Board Meeting. Margaret seconded, and the MOTION passed unanimously.

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

1/14/2014 Invoice Accounting Report (13th month) $2,746.77
1/14/2014 Invoice Accounting Report $4,559.44
1/21/2014 Invoice Accounting Report $4,829.22
1/27/2014 Invoice Accounting Report $2,469.26
1/14/2014 Invoice Accounting Report (Building Fund) $377.78
February 2014 Payroll $28,524.15

Regina made a MOTION to approve the February payroll; Margaret seconded, and the MOTION passed unanimously. Margaret made a MOTION to approve all payments from the invoice accounting reports, Regina seconded, and the MOTION passed unanimously.
Regina noted that Mike Larkins’s contract was up for renewal, at a rate of $20.28/hour for an average of 22 hours/week. Phil noted that he had increased the pay rate by the same amount as for the staff, a COLA of 1.4%. Regina made a Motion to approve the contract; Tom seconded, and the Motion passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion Discussion: Trustees took turns updating action items and discussing a variety of related items. Some of the items included:

• Keeping the communication flow open and inclusive, while also observing the OPMA.
• Phil will save copies of working documents to the Library server, in order to document the project.
• Rachel assigned a point person for each committee and subcommittee.
• Rachel asked if everyone would be available for a check-in two weeks after each Board meeting. Donna said that it could be online. Phil said we could do that, given adequate public notice and ability to participate.
• Lynn Carter will be the next Sounder interview; followed by Holly King in March.
• Rachel is inviting all former trustees to a brunch on March 9 at 11:30 a.m. at Mia’s Restaurant.
• Rachel and Donna met with Helen Bee and Martha Farish, who contributed a lot of ideas, especially for the initial major-donor fundraising campaign.
• Rachel will begin working on the May 4 chicken dinner fundraiser; though the Board also discussed delaying this event. Rachel will check on deadlines for changes or cancellation with Odd Fellows Hall. Donna said that it would be good if we made sure to have reached at least 50% of our goal before entering the public phase of the campaign.
• The Board will meet with Dawn D’Haeze on March 4, from 8:30 to 10:30 a.m. at the Library, to talk about creating a fundraising video.
• Rachel plans to buy or print thank-you notes.
• Margaret is working with potential designers, including prospectus, online tools, video, etc. It appears that Dawn D’Haeze may be able to incorporate the print and related tools in conjunction with the fundraising video. Tom will talk with communications experts that he knows.
• The Board asked Margaret to follow up on the prospectus and related needs, with help from Phil, Donna, and others as needed.

The Board took a break from 10:00 a.m. to 10:06 a.m.

• Margaret shared the Orcas Library Recipe Book, which includes a lot of discussion about the Library’s early days.
• Tom and Margaret will hold a focus group meeting at the Senior Center on Friday the 21st, after the Senior Lunch.
• Donna and Rachel met with Helen Bee and Martha Farish, who were very helpful about the fundraising process, researching and developing a donor list, and the process of asking for donations.
• The Board supported asking Sue Kimball for consulting help.
• Phil shared names of Orcas residents with fundraising expertise.
• Tom talked about the $100,000 Friends pledge, including how best to announce it; and setting up a web presence for the building project.
• Rachel scheduled a special board meeting for February 25, from 8:30 to 10:30.

REPORTS FROM ACTIVE COMMITTEES
Collection Management: None.
Community Relations: None.
Facilities & Systems: Phil shared input from Jean Dickerson about recent plantings. Margaret will follow up, including with Pierrette and possibly Emily Aring.
Finance: Phil reviewed the P&L for 2013, noting that we are looking into payment of the $5,000 TLA50 grant; also, that tax revenues had reached about 95% of the total expected for 2013.
Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – None

There being no further action, the Meeting was adjourned at 11:16 a.m.

Submitted by Phil Heikkinen

Approved  _______________________________
Library Board President Rachel Newcombe called the Special Meeting to order at 8:34 a.m. on February 25, 2014, in Library Community Room. Also present were Trustees Tom Fiscus, Margaret Payne, and Donna Riordan (by phone); and Library Director Phil Heikkinen.

President Rachel Newcombe reviewed the agenda, which included discussion of the project timeline, updates on recent activities, and upcoming priorities.

Discussion items included:

- A summary of the meeting that Rachel and Margaret held with staff members Holly King and Kathy Lunde to begin planning the June 22 public fundraising event. Margaret is researching locations, as well as working on catering arrangements.
- The upcoming brunch at Mia’s Restaurant, at 11:30 on March 9, to which all former trustees are invited. This will be an opportunity to share the project overview and gather input.
- Grouping potential major donors in various ways to help in communicating our message appropriately for people’s various interests. Each trustee will research one or two potential donors.
- The design/construction committee is coming together, likely with four or five community members in addition to Margaret, Regina, and Phil.
- Rachel attended the most recent Chamber of Commerce mixer, which was a good opportunity to meet people and share our project.
- We will meet again on March 4, to continue discussing updates, as well as to discuss a possible video with Kevin and Dawn D’Haeze of Rock Island Media.
- Wording used in the current OIFR levy campaign, which we can evaluate as to what we might do the same or different.
- Kickstarter as a possible fundraising avenue at some point.
- The Seaview Theater campaign, which is a little over halfway to its goal.
- Tom reported on his experience at the February 21 focus group he held at the Senior Center, with about 30 people attending. He also met Steve Bentley, Chair of the Senior Center Advisory Group, who will help in coordinating further input.
- Rachel is looking into setting up meetings with capital funding specialists for Seattle-area libraries. She pointed out the Capitol Hill branch of SPL, in particular.

There being no further discussion, the meeting was adjourned by the President at 9:10 a.m.

Submitted by Phil Heikkinen.
Library Board President Rachel Newcombe called the Special Meeting to order at 8:32 a.m. on March 4, 2014, in the Library Community Room. Also present were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling; Consultant Sue Kimball and Library Director Phil Heikkinen. Fred Klein attended as a guest.

President Rachel Newcombe reviewed the agenda, which included Additions or Modifications to the Agenda, Library Building Project discussion of the timeline, updates, and action items, as well as a presentation by Rock Island Media about materials they can help us to produce; and Public Comment.

Discussion items included:
- Donna introduced Sue Kimball, who will be helping with the fundraising campaign.
- The June 22 public event planning.
- The March 9 brunch for former trustees, including an agenda including history/background, vision for the project, the timeline, social media and design process.
- Tools for researching potential donors, and people’s experiences so far; also, Donna will send out another list of names to research.
- The main promotional point about investing in this crucially important community space and organization, which is meeting important community needs.
- Naming opportunities, and the development of a naming policy with help from Harvey Himelfarb.
- Phil shared an update on possible Washington State capital funding; the naming policy; and Consultant Penny Hummel’s report sharing her perspectives about our project.
- Dawn and Kevin D’Haeze of Rock Island Media arrived at 9:20. We discussed the timeline, video, print products, and online resources such as social media and the website. They will help us to develop key phrases and messages. The video will include a variety of library users, local personalities, and main bullet points about why we need an expansion. We can create a simple brochure and invite people to go to our website for more detailed information. We could use a simple schematic initially to show a possible building layout.
- We talked about a possible phased construction project, due to the possibility of deferred funding from individuals or the State.
- Fred Klein recommended that we cast a broad net for design options, possibly including a design charette.
- We talked about budget ranges, in line with our reputation for being fiscally prudent.

There being no further discussion, the meeting was adjourned by the President at 10:25 a.m.

Submitted by Phil Heikkinen.

Approved __________________________
Library Board President Rachel Newcombe called the Special Meeting to order at 12:00 p.m. on March 9, 2014, at Mia’s Restaurant, after 30 minutes of social interaction with former Library Trustees. Also present were Trustees Tom Fiscus, Margaret Payne, and Donna Riordan; Consultant Sue Kimball and Library Director Phil Heikkinen. Former Trustees included Lois Cornell, Pierrette Guimond, Lynn Richards, and Bill Westlake. Margie Doyle attended as a guest.

President Rachel Newcombe reviewed the purpose of the meeting, which was to share information about the building project and gather feedback from the attendees.

Discussion items included:
- Lois Cornell reviewed her experience of the previous 2008-09 attempted building project.
- Rachel shared background and purposes for our current effort, including the community hub priority.
- Donna talked about the financial background and approach; also, about technology priorities.
- Tom discussed the project timeline.
- Margie Doyle said that she supports the project and likes the way we are interacting with the community.
- Margaret discussed the plans for a video, prospectus, design/construction committee, basic existing floor plans, and future public events.
- Donna and Rachel talked about the quiet campaign phase to invite participation from potential major donors; volunteer help from OICF and local fundraising experts; reserve funds; and the Friends pledge of $100,000.
- Lynn Richards commented about the influence of a capital project on ongoing operational costs.
- Phil talked about online tools to support the project, including website, video, social networking, and documents.
- Bill Westlake suggested we secure private pledges before beginning the public campaign.
- Margaret discussed some of the program needs, including quiet space, variable seating options, computer space, small-group rooms, a larger young adult area, and possibly a bit of extra room for books.
- Pierrette Guimond recommended that we continue to share full information with the public, stressing that we aren’t asking for public bond funds.
- Bill talked about the importance of public meetings and interacting freely with critics.
- Tom discussed our use of focus groups and visits to social service and other community groups.
- The former Trustees offered further suggestions such as having a clear message; getting donations in hand as soon as possible; having good documentation about our progress; and knowing how best to handle pledges. Margie added that personal contact is important, for example about the community hub project.
• The former Trustees said that they would be available for future interviews.

There being no further discussion, the meeting was adjourned by the President at 1:17 p.m.

Submitted by Phil Heikkenen.

Approved ________________________________
Library Board President Rachel Newcombe convened the meeting at 8:33 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 member Mary Pugh; Friends Board Member Elane Phipps; and consultant Sue Kimball.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Margaret asked to include a discussion of the Rock Island Media contract. Regina said she needed to leave early.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from prior meetings. Donna made a MOTION to approve the Minutes of the February 11, 2014 Regular Board Meeting. Margaret seconded, and the MOTION passed unanimously.

Donna made a MOTION to approve the Minutes of the February 25, 2014 Special Board Meeting. Regina seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Regina said she had reviewed the payroll and 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 March payroll from the Building Fund: Donna seconded, and the MOTION passed unanimously. Regina made a MOTION to approve the regular March payroll: Tom seconded, and the MOTION passed unanimously. The Board discussed the exempt versus non-exempt employment status.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

ILS Contract Approval: Phil reported that after an exhaustive search by staff, he is recommending the purchase of new Integrated Library Service (ILS) software from TLC. The cost will be approximately $18,500 with maintenance costs amortized over five years. The new system is more user friendly for patrons and staff. Margaret made, and Donna seconded a MOTION to authorize the purchase of new ILS software from TLC. The Board discussed backup and redundancy; modules for multiple platforms allowing greater access for mobile devices; and contract details. The MOTION passed
unanimously. The Board expressed their thanks to the Friends of the Library for the significant donation of funds to offset the purchase price of the new system.

**Library Building Expansion Discussion**: Trustees took turns updating action items and discussing a variety of related items. Some of the items included:

- Rachel reviewed upcoming articles and interviews and Tom will make adjustments to the timeline. Timing, in lieu of the Fire District levy editorials, was discussed.
- Tom will make additional adjustment to the timeline for donor meetings and public launch.
- Margaret discussed plans for a kickoff dinner. The Board discussed the cost effectiveness and lower cost alternatives. Phil said staff time could not be used for an event that would charge for. Rachel asked about a sponsor underwriting the event.
- Regina said everyone would want to know how much of the ticket price would be going to the Library. The Board discussed the 2013 picnic and the high energy felt afterwards. The committee will meet Wednesday March 12.
- Margaret talked about the design committee meeting and feedback from the 2008-2009 Kau design mockups. The committee felt it was a good design to begin asking for donations, with updates later depending on the campaign success. Phil said that the Library owns the designs and therefore does not need an RFP for design work.

**Regina left the meeting at 9:30 a.m.**

- Donna talked about a webinar recommendation to start with the budget then modify the design.
- The Board discussed other campaign advice and agreed to seek $1 Million in donations for the project. The Board asked Phil to have the Kau firm rework the design plans for an open concept and smaller size. These will be used in the promotional materials. They also requested the drawings in 3D.
- Tom asked about the downstream cost of a larger addition. Phil noted that the major cost would be staff and that was included in the estimates. The additional cost of overhead would be minimal.

**The Board took a break from 10:00 a.m. to 10:07 a.m. Tom left the meeting at 10:00 a.m.**

- Donna asked that donor prospect information be forwarded to her. She talked about the research and database updates.
- Phil talked about his meetings and discussion for adopting a naming policy.
- Phil said it was unlikely to receive state support this year, but something might happen after mid-term elections. Donna said we would not rely on state funds, but the project could be “up-scaled” if we received any.
- Sue asked about parking. Phil said there were 10 spaces available on Rose Street.
- Margaret suggested Tom review the contract from Rock Island Media.

**NEW BUSINESS**

**Relevant News and Issues**: None.

**Director’s Report**: Phil talked about meetings with the Department of Emergency Management and the OICF community hub committee. Donna asked about the status of the Whole Islands Catalog. Phil talked about the Paul Allen grant for early learners, possibly using a reader’s kit.
Phil reviewed with the Board the gift of a sterling silver tea set used for the Holiday Tea with the requirement of secured storage. He said that locked storage was available and it was reasonable for us to accept. The Board agreed.

**Friends of the Library:** Friends Board Member Elane Phipps said she was impressed with the work the Board was doing. Today’s meeting was canceled and she had no additional report.

**REPORTS FROM ACTIVE COMMITTEES**
- **Collection Management:** None.
- **Community Relations:** None.
- **Facilities & Systems:** Margaret mentioned spring weeding and mowing would start again.
- **Finance:** None.
- **Policy & Personnel:** None.

**PUBLIC COMMENT** – None.

**OTHER** – None

There being no further action, the Meeting was adjourned at 10:44 a.m.

Submitted by Phil Heikkinen

Approved
Library Board President Rachel Newcombe called the Special Meeting to order at 8:32 a.m. on March 25, 2014, in the Library Community Room. Also present were Trustees Tom Fiscus, Donna Riordan, and Regina Zwilling (who arrived at 8:50); Consultant Sue Kimball and Library Director Phil Heikkinen. Helen Bee and Martha Farish attended as guests.

President Rachel Newcombe reviewed the purpose of the meeting, which was to share updates about the building project and to gather feedback from the guests on our campaign, and how to interact with potential donors.

Discussion items included:

- Practicing asking for donations and developing information that we will share with donors.
- Continuing to research major donors.
- Suggestions from Martha and Helen, including coming to donor meetings with two or three questions to building a connection (such as “How did you come to Orcas Island?”); finding out what the donors are passionate about, including how they relate to the Library; send a friendly, informal letter before the meeting saying that we will be calling to set up a meeting within a week; offer to send a link to our video; the key is to get a meeting set up, not taking the first excuse not to; make it about a half hour; if a gatekeeper says “We’ll get back to you,” wait a couple of days past the point of discomfort about not hearing back; understand what the person is really interested in; consider a multi-year option for donations; caring is most important; offer naming options; work with a tiered gift table; right now, focus on one-to-one meetings with 25 potential major donors; say “I hope you will consider a gift of ____” and wait for the response, and listen to that response; be ready to offer a packet of materials, including more than one version of the prospectus; get at least a pledge in hand within a couple of meetings (or have an agreement to meet again soon); in meetings, review the key points of the project; list matching options “as of today”; have a donor pledge card in the packet; share from the heart why this project matters; practice talking about the bullet points for the purpose of the expansion; be prepared to set up a future meeting and/or other exchange of information—ask which they would prefer; send a thank-you immediately after the visit (thanking them for the visit itself), also if/when they donate any money.
- Easiest for fundraising simplicity might be to set up a fund at OICF specifically for this project.

There being no further discussion, the meeting was adjourned by the President at 10:36 a.m.

Submitted by Phil Heikkinen.
Library Board President Rachel Newcombe convened the meeting at 8:35 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling [arriving at 8:40]; Library Director Phil Heikkinen and staff member Nita Couchman; and consultant Sue Kimball. Community members were in attendance.

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

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Margaret moved the Naming Policy item up to the Building Expansion Discussion section.

**ROUTINE MATTERS**

**Minutes:** The Board reviewed the minutes from Special Meetings on March 4, 9, and 25; and the Regular Meeting on March 11. Margaret made a **MOTION** to approve the minutes from the four meetings as presented, which was seconded, and the **MOTION** passed unanimously.

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

- 3/12/2014 Invoice Accounting Report $6,119.79
- 3/18/2014 Invoice Accounting Report $3,633.90
- 3/25/2014 Invoice Accounting Report $3,540.27
- 3/31/2014 Invoice Accounting Report $12,506.59
- 3/25/2014 Invoice Accounting Report (Building Fund) $3,375.00
- April 2014 Payroll $26,163.89
- April 2014 Payroll (Building Fund) $24.37

Regina made a **MOTION** to approve all payments from the invoice accounting reports, which was seconded; and the **MOTION** passed unanimously. Regina made a **MOTION** to approve the April payroll from the Building Fund, which was seconded; and the **MOTION** passed unanimously. Regina made a **MOTION** to approve the regular April payroll, which was seconded; and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

**Library Building Expansion Discussion:** Tom reviewed the timeline, and noted that he will add accomplishments that had not previously been written into it.

Rachel invited guest Harvey Himelfarb to discuss his help in drafting the proposed new Naming Policy. Harvey shared the background of his relevant experiences at the UC Davis, and some of the different considerations we will have on Orcas Island. This policy can help make the donation and naming process transparent and legally solid. He encouraged the Board to simply ask people directly for contributions, noting
that it is easier for most people to ask for something on behalf of a cause or another
person, as compared to asking for oneself; we need not try to be sophisticated about it

Harvey also discussed how we could apply the policy toward procedures that
would list the levels of donations for appropriate areas or items related either to the
existing building or the new wing. He recommended forming a naming committee, which
would include community members, and which would make recommendations to the
Board regarding specific naming opportunities. It would be helpful to have the options
available during conversations with lead donors. [Harvey left at 9:52.]

Margaret made a MOTION to approve the Naming Policy as proposed, and Donna
seconded. Phil suggested that it would be helpful to have the policy in place so that
Rachel could begin appointing the committee. Tom noted that he would take another look
at the policy and make any suggestions for modifications at a future meeting. The
MOTION passed unanimously. Rachel said that she would begin working on committee
appointments, for example including herself, Tom, Phil, Harvey, and possibly others.

The Board took a break from 10 to 10:05.

The Board discussed the phone meeting that some of us had with fundraising
expert Nanette Pyne.

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil talked about meetings with the Department of Emergency
Management and the OICF community hub committee. Donna asked about the status of
the Whole Islands Catalog. Phil talked about the Paul Allen grant for early learners,
possibly using a reader’s kit.

Phil reviewed with the Board the gift of a sterling silver tea set used for the
Holiday Tea with the requirement of secured storage. He said that locked storage was
available and it was reasonable for us to accept. The Board agreed.

Friends of the Library: Friends Board Member Elane Phipps said she was
impressed with the work the Board was doing. Today’s meeting was canceled and she
had no additional report.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: Margaret mentioned spring weeding and mowing would
start again.

Finance: None.

Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – None

There being no further business, the Meeting was adjourned at 10:44 a.m.

Submitted by Phil Heikkinen
1. Library Board President Rachel Newcombe called the Special Meeting to order at 8:30 a.m. on April 22, 2014, in the Library Community Room. Also present were Trustees Tom Fiscus, Margaret Payne, Donna Riordan (via telephone), and Regina Zwilling; and Library Director Phil Heikkenen.

2. President Rachel Newcombe reviewed the agenda, which included Additions or Modifications to the Agenda, Library Building Project, and Public Comment. She added an item requested by Phil, which was to review and approve a modified payroll for May.

Phil noted that the County had requested that we include a staff anniversary date increase for the current payroll in the May payroll, rather than making it retroactive from the June payroll, because the Library had previously notified the County about the change. The difference from the payroll approved at the April 8 monthly meeting will be $63.38. Margaret made a MOTION, seconded by Tom Fiscus, to approve the adjusted payroll total of $29,527.66; and the MOTION passed unanimously.

3. Library Building Project discussion items included:
   - The video was very well done. Now it is time to work on the timing for the prospectus and print brochure. Phil will work with Rock Island Media to have a draft brochure ready for review by May 27, and for approval then or at the June 10 regular meeting.
   - Major work products we would like from Rock Island Media include the brochure, updates to the design of the prospectus materials, graphic designs for a lobby display, such as a fundraising thermometer, and design elements appropriate for website and social media contexts (which may be the same as or similar to those used in the brochure).
   - Rachel and Donna attended the April 14 OICF Board meeting, at which Rachel invited that board to publicly support the building project. OICF agreed to discuss it internally.
   - The Board discussed the formation of and possible members of an honorary building project committee, agreed on previously. Rachel will invite people individually.
   - Rachel will attend the April 29 staff retreat. Phil discussed the agenda, which will focus primarily on priorities for the building addition, as well as the new ILS (integrated library system) and other ongoing projects.
   - Planning for the July 19 Library picnic.
   - Pairings and timing for donor meetings.
   - Updated schematics by David Kau, who met with Margaret and Phil on April 4.
   - Tom reviewed the timeline tasks.
   - The Naming Committee and procedures.
   - The website, which can be developed shortly, to include such elements as the prospectus, schematics, and soon, the video.
• We can work on a limited video rollout beginning with the honorary committee, video participants, staff, Friends Board members, and Library Board at an upcoming reception.
• Tom and Phil reviewed their meeting with Bob Lundeen in Lake Oswego and plans for following up.
• Discussion of possible future events.
• Future attendance at a San Juan County Council meeting, most likely one held on Orcas Island.

4. Public Comment: there was none.
5. Other: none.
6. Adjournment: there being no further discussion, the meeting was adjourned by the President at 9:50 a.m.

Submitted by Phil Heikkinen.

Approved ________________________________
1. Library Board President Rachel Newcombe called the Special Meeting to order at 8:32 a.m. on April 29, 2014, in the Library Community Room. Also present were Trustees Tom Fiscus, Margaret Payne, and Library Director Phil Heikkinen; and a community member.

2. President Rachel Newcombe reviewed the agenda, which included Additions or Modifications to the Agenda, Library Building Project, and Public Comment. There were no changes.

3. Library Building Project discussion items included:
   • Tom and Phil’s follow-up phone call with Bob Lundeen, with no further developments.
   • Rachel invited Phyllis Henigson to join the honorary committee.
   • We will hold a reception for the honorary committee, the video participants, Trustees, staff, and Friends Board members. Tom will check into the availability of the Grange Hall at 6 pm on May 13.
   • Review of the Rock Island Media (RIM) work on the brochure: Phil confirmed the arrangements.
   • Rachel and Phil met with Harvey Himelfarb about to discuss next steps for creating naming opportunities. Harvey suggested creation of a tribute book about the building project.
   • Rachel, Margaret, and Tom will attend the May 8 Susan Howlett training at the Parish Hall, organized by OICF.
   • Phil will continue working with RIM.
   • Rachel will send the list of pairs who will work with various potential donors.
   • Phil and Tom talked about their sense that in several if not most instances, we will need to build relationships with potential donors to the building project over time, especially those not as familiar with the Library.
   • Martin Arnold is developing the Library’s website to support the building project.
   • How best to make the payment options clear? The choices will be OICF (with an option to be anonymous), Library District, and Friends of the Library (which is a 501(c)(3)).
   • We will schedule donor meetings at the May 13 meeting.

4. Public Comment: Kevin Sloan discussed possible naming opportunities and the importance of landscaping elements in the project.

5. Other: none.

6. Adjournment: there being no further discussion, the meeting was adjourned by the President at 9:40 a.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; Library Director Phil Heikkinen, Friends Treasurer Lynn Carter, and community member Kathi Ciskowski.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from regular and special meetings. Donna made a MOTION to approve the minutes from the April 8 Regular Meeting minutes; Margaret seconded, and the MOTION passed unanimously. Donna made a MOTION to approve the April 22 Special Meeting minutes; Margaret seconded, and the MOTION passed unanimously. Donna made a MOTION to approve the April 29 Special Meeting minutes; Margaret seconded, and the MOTION passed unanimously.

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

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Regina made a MOTION to approve all payments from the General Fund invoice accounting reports: Tom seconded, and the MOTION passed unanimously. Regina made a MOTION to approve all payments from the Building Fund invoice accounting reports, Donna seconded; and the MOTION passed unanimously. Donna made a MOTION to approve the regular May payroll; Tom seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – Lynn Carter thanked the Board for moving forward with the building project.

PLANNING & PRIORITIES

Library Building Expansion Discussion: Discussion items included:

- Tonight’s reception at the Grange at 6 p.m. This will be a social event to thank the honorary committee, staff, and actors in the promotional video. No Library business will be conducted.
- We will continue our contacts with existing donors, and start to make contacts with potential new donors to the project.
- The all-day Susan Howlett fundraising seminar last Thursday, which Margaret, Rachel, and Tom attended, was very helpful. Some of the key points included to:
  - Build relationships with donors, including uncovering matching values.
  - Listen well.
Use stories and donor profiles.

Host small events around shared areas of interest.

Build a circle of involvement including meeting with advisors, sharing information, and meeting with volunteers and potential donors.

Remove painful terminology around fundraising.

Focus efforts on smaller groups, such as current donors, past donors, and people closely involved with the organization—people with whom we already have relationships; and stay in contact with them.

Consider the “radical hospitality” concept, in which everyone feels welcomed, appreciated, and understands that they have made an impact, and has a sense of belonging and community.

Ask people to do small, individual things to support the project.

- Everyone will think of at least one salon that they can host: bring ideas to the June meeting.
- Focus on bringing people on board.
- Plan an event for the volunteers to make sure they are invited to get involved.
- Upcoming Sounder items will include the Holly King interview, with Tony upcoming; Diane Berreth’s letter in May, and Kathi Ciskowski’s in June.
- Rock Island Media, after a short delay, is working on the print brochure.
- The Naming Committee will meet and develop the list of options.
- Website: Martin is working on posting information and developing the donation page.
- Phil will develop the staffing and expense profile with an expanded building.
- Preparing for and practicing conversations with community members about the expansion, our financial planning, and our incremental design strategy.

The Board took a break from 9:40 to 9:45.

NEW BUSINESS

Relevant News and Issues: Donna talked about attending a planning meeting for upcoming 18-minute TedX talks to be recorded on Orcas Island, likely scheduled around the first week of November, perhaps focused on the theme of small-island living as a microcosm of America. She suggested that the role of the public library would be an excellent topic. The Board agreed, and will start considering how best to be involved.

Director’s Report: Phil talked about the recent WLA Conference, the April 29 staff retreat that included lengthy discussion about building needs, the upcoming July 4 Museum Fair at which we can have a booth, raising the annual non-resident card registration fee from $75 to $100; and the Film Festival project for students.

Friends of the Library: Friends Board Member Lynn Carter shared that the board is starting to plan the August 9 Library Fair.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: We continue an active weeding program, and now have few bottom shelves in use.

Community Relations: Tom suggested that we invite Friends members to an event about the building project. Phil suggested that we start thinking about community potlucks in Deer Harbor, West Sound, Olga, and Doe Bay.

Facilities & Systems: Margaret said that the plantings look great. Donna suggested that soon, as we start looking at FY2015, we start looking at maintenance items that we can roll into the building project, for example energy systems.

Finance: None.

Policy & Personnel: We are working on front-desk and receiving procedures in response to our recent audit recommendations.
PUBLIC COMMENT – Kathi Ciskowski talked about her upcoming letter to The Sounder. She will be focusing on what the Library means to her, personally.

OTHER – None

There being no further business, the Meeting was adjourned at 10:25 a.m.

Submitted by Phil Heikkinen

Approved
1. Library Board President Rachel Newcombe called the Special Meeting to order at 8:32 a.m. on May 27, 2014, in the Library Community Room. Also present were Trustees Tom Fiscus (via telephone), Margaret Payne, and Donna Riordan; Consultant Sue Kimball; and Library Director Phil Heikkinen.

2. President Rachel Newcombe reviewed the agenda, which included Introductions, Additions or Modifications to the Agenda, Library Building Project, and Public Comment. There were no changes.

3. Library Building Project discussion items included:
   - The logo ideas that we received from Rock Island Media are interesting; however, the Board felt that making a change at this time was not necessary, would require significant focus, and would distract us from the building project. Phil will ask RIM to put this on hold.
   - The tri-fold brochure: the Board will share further feedback via email with Phil, who will communicate with RIM. Some of the feedback was that it was too busy/chaotic; colors are a bit sharp/harsh; some of the text is hard to read due to lack of color contrast; and we should use a different cover photo.
   - Donna and Tom attended the May 20 SJC Council meeting held on Orcas Island. Donna shared an overview of the project, and said that the Council was supportive.
   - The Friends of the Library will likely not pursue the June 19 Jimmy Buffet simulcast, which had been offered by Rick Hughes.
   - The new Library website design shared by Martin Arnold looks good. Phil will share the color palette with RIM for use in the brochure and prospectus.
   - Attendees felt that the May 13 advance screening and reception was very successful and fun.
   - Phil will work with staff on creating a lobby poster to welcome part-time residents and visitors.
   - Rachel and Margaret will attend a meeting with Library volunteers on June 3, from 1:30 to 3 p.m. to thank them, share new information about the building project, ask for feedback, and talk about how we would like to involve them in the future.
   - We will share a booth with the Friends at the July 4 and 5 Historical Days/Parade events at the Village Green. Phil has reserved space with the Museum.
   - We will work on some new t-shirt ideas.
   - The Library Picnic on July 19 is scheduled tentatively from noon to 2:30 p.m., including ice cream and maybe cake; the bouncy house; music; striped aprons; and the building project video.
   - Phil will draft and email to the Board a letter that we will share with prospective major donors in advance of our meetings.
   - Rachel and Phil will meet with Harvey Himelfarb to develop naming options.
   - We will look into scheduling a dinner event at Christina Orchid’s Red Rabbit Farm.
   - Tom reviewed our action items and timeline.


5. Other: none.
6. Adjournment: there being no further discussion, the meeting was adjourned by the President at 9:57 a.m.

Submitted by Phil Heikkinen.

Approved ________________________________
Library Board President Rachel Newcombe convened the meeting at 8:33 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 member Mary Pugh, and community member Sue Kimball.

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

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Donna said she needed to leave by 10:15 a.m.

**ROUTINE MATTERS**

- Minutes: The Board reviewed the Minutes from regular and special meetings. Margaret made a MOTION to approve the May 13 Regular Meeting Minutes; Tom seconded, and the MOTION passed unanimously. Donna made a MOTION to approve the May 27 Special Meeting Minutes; Margaret seconded, and the MOTION passed unanimously.

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

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Regina made a MOTION to approve all payments from the General Fund invoice accounting reports; Margaret seconded, and the MOTION passed unanimously. Regina made a MOTION to approve the Building Fund invoice accounting report; Tom seconded; and the MOTION passed unanimously.

- Donna made a MOTION to approve the June payroll; Tom seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **Library Building Expansion Discussion**: Discussion items included:
  - Phil’s meeting with Harvey Himelfarb on the naming opportunity matrix.
  - The feedback from the volunteer focus group on the prospectus.
  - Edits to the video presentation.
  - Prospectus edits and updates.
  - Accepting credit cards for donations by spontaneous and impulse donors.
  - Review the July 19 Ice Cream Social public campaign kickoff.
  - Ideas for “salon” meetings with prospective donors.
  - Edits to the major donor letters.
  - Large size prints of the preliminary plans.
NEW BUSINESS

Relevant News and Issues: None.

New Washington State Training Requirements: Phil explained the new requirements for Trustee training on the Open Public Meetings and Public Records Act and records retention. Rachel and Donna had previous training with Adina Cunningham’s presentation to the Board in 2012. Tom, Regina and Margaret will need training. Phil said the Attorney General Office has a tutorial on OPMA that will qualify for the training. They will each watch the video and note their participation for the minutes in an upcoming meeting.

Director’s Report: Phil noted the closing of the OISD School Library for remodeling. He also covered the migration of the ILS software from Horizon to TLC. Other items included information on a energy audit and the possibility of installing an information sign in the Village Green.

Friends of the Library: Tom will be the Library representative at the Friends Meeting.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: None.

Finance: None.

Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – None

There being no further business, the Meeting was adjourned at 10:16 a.m.

Submitted by Mary Pugh.

Approved ________________________________
1. Library Board President Rachel Newcombe called the Special Meeting to order at 8:30 a.m. on June 24, 2014, in the Library Community Room. Also present were Trustees Tom Fiscus and Margaret Payne; and Consultant Sue Kimball.

2. President Rachel Newcombe reviewed the agenda, which included Introductions, Additions or Modifications to the Agenda, Library Building Project, and Public Comment. There were no changes.

3. Library Building Project discussion items included:
   • Details for Ice cream social on July 19th, including arranging of musical guests
   • Signing of letters for donors
   • Follow up with donor letters
   • Review of Ask meetings
   • Margaret put forth ideas about a salon series
   • Sue will contact Victoria Parker to come to the July 8th Library Board meeting
   • Rachel and Margaret to meet 6/25 to follow up on ice cream social details


5. Other: none.

6. Adjournment: there being no further discussion, the meeting was adjourned by the President at 9:45 a.m.

Submitted by Rachel Newcombe.

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; Library Director Phil Heikkinen and staff member Mary Pugh, and former Library Director Victoria Parker and consultant Sue Kimball.

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

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Donna asked to talk about the ALA conference and Rachel will talk about a “Best Library” award opportunity.

**ROUTINE MATTERS**

Minutes: The Board reviewed the Minutes from regular and special meetings. Margaret made a **MOTION** to approve the June 10 Regular Meeting Minutes; Tom seconded, and the **MOTION** passed unanimously. Margaret made a **MOTION** to approve the June 24 Special Meeting Minutes; Tom seconded, and the **MOTION** passed unanimously.

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

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Regina made a **MOTION** to approve all payments from the General Fund invoice accounting reports; Donna seconded, and the **MOTION** passed unanimously. Regina made a **MOTION** to approve the Building Fund invoice accounting report, Tom seconded; and the **MOTION** passed unanimously.

Regina made a **MOTION** to approve the July 2014 payroll; Donna seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

Library Building Expansion Discussion: The Board asked former Library Director Victoria Parker to give her impressions of the project to date and offer advice. Discussion items included:

- Update website with project information ASAP.
- Have current information on website, ie. updated Technology Plan.
- The original building project had three community committees: finance, building design, and fund raising programs. However, the Library Board kept leadership of the project
- The building committee looked at service and needs, anticipating future needs.
- The Director was the owner’s representative in all phases of the project.
- Victoria said the Library had a perceived insiders group, with a “come to us” attitude. She said they worked very hard to go out into the community with focus groups and presentations.
- Make sure the staff is on board and ready to be spokespersons.
- They had a two to two-one-half years project calendar.
- She said the original project was anticipated to need an addition.
• The building committee and PLA design fundamentals originally had a 12,000 square foot recommendation.
• She called the Board “Stewards of the future.”
• List all financial and “in-kind” donors.
• The finance committee had a pie chart showing the shared commitment throughout the community. The project was a true collaborative.
• Also used a jigsaw puzzle graphic to represent all participants, is. LSTA Grant, Friends, large donors, small donors, and in-kind donors.

Phil discussed salon events and how Library programs are free events. The Board discussed different ways to work as separate supporters. Donna will discuss with the Friends how they might help sponsor events. Tom will update the calendar; Donna suggested a teen user interview, saying Sky Bear Aguilar would be a good subject.

The Board took a break from 9:51 a.m. to 9:56 a.m.
Each Trustee is developing a fundraising salon, and gave updates on their projects. Phil updated the Board on the website activation, pledge envelopes, naming opportunities.

Regina left the meeting at 10:22 a.m.
ALA Conference Update: Donna relayed her experiences at ALA; her overall impression is that OIPL is doing so many things right. She would like to find a way to bring more programming into the Library, with lectures and discussion groups.

Best Library Award Application: Rachel suggested we look into submitting an entry.

NEW BUSINESS
Relevant News and Issues: None.
New Washington State Training Requirements: Phil and Mary discussed the definition of a record and how a records request might impact the Trustees. Mary will send out the web links.
Director’s Report: Phil discussed the Small and Rural Libraries Conference is in Tacoma, September 4-7; Final tee shirt design and ordering.
Friends of the Library: Donna will be the Library representative at the Friends Meeting.

REPORTS FROM ACTIVE COMMITTEES
Collection Management: None.
Community Relations: None.
Facilities & Systems: None.
Finance: None.
Policy & Personnel: Phil had a draft of the procedures for cash, mail, and shipment handling as requested by the State Auditor. He has also added more detail to the credit card policy regarding travel.

PUBLIC COMMENT – None.
OTHER – None.

There being no further business, the Meeting was adjourned at 10:50 a.m.
Submitted by Mary Pugh.

Approved ________________________________

MINUTES July 8, 2014
1. Library Board President Rachel Newcombe called the Special Meeting to order at 8:30 a.m. on July 22, 2014, at the Port of Orcas Conference Room. Also present were Trustees Tom Fiscus, Margaret Payne, and Donna Riordan; staff member Mary Pugh; and Consultant Sue Kimball.

2. President Rachel Newcombe reviewed the agenda, which included Introductions, Additions or Modifications to the Agenda, Library Building Project, and Public Comment. There were no changes.

3. Library Building Project discussion items included:
   • Review of the Ice cream social on July 19th
   • Use remaining ice cream at Library Fair with building fund donation jar; coordinate with Friends
   • Decision to use Carla Stanley’s design of a fundraising thermometer
   • Finalize design of donation envelope; coordinate with Friends
   • Rollout of website ASAP
   • Use of promotional and donation material at all Library functions
   • Who responds to online comments
   • Acknowledgement of significant donations
   • Update donor spreadsheet
   • New round of donor parings and letters
   • Postpone Red Rabbit Farms’ dinner event until Fall
   • FOTL will help facilitate and fund startup costs for events; develop reimbursement procedures
   • Review comments from Ice Cream Social
   • Further develop legacy gift program
   • Update Congressman Ranker and Council Member Hughes on progress
   • Setup building expansion donation jar inside Library
   • Look into having face painting at Library Fair


5. Other: none.

6. Adjournment: there being no further discussion, the meeting was adjourned by the President at 9:54 a.m.

Submitted by Mary Pugh.

Approved ________________________________
Library Board President Rachel Newcombe convened the meeting at 8:35 a.m. in the Community Room of the Library. Also attending were Trustees Margaret Payne, Donna Riordan, and Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh, and consultant Sue Kimball. Trustee Tom Fiscus arrived at 8:38 a.m.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Rachel moved the budget discussion before the building expansion discussion.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from regular and special meetings. Donna made a MOTION to approve the July 8 Regular Meeting Minutes; Regina seconded, and the MOTION passed unanimously. Donna made a MOTION to approve the July 22 Special Meeting Minutes; Margaret seconded, and the MOTION passed unanimously.

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

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Regina made a MOTION to approve all payments from the General Fund invoice accounting reports; Margaret seconded, and the MOTION passed unanimously. Regina made a MOTION to approve the Building Fund invoice accounting report, Margaret seconded; and the MOTION passed unanimously.

Regina made a MOTION to approve the August 2014 payroll; Margaret seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

TOM FISCUS ARRIVED AT 8:38 a.m.

PLANNING & PRIORITIES

2014 Draft Budgets: General Fund: Regina and Phil presented the draft of the 2015 General Fund Budget noting a 2.2% COLA and 2% standard increase. Donna questioned the personnel cost increase and Phil said the COLA begins January 1 whereas the standard increase is based on anniversary date, which for half of the staff is in September or November. The Board discussed new construction revenues and tax reserves, training, Sunday schedule rotation, a paid intern position, travel, professional services, collection spending and management, and the need for additional staff. The Board reached a consensus on using the 2.2% COLA and 2% standard increase for 2015. Margaret, Donna and Rachel talked about having Phil working desk shifts in the midst of a building...
project. It was agreed that the Director’s time would be better spent for managing the project. The Board requested a proposal to add a part-time staff person who would cover desk shifts. Phil will have information for the September meeting. Donna suggested that some maintenance expenses could be delayed and addressed at the time of construction.

Building Fund: Phil noted the addition of account numbers (BARS) to further refine the expense categories. The Board asked about the donation estimates, reserves, professional services, and the new BARS.

The Board took a break from 9:41 a.m. to 9:45 a.m.

Library Building Expansion Discussion: OICF Discussion: Donna reviewed her meeting the Hilary Canty, Executive Director of OICF. They had discussed optional revenue vehicles including stock transfers and transfer of real property. Phil said he would review the pledge sheet to see if an additional “Other” category could be added.

Margaret went over her meeting with Bob Maynard and Gordon Walker about the building design and how they might help. She suggested a more defined and finished daylight basement and showed an example from the architects, estimating an additional $500,000. It was agreed that it could solve several issues, but the additional cost was a concern. Margaret said it could be unfinished until additional funding was received, noting that it was unfeasible to add it after construction. Donna expressed her concern of the jump in project cost from 1.3 to 1.8 million and would like to see a firmer construction cost estimate.

Regina left the meeting at 10:20 a.m.

Additional discussion items included:
- Upcoming interviews.
- A second round of letters.

NEW BUSINESS
Relevant News and Issues: None.
Director’s Report: Phil’s report was noted.
Friends of the Library: There will be no August Friends meeting.

REPORTS FROM ACTIVE COMMITTEES
Collection Management: None.
Community Relations: None.
Facilities & Systems: None.
Finance: None.
Policy & Personnel: Rachel would like to start the Trustee recruitment process for her replacement.

PUBLIC COMMENT – None.

OTHER – None

There being no further business, the Meeting was adjourned at 10:50 a.m.

Submitted by Mary Pugh.

Approved

______________________________
Library Board President Rachel Newcombe called the Special Meeting to order at 8:30 a.m. on July 22, 2014, in the Library Conference Room. Also present were Trustees Tom Fiscus, Margaret Payne, and Donna Riordan; staff member Mary Pugh; and Consultant Sue Kimball. Guests Margie Doyle and JoEllen Moldoff.

Additions or Modifications to the Agenda: There were no changes.

Library Building Project: Discussion items included:
- Review of Donor meeting. Some will not be as interested in the building design as much as what the Library is doing and who are we serving.
- Bring passion to meetings; why it matters to you.
- Hosting a dinner or cocktail hour.
- Revise ask letter.
- Include naming opportunities in packets.
- Have more packets made up.
- Use of Library email address.
- Timing of the bulk mailing.
- Keep up momentum.
- Build enthusiasm.
- Bring school administration, teachers, and student into events.
- JoEllen suggested bringing children in by utilizing a poster project.
- Communicate to the public the updated scope and cost of the project.
- Develop a Board “Challenge” campaign.
- Donna will attend the upcoming School Board meeting.
- Rachel will develop a new donor letter and the Board “Challenge” letter.
- Tom will work on a status update press release

Public Comment: none.

Other: none.

Adjournment: there being no further discussion, the meeting was adjourned by the President at 9:56 a.m.

Submitted by Mary Pugh.

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 member Mary Pugh.

**WELCOME & INTRODUCTIONS** – Rachel welcomed Regina back and the Board gave congratulations on the birth of her daughter.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel added Trustee Recruitment to New Business.

**ROUTINE MATTERS**

**Minutes**: The Board reviewed the Minutes from regular and special meetings. Donna made a MOTION to approve the August 12 Regular Meeting Minutes; Tom seconded, and the MOTION passed unanimously. Donna made a MOTION to approve the August 26 Special Meeting Minutes; Regina seconded, and the MOTION passed unanimously.

**Vouchers and Payroll**: Donna said she had reviewed the payroll and invoices, noting the annual property and liability insurance renewals. She recommends approval of all items processed.

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Donna made a MOTION to approve the September 2014 payroll; Margaret seconded, and the MOTION passed unanimously.

Donna made a MOTION to approve the August Building Fund invoice accounting reports totaling $5093.32. Regina seconded, and the MOTION passed unanimously. Donna made a MOTION to approve all payments from the August General Fund invoice accounting reports totaling $25,073.77; Regina seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

**2014 Draft Budgets: General Fund**: Phil presented the revised 2015 budget with changes based on Board recommendations at the August meeting. Changes to payroll, consultant, and travel were made. Phil said he updated the narrative, which will be shared during the public hearing at the October meeting. The Board discussed the cost and benefits of an additional part-time support staff person. They requested Phil to begin the process with the start date of December or January, noting the time demands on the Director in the coming months.

Donna discussed with the Board the large transfer from reserves into the 2015 budget and the options to increase revenue or reduce expenses. She said the Library has been operating a lean budget and take a look to find additional cuts. Phil said a volunteer could be used for some maintenance...
expenses. However, salary and benefits are the largest percentage of the budget. Phil said increasing revenues from an annual fundraising campaign would be tricky while fundraising for a building expansion. Donna noted that the building expansion has its own budget and is not cutting into operating expenses. She said that expenses have outpaced revenue increases for a while.

Building Fund: There are no changes to the draft from the August meeting. Account numbers (BARS) will be updated to further refine the expense categories.

Library Building Expansion Discussion: The Board discussed the fundraising thermometer, cost per square foot estimates, and donor information.

Margaret talked about the feasibility of incorporating a lower level into the design. It could be added as a ‘phase 2’ plan. She noted it makes more sense to plan 10 or 15 years out. This “park level” addition could have 2000 square feet of flexible space. Donna is worried about project creep and transparency with the community about the cost. Rachel noted that the public might distrust the project if amounts kept changing. Margaret said it could not be done without major donor support, but should be presented to the public as an option.

Regina talked about two different types of users, electronic versus books. The community will want to know how the Library will adapt and manage more digital content, and whether we need more space if we go with digital. She said the Board should give an exciting vision and lead with the vision.

Donna suggested preparing the community; it is a tough question and answering it can take a massive amount of time. She said it might be possible to build the infrastructure for later. Tom said there is the option to just build at grade level. Regina said the Library could receive public comment while moving forward; but to cut off at some point and decide. Donna suggested raising the $1.3 million with the public on board and asking the state for the additional cost. Tom agreed with asking the state to fund the park level. Regina felt the donors would respond to an exciting vision and a small number of donors would suffice.

The Board took a break from 9:43 a.m. to 9:48 a.m.

Rachel said she received advice to “not be shy” and to ask for a dollar amount. Donna felt it would be confusing to develop plans for a park level before reaching the goal. Margaret said it was important to respond to current and future needs. Rachel suggested asking Gordon Walker and David Kau to help with a design; Margaret agreed that multiple designs would send a confusing message.

The Board discussed an upcoming event at Rosario, the community broadcast mailing, a guest editorial in the paper, a Medina Foundation application, and naming opportunities.

**NEW BUSINESS**

Relevant News and Issues: None.

Regina left the meeting at 10:17 a.m.

Director’s Report: Phil’s report was noted. Discussion items were YMCA summer visits, public school library, Sky Bear’s article in the Sounder, and “Ask Orcas” online and in-person community hub services.

The Board and Phil discussed the request by members of the Jehovah Witnesses to, once a week, have display materials on a study table. Discussion included freedom of information and ideas, religious and political materials, the meeting room as a more appropriate space, and active patron engagement. Rachel would like information from ALA and a review of Library policy.

Friends of the Library: The Friends annual meeting will be September 21 with Tom Welch as the speaker.

Rachel left the meeting at 10:50 a.m.
REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.
Community Relations: None.
Facilities & Systems: Margaret asked about the progress on roof gutter repair.
Finance: Donna noted some expenses above par for the month.
Policy & Personnel:

PUBLIC COMMENT – None.

OTHER – None

There being no further business, the Meeting was adjourned at 10:56 a.m.
Submitted by Mary Pugh.

Approved

_______________________________
Library Board President Rachel Newcombe called the Special Meeting to order at 8:31 a.m. on September 23, 2014, in the Library Conference Room. Also present were Trustees Tom Fiscus, Margaret Payne, and Donna Riordan; Library Director Phil Heikkinen and staff member Mary Pugh.

Additions or Modifications to the Agenda: There were no changes.

Library Building Project: Discussion items included:
- Postpone the meet and greet reception at Rosario.
- JoEllen Moldoff’s art exhibit and reception that will benefit the building project on October 8 at Mia’s Restaurant.
- Follow-up with the Warren Foundation, Heningson estate, Win Rhodes, Fred Whitridge.
- Project fundraising thermometer.
- Mary’s discussion with former Library Trustee Audrey Stupke.
- Review draft letters.
- Letter of intent to the Medina Foundation.
- Formalizing the naming committee, response by October 12 meeting. Donation amounts for naming opportunities.
- Application for economic development funds from San Juan County.
- Trustee recruitment.
- Guest opinion or letter in the Sounder for trustee recruitment

Public Comment: none.
Other: none.

Adjournment: there being no further discussion, the meeting was adjourned by the President at 10:10 a.m.

Submitted by Mary Pugh.

Approved _________________________________
Regular Board Meeting and Budget Hearing
October 14, 2014

Library Board President Rachel Newcombe convened the meeting at 8:34 a.m. in the Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, and Regina Zwilling; Donna Riordan attended via telephone from 8:50 to 10:30. Library Director Phil Heikkinen also attended. Guest Michael Riordan attended for a portion of the meeting.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone and noted that Donna hoped to join us by 8:45.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Phil noted that Donna had asked that, in New Business, the description Possible Lecture Series be changed to Possible New Programming. Rachel moved this agenda item up to allow our guest to leave the meeting earlier.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from regular and special meetings. Tom made a MOTION to approve the September 9 Regular Meeting Minutes; Regina seconded, and the MOTION passed unanimously. Regina made a MOTION to approve the September 23 Special Meeting Minutes; Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Regina said she had reviewed the payroll and invoices for the General Fund and Building Fund. She recommends approval of all items processed. She noted that the signature page did not include the 9/29/2014 Invoicing Accounting Report totaling $1,174.48; Phil said that he and Mary Pugh would make the correction, possibly by adding it to the November signature page. In the meantime, the Trustees initialed the 9/29/2014 Invoice Accounting Report itself.

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Margaret made a MOTION to approve the September Building Fund invoice accounting reports totaling $2,362.90; Tom seconded. Margaret and Rachel noted that we were being careful with expenses related to the building project. The MOTION passed unanimously.

Regina made a MOTION to approve all payments from the September General Fund invoice accounting reports totaling $14,907.42; plus the 9/29/2014 Invoice Accounting Report in the amount of $1,174.48; Rachel seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the October 2014 payroll totaling $27,564.28; Margaret seconded, and the MOTION passed unanimously.

FY 2015 BUDGET DISCUSSION WITH PUBLIC TESTIMONY–

2015 General Fund Budget: There are no changes from the draft presented at last month’s meeting. The Board noted that people seem confident in the Library’s budget performance. Margaret
noted the landscaping report from Pierrette Guimond, who has saved Library funds for several years. Regina asked about whether the Library plantings are safe for bees; and Margaret said she would research this.

Donna Riordan joined the meeting by phone at 8:50.

Phil talked about a possible change to the COLA by the time of the November meeting, when he would make adjustments if necessary, per Library policy. Also, he discussed timing for a new hire in the Support Staff position.

Guest Michael Riordan joined the meeting at 8:55.

2015 Building Fund Budget: There was no discussion.

PLANNING & PRIORITIES

Possible New Programming (moved up from New Business): At Rachel’s invitation, guest Michael Riordan discussed his proposal for a new series of lectures, seminars, and discussions, suggesting the name “Orcas Currents Learning Series on Science, Technology, and Culture.” Elements could involve a volunteer committee; free lectures and other programs; some Library expenses related to the presenters’ on-island costs; varying venues depending on anticipated attendance; and making sure to appeal to young people. Further discussion included such items as how to treat the Culture component; whether to incorporate other Library programs within this series or standalone; including the word Library somewhere in the title as part of the branding for the series; making sure we reduce any potential for tension with the existing Orcas Crossroads lecture series; the composition of the committee, for example making sure to represent young people’s interests when choosing topics and organizing the programs; whether the Board has enough time to focus on this in light of the building expansion project priority; and how to publicize it, for example through our planned email newsletter, and communicating directly to the schools. Michael, Phil, and others will develop a presentation for the December 9 meeting to address the initial description, philosophy, composition of the committee, and other items. Michael Riordan left the meeting.

Trustee Recruitment: The Board discussed skill set; timeframe for accepting applications; beginning interviews with the two existing applicants. Some of the ideal qualities would include development/fundraising experience, understanding the place of libraries in a digital age; having enough time and energy to work on the expansion project; having a team approach; a strong vision for the role of our library in our community; and ability to articulate important issues, for example our budget and need for a levy lid lift within a few years. Phil will place another notice in Orcas Issues and The Islands Sounder inviting further applications; Margaret and Tom will contact and interview the two current applicants; and Margaret asked for input on interview questions.

Library Building Expansion: The Board discussed recent donations; the October 29 meeting of former trustees, making sure to solicit their input about fundraising and to ask for their help in broadening our circle of contacts. Margaret and Donna can attend; Regina possibly; and not Rachel and Tom. Regarding donations from former trustees, the Board formed the idea of inviting a 2-to-1 match to donations from current Trustees. Also, we will approach OICF’s anonymous donor with a proposal to match a second $25,000 raised by current and former trustees. Phil will ask Gordon Walker and David Kau whether they will be able to share some new design ideas by the November 11 meeting. We will develop budget proposals for the State and County. Regina, Margaret, Phil, and staff will discuss content and format for the upcoming Library email newsletter, including the possibility of offering a single newsletter or multiple single-focus options.

Donna (by phone) left the meeting at 10:30 a.m.
NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil’s written report was noted. Phil talked about his attempt to restore a regular Chess Club schedule, with OIPRD (Orcas Island Park and Recreation Department) as a partner.

Friends of the Library: No Friends Board member was present. Tom said he would try to attend today’s 3:30 p.m. Friends Board meeting.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: None.

Finance: None.

Policy & Personnel: Rachel asked for an update on the Jehovah’s Witnesses using the Library for distributing free books and other literature; Phil said that they had reserved the meeting room on one day last month, but had not returned yet. Rachel shared her conversation with an ALA staff member about appropriate use of library space; and the consensus was that the meeting room was the best choice, due to space constraints and making sure the Library was not seen as advocating for any particular groups.

PUBLIC COMMENT – None.

OTHER – None

There being no further business, the Meeting was adjourned at 10:38 a.m.

Submitted by Phil Heikkinen.

Approved

______________________________
Library Board President Rachel Newcombe called the Special Meeting to order at 8:35 a.m. on October 7, 2014, in the Library Meeting Room. Also present were Trustees Tom Fiscus, Margaret Payne, and Regina Zwilling. Trustee Donna Riordan attended the meeting via telephone; Library Director Phil Heikkinen was also present.

Additions or Modifications to the Agenda: There were no changes.

Library Building Project: Discussion items included:

• Phil reviewed the 90-minute phone call he and Mary Pugh had with consultant Karla Kurtz, following up a webinar that Mary attended. She emphasized the importance of developing and maintaining relationships with potential donors. Start with an inner circle of Trustees, Friends of the Library, and volunteers.
• The October 29 meeting with former trustees: we will ask them to reach out to others they know who might be potential donors.
• October 8 art opening at Mia’s: JoEllen Moldoff, Michelle Reed, and B.J. Arnold will donate a portion of sales to the building project. We will have packets available.
• We will ask potential major donors to consider hosting small events for other potential major donors.
• Our main message is to ask people to help us open doors.
• We will have an event for the honorary Committee at 9 a.m. on November 12.
• When meeting with groups or individuals for the first time, we will nurture a sense of passion about the project.
• On October 29, Margaret, Donna, Phil, and possibly Regina will attend.
• Rachel will check with Kevin Ranker about the timeframe for submitting a capital budget request to the State.
• Rachel, Donna, and Phil will work on a grant application to San Juan County.
• Rachel will send former trustees an invitation to the October 29 meeting.
• Rachel, Tom, and Donna will work on a grant request to the Medina Foundation.
• Upcoming Library Board meetings: October 8 and November 11.
• We will work on using the Library’s email contacts with library users to send out information about programs, events, and the building project. Margaret, Tom, Phil, and Library staff will work on it.

Adjournment: there being no further discussion, the meeting was adjourned by the President at 9:35 a.m.

Submitted by Phil Heikkinen

Approved ____________________________________
Library Board Vice-President Donna Riordan called the Special Meeting to order at 8:34 a.m. on October 28, 2014, in the Library Meeting Room. Also present were Trustees Tom Fiscus and Margaret Payne. President Rachel Newcombe attended the meeting via telephone; Library Director Phil Heikkinen was also present.

Additions or Modifications to the Agenda: Rachel and Donna reviewed the agenda. There were no changes.

Library Building Project:
- Tom said he is waiting for details on proceeds from the Henigson trust gift to the Friends.
- Tom suggested that we check in with San Juan County on any possible site-related issues for a building expansion. Phil will follow up with San Juan County and others.
- Phil will continue looking into a possible phone meeting with Reps. Lytton and Morris.
- Rachel is following up on invitations to the November 12 meeting of the Honorary Committee.
- Rachel and Phil will work on a grant application to the County, due early in 2015.
- Donna will finalize a draft narrative for the Washington Women’s Foundation grant, due this Friday; Phil will submit.
- Rachel is working on a Medina Foundation grant, with a December 1 target.
- Phil will contact Bob Lundeen before the November 11 meeting.
- Attendees discussed the status of various donations and pledges.
- The Friends will follow up on a possible OICF Holiday Gift Catalog entry.
- At tomorrow’s meeting of former trustees, we will ask for help in extending our circles of potential donors; also, we will share an update, talk about our personal commitments, and ask for their feedback. We will follow up with a letter, including to those who can’t attend the meeting. Audrey Stupke is coming in today to review. We discussed ideas for inviting commitments from former trustees.
- We have received some responses from members of the Honorary Committee about attending the November 12 meeting, from 9 to 11 a.m. We will have an approach similar to that planned with the former trustees.
- Rachel left the meeting at 9:35.

We reviewed the latest ideas shared by David Kau, with help from Gordon Walker, including a much-enhanced version of the Library Park level.
- We discussed how best to reach people, including the planned email newsletter. Mary Pugh, Regina, Tony Ghazel, Martin Arnold, and Phil will test before the Holiday Tea. We will also explore other means of sharing information.

Adjournment: there being no further discussion, the meeting was adjourned by the Vice-President at 10:02 a.m.

Submitted by Phil Heikkinen

Approved ____________________________________
Library Board President Rachel Newcombe convened the meeting at 8:33 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, staff member Mary Pugh, and Friends Treasurer
Lynn Carter also attended. Guest Michael Riordan attended for a portion of the meeting.

WELCOME & INTRODUCTIONS – Rachel welcomed everyone. Donna remarked the Veteran’s
Day holiday and thanked Trustee Tom Fiscus for his service.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Rachel added an update from
Michael Riordan after the budget discussions and the annual review of the Director to New Business.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from regular and special meetings. Donna made a
MOTION to approve the October 7 Special Meeting Minutes; Tom seconded, and the MOTION
passed unanimously. Tom made a MOTION to approve the October 14 Regular Meeting Minutes;
Regina seconded, and the MOTION passed unanimously. Margaret made a MOTION to approve the
October 28 Special Meeting Minutes; Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Donna said she had reviewed the payroll and invoices for the General
Fund and Building Fund. She recommends approval of all items processed.

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<tr>
<td></td>
<td>November 2014 Payroll</td>
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Donna made a MOTION to approve the October Building Fund invoice accounting reports totaling
$238.84; Margaret seconded and the MOTION passed unanimously.

Donna made a MOTION to approve all payments from the October General Fund invoice accounting
reports totaling $24,755.30; Regina seconded, and the MOTION passed unanimously

Donna made a MOTION to approve the November 2014 payroll totaling $28,627.13; Tom seconded,
and the MOTION passed unanimously.

FY 2015 BUDGET APPROVALS –

Regina made a MOTION to adopt Resolution 1-2014; Donna seconded and the MOTION passed
unanimously. The Board discussed the recent disclosure that a tax levy by the San Juan County Parks
and Recreation District for incorrectly funded by the Assessor’s Office.

Regina presented Resolution 2-2014 Adopting 2015 General Fund Budget. A correction was
made to the date of the public hearing on October 14, 2014. There were no other additions or changes.
Regina made a MOTION to adopt Resolution 2-2014; Tom seconded and the MOTION passed
unanimously.

Regina presented Resolution 3-2014 Adopting the Building Fund Budget for 2015. Regina
made a MOTION to adopt Resolution 3-2014; Donna seconded and the MOTION passed
unanimously.
PLANNING & PRIORITIES

Possible New Programming: Michael Riordan discussed additional information on the series. The Board expressed their desire to support the series within the current budget and staff levels. It was stressed that any Library sponsorship would have to include free and open admission to any event.

Trustee Recruitment: Margaret and Tom will conduct applicant interviews before the November 25 meeting. It is the Board’s desire to have a recommendation to submit to the County Council by the December 9 meeting.

The Board took a break from 9:21 to 9:25 a.m.

Library Building Expansion: Margaret and Donna reviewed the October 29 meeting with former Library Trustees. It was recommended that the project be expanded to meet more needs and not focus on reducing the size. The atrium design is wonderful and will create excitement in the community and among major donors. The Board agreed on a $2.2 million project based on revised cost estimates and square footage. Rachel has the letter to Kevin Ranker ready for mailing. The Board worked on the letter campaign, public mailing, grant applications, new resident information packet brochure, and updating the preliminary design documents. The Board and Phil discussed whether it was time to commit to a design. Mary recommended having a public comment period on the design.

Donna asked for that to be added to the December meeting agenda. Phil said that he would update the prospectus files to include the latest edits.

Regina left the meeting at 10:42 a.m.

NEW BUSINESS

Relevant News and Issues: Donna reviewed the TedX program she attended, hosted by the Outlook Inn.

Rachel left the meeting at 10:53 a.m.

Director’s Report: Phil’s written report was noted; commenting on a water leak, email newsletter test, and Boopsie. Donna asked about Phil’s involvement with WLA-PNLA and how it would affect his time commitment with the building project.

Friends of the Library: Friends Treasurer Lynn Carter talked about the December 6 Holiday Tea, the year-end membership drive, the Winter Booksale, and future fundraising events.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: None.

Finance: Phil reviewed the financial report and recommended bringing revenue into the budget, in order to make sure expenses are covered through the end of the year.

Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – None

There being no further business, the Meeting was adjourned at 11:25 a.m.

Submitted by Mary Pugh.

Approved

____________________________________
Library Board President Rachel Newcombe called the Special Meeting to order at 8:36 a.m. on November 25, 2014, in the Library Meeting Room. Also present were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling. Library Director Phil Heikkinen was also present.

1. **Introductions**: Rachel welcomed everyone and reviewed the agenda.

2. **Additions or Modifications to the Agenda**: Rachel moved Trustee Recruitment and Consideration of Art Work Donation above Library Building Project.

3. **Trustee Recruitment**: Margaret and Tom, who had volunteered to interview candidates, reviewed the process and their interviews with four strong candidates, and made a recommendation. The Board accepted the recommendation, which Rachel will forward to the County Council today. Margaret will thank the other three candidates, invite them to volunteer for anything that interests them, including the building expansion project, and invite them to apply again for future openings.

4. **Art Donation**: Phil reviewed the offer of a cedar wall-mounted relief carving from the estate of Marian Berdan. The Board supported accepting the offer, understanding that the gift is unconditional; and Phil will follow up with the donors.

5. **Library Building Project**: Rachel and the Board discussed a variety of items, including:
   - Continued meetings with prospective donors
   - Medina Foundation grant application, which Rachel and Donna completed, and which Rachel will submit this week.
   - Local contacts with whom to share information, such as real estate agents. Phil will ask staff to create an updated Library information brochure.
   - Rachel will schedule the Library as the host for an upcoming Chamber of Commerce mixer, likely on March 10.
   - We will take part in the December 6 Holiday Tea, including sharing information about the expansion project.
   - Margaret will contact Bob Maynard, Gordon Walker, and/or David Kau about progress on an artistic sketch of the proposed Library Park entrance.
   - The Henigson gift, with likely distribution by the end of this year.
   - We have submitted a capital funding request to the State, via Senator Kevin Ranker. The 2015 session will begin on January 12, and is currently scheduled to end (at least approximately) by April 26.
   - Phil and staff will research contact information for prospective donors.
   - Fundraising software: we will add this topic to the December 9 agenda, in order to decide whether to use the new specialized software bought by the Friends, or something more generic such as Excel.

6. **Professional Activities**: the Board expressed concerns about Phil’s potential involvement as a mentor and presenter for upcoming PNLA Leads leadership institutes. Phil will talk with PNLA about a reduced level of participation.
7. **Budget Amendment**: in order to make sure we can cover all upcoming expenses, including for the Rural Heritage Grant, which was awarded after adoption of the 2014 Budget, we will plan for a small amendment for discussion and possible adoption at the December 9 meeting.

8. **Public Comment**: none

9. **Other**: none

10. **Executive Session for Review of the Director**: the Board entered the session at 10:05 to discuss the 2014 review process. The Board returned to general session at 10:35, and took no action.

**Adjournment**: there being no further discussion, the meeting was adjourned by the President at 10:35 a.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. Library Director Phil Heikkinen, staff member Mary Pugh, and Friends Board Member Sandy Wilson also attended. Guests Michael Riordan, Library Trustee Appointee Moana Kutsche, and Bob Maynard attended for portions of the meeting.

**WELCOME & INTRODUCTIONS** – Rachel welcomed everyone. She introduced newly appointed Library Trustee Moana Kutsche.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel said that Bob Maynard would be stopping by to discuss the building project and will adjust the agenda to accommodate his arrival.

**ROUTINE MATTERS**

Minutes: The Board reviewed the Minutes from regular and special meetings. Donna made a **MOTION** to approve the November 11 Regular Meeting Minutes; Tom seconded, and the **MOTION** passed unanimously. Margaret made a **MOTION** to approve the November 25 Special Meeting Minutes; Regina seconded, and the **MOTION** passed unanimously.

Vouchers and Payroll: Regina said she had reviewed the payroll and invoices for the General Fund. She recommends approval of all items processed.

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Regina made a **MOTION** to approve the November Building Fund invoice accounting report totaling $2,039.25; Margaret seconded and the **MOTION** passed unanimously.

Regina made a **MOTION** to approve all payments from the November General Fund invoice accounting reports totaling $15,056.26; Margaret seconded, and the **MOTION** passed unanimously.

Regina made a **MOTION** to approve the December 2014 payroll totaling $28,812.29; Tom seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

Library Building Expansion: Phil said he spoke to the County Planning Department to review the permit process for the project, including adequate parking and storm water drainage. The Board discussed whether to have a permit committee; it was decided the design committee could also handle permitting. Rachel updated the
Board on grant applications for the Medina Foundation, state funding with Kevin
Ranker, and the upcoming Chamber of Commerce mixer. The Board continued planning
for a meeting with the honorary committee in Spring.

Bob Maynard arrived at 10:00 a.m. Rachel and Phil updated him on the progress
of the project. Margaret said comments gathered have encouraged the inclusion of a
Park Level space and that the Board agreed to move forward with that design. Bob said
that the Library is the only public building in Eastsound, and the most significant
building on Orcas Island. He said that the Board has a responsibility as stewards to
make the best decision to safeguard the design. He agreed that an entrance at the Park
Level would add a strong statement to the current design. Bob offered to continue his
help in the project.

**Fundraising Software Alternatives**: Donna wanted to discuss whether to use
time and resources for the NonProfit Easy software. She said the Library does not have
traditional stewardship of donors and that the software creates a complex database well
above the needs of the Library. Phil said the Board should discuss the philosophy of
fundraising. Donna has concerns about confidentiality and security of a cloud-based
system. The software was purchased by the Friends and is used by them to track
memberships and donations. The Library is also beginning to use the program to track
donations. Phil related prior disorganized efforts in tracking Library donations and said
that this software could alleviate that. Also, it is feasible to have an annual campaign,
especially for endowments that the software is designed for. The Board asked for
additional information on security, backups, and encryption.

**Possible New Programming**: The Board discussed the proposed *Currents’*
speaker series. Concern was expressed about time constraints in competing with the
building project, and level of financial commitment. The Board agreed to sponsor three
events for 2015 while working to expand an in-house series.

The Board took a break from 9:57 to 10:03 a.m.

**NEW BUSINESS**

**Relevant News and Issues**: None.

**Director's Report**: Phil’s written report was noted; commenting on the donation of
a wood carving, email test for a newsletter; the Holiday Tea estimate of attendance of
750; and updating the naming opportunities brochure.

**Friends of the Library**: Friends Board Member Sandy Wilson talked about the
Holiday Tea, funding of the 2015 grant request, the upcoming Winter Booksale on
February 28 at the Orcas Center, updating the Friends' newsletter, the year-end
membership drive, and no December meeting.

**OTHER** – Donna presented Resolution 05-2014 Commemorating the Service of Rachel
Newcombe as Library Trustee. Donna made a **MOTION** to adopt Resolution 05-2014.
Margaret seconded and the **MOTION** passed unanimously. Rachel thanked the Board
and expressed her gratitude for their hard work and commitment to the Library. She
also challenged the Board to attend the New Year’s Day Polar Bear Plunge at Cascade
Lake.

**REPORTS FROM ACTIVE COMMITTEES**

**Collection Management**: None.

**Community Relations**: None.

**Facilities & Systems**: None.
Finance: Regina reviewed the need to bring grant income into the 2014 budget and presented Resolution 4-2014 Amending the 2014 General Fund Budget. Phil explained how income received outside of the adopted budget is not included in the operating funds and the amendment would ensure that expenses stay within the budget. Regina made a MOTION to adopt Resolution 4-2014. Margaret seconded and the MOTION passed unanimously.

Policy & Personnel: None.

PUBLIC COMMENT – None.

Regina left the meeting at 10:35 a.m.

OTHER – The Board set January 20 for their winter retreat. Mary said officers and committee chairs would need to be elected at the January regular meeting. Rachel said there would be no additional December meeting.

There being no further business, the Meeting was adjourned at 10:39 a.m.

Submitted by Mary Pugh.

Approved ________________________________