Library Board Vice-President Donna Riordan convened the meeting at 8:31 a.m. in the Community Room of the Library. Also attending were Trustees Moana Kutsche, Margaret Payne, and Regina Zwilling. Library Director Phil Heikkinen, staff members Mary Pugh and Nita Couchman. No guests were in attendance.

WELCOME & INTRODUCTIONS – Donna welcomed everyone, especially newly appointed Library Trustee Moana Kutsche.

OFFICER ELECTION, COMMITTEE ASSIGNMENTS, AND CALENDAR

Officer Election: Donna reviewed the positions and duties of the officers. Margaret made a MOTION nominating Donna Riordan as President. Regina seconded, and the MOTION passed unanimously. Donna made a MOTION nominating Margaret Payne as Vice-President. Regina seconded, and the MOTION passed unanimously. Margaret made a MOTION nominating Tom Fiscus as Secretary. Moana seconded, and the MOTION passed unanimously.

Committee Assignments: Donna discussed standing and ad hoc committees, and how she would like them organized for 2015. Collection Management will not have a chair for 2015: Phil will report to the Board. Margaret will chair Facilities & System and Expansion Building & Design. Tom and Donna will co-chair Community Relations and Expansion Fundraising. Regina will chair Finance. Moana will chair Policy & Personnel and Expansion Naming.

Meeting Dates & Agenda: The Board discussed the 2015 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. In addition the Board will hold a second meeting each month as needed for work on the building expansion. The agenda will remain the same.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from regular meeting. Donna made a MOTION to approve the December 9, 2014 Regular Meeting Minutes: Regina seconded, and the MOTION passed unanimously, with Moana abstaining.

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 December Building Fund invoice accounting report totaling $82.16; Moana seconded and the **MOTION** passed unanimously.

Regina made a **MOTION** to approve all payments from the December General Fund invoice accounting reports totaling $28,754.65; Margaret seconded, and the **MOTION** passed unanimously.

Regina made a **MOTION** to approve the January 2015 payroll totaling $28,754.65; Margaret seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **Library Building Expansion**: Donna reviewed the grants that have been applied for. The Board discussed the next round of letters, and the advantages of a planning consultant. Margaret will inquire about the 3-D sketch and model.

  Donna reviewed the emails from NonProfitEasy concerning questions about security, backups, and encryption. The Board also discussed using the alternative of a spreadsheet to track the information. Donna asked Moana to review the software terms and conditions and tabled the discussion for the January 20 work session.

  Phil gave an update on the March 10 Chamber of Commerce Business Mixer to be hosted by the Library.

- **Board Work Session Agenda**: The Board drafted a working agenda for the January 20 meeting.

**NEW BUSINESS**

- **Relevant News and Issues**: None.

  - **Director’s Report**: Phil’s written report was noted: He discussed the email newsletter and Facebook updates; and the support staff position advertisement. There were no additional questions.

- **Friends of the Library**: Phil noted the 2015 Friends grant. Margaret will attend the January Friends’ meeting; Moana will attend the February meeting; and Donna will attend the March meeting. There was no additional report.

**REPORTS FROM ACTIVE COMMITTEES**

- **Collection Management**: None.

  - **Community Relations**: None.

  - **Facilities & Systems**: Phil reported an issue with one of the HVAC units. He is pricing a repair versus replacement.

  - **Finance**: None.

  - **Policy & Personnel**: Donna asked about the meeting room usage by the Jehovah Witnesses members. Phil reported that there has been one inquiry about the use by a religious group that was resolved without complaint. The Board asked Phil to query other directors about their meeting room policy at the upcoming Library Directors’ Conference.

**PUBLIC COMMENT** – None.

**OTHER** – None.

The Board took a break at 10:24 a.m.
EXECUTIVE SESSION – The Board reconvened in Executive Session at 10:37 a.m. for the review of the Library Director. The Board reconvened in General Session at 11:15 a.m. There was no action taken.

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

Submitted by Mary Pugh.

Approved ____________________________
Library Board President Donna Riordan called the Special Meeting to order at 9:03 a.m. at Benson Hall, Emmanuel Church, Eastsound, Washington. Also present were Trustees Tom Fiscus, Moana Kutsche, Margaret Payne, and Regina Zwilling; Library Director Phil Heikkinen, and staff member Mary Pugh were also present.

Library Building Project (Agenda items 1 through 7):

- Donna said her goals for 2015 were to secure funding for the expansion, file for permits, finalize the design, develop a construction timeline, and groundbreaking.
- Tom suggested updating the timeline spreadsheet. Donna would like it available online for everyone.
- Moana lead the discussion on the needs for fundraising recordkeeping. Needs included correspondence and interaction tracking; donor levels; ease of access; ease of entry; ongoing relationship building; security; privacy; and cost. Regina suggested a spreadsheet could be developed in 40 to 80 hours. Mary said if the purpose is to track relationships then a database is needed. Moana will research more contract terms and report at the February meeting.
- The Board discussed next steps for lead donors, including revamping the “salon” idea.
- There were no updates on grant applications. Phil said it may be April or later before we hear from the state.
- Develop timeline for public campaign. All agreed that multiple fun events should be planned.
- Moana will review the naming policy and brochure.
- Discussion on where and how to display concept designs and models, currently in the Meeting Room, with the greatest possible visibility.
- We will continue to ask for public input during upcoming project stages.
- We can produce a list of milestones for use in communicating with the public.
- Tim Lunde arrived at 11:55. He discussed the Friends’ support for the project. Tom talked the Friends as ambassadors, and suggested that the Trustees make sure to attend upcoming Friends events.
- When might we need a paid project manager, and for what role(s)? Perhaps we could start with one or more volunteers, transitioning to a paid consultant when we need accountability. We can involve the design committee initially; also, can talk individually with David Kau and others familiar with the project.
- We’ll work more on understanding the process for design and construction RFPs.
- Phil and Margaret will schedule a pre-permitting meeting with SJC staff.
- Margaret talked with Teri Williams, who consults on permitting; and she and Phil met with civil engineer Gregg Bronn about site issues, including drainage. Phil will look into what elements of the project will require an RFP.
- Possibility of a bond election as a contingency plan if fundraising falls short.
- Communication: email newsletter, blog, displays in the building, photos, Orcas Issues, Islands Sounder; how best to share the introductory video.
• Phil shared his conversation with Kate Long of OICF, including status of AskOrcas (the community social services pilot project), fundraising/donor relations software (designed specifically for them), and status of the $25,000 matching gift.

• Finances: how to develop increasingly detailed cost estimates; categories of expenses; looking at the example of other similar projects. Phil will report on updated cost estimates at the March Library Board meeting.

• In the context of the project, Moana will review the Purchasing Policy, Signing Authority for the Director, and any other relevant policies.

• Donna asked for the following practices regarding donations: if more than $100, notify Donna; if more than $1,000, notify the entire Board; if between $1,000 and $9,999, the entire Board will sign a thank you letter; and if over $10,000, the Trustees will write individual notes.

• 8. Post-Expansion Visioning: the Board discussed space for visual art and programs; asking the community what it would like us to add regarding programs/services/etc.; look at other libraries’ examples; planning for a survey of library users; accommodating evolving public library uses; different types of spaces for different ages of library users; broadening our means of communication as much as possible; MOOCs courses, databases, and other online resources/services.

Adjournment: there being no further discussion, the meeting was adjourned by the President at 3:23 p.m.

Submitted by Mary Pugh and Phil Heikkinen

Approved ____________________________
Library Board Vice-President Donna Riordan convened the meeting at 8:33 a.m. in the Meeting Room of Port of Orcas. Also attending were Trustees Tom Fiscus, Moana Kutsche, Margaret Payne, and Regina Zwilling. Library Director Phil Heikkinen, and staff member Mary Pugh. Friends Board Member Leif was in attendance.

WELCOME & INTRODUCTIONS – Donna welcomed everyone; Leif was introduced.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – The Board approved the new calendar portion of the agenda and would like to see events for two months out.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from regular meeting. Margaret made a MOTION to approve the January 13, 2015 Regular Meeting Minutes; Moana seconded, and the MOTION passed unanimously. Margaret made a MOTION to approve the January 20, 2015 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 all payments from the January General Fund invoice accounting reports totaling $20,512.18; Margaret seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve final payment from the December 2014 General Fund invoice accounting reports totaling $1,741.00; Tom seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the February 2015 payroll totaling $29,737.99; Margaret seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion: Donna said that she added Rachel Newcombe to the Honorary Committee.

- Design-Build – The Board discussed an architectural rendering of the concept design. Moana asked about using a permit consultant during discussions with the San Juan County Permit Center. Margaret thought to get the initial meeting first, while Moana felt “we may not know what we don’t know,” and a consultant would help with that. The appropriate time to hire a project manager was also talked about.
Communications & Fundraising – Donna updated information on outstanding grant applications and follow-up on pledges. Phil said Senator Kevin Ranker’s aide, Kendall Farley does not believe the legislature will have processed the capital improvement budget before April and may go into June. Donna said she attended the Chamber of Commerce’s board meeting to explain the project and give out prospectus packages. She said they were well received. The Board reviewed the plans for the Chamber Business Mixer at the Library March 10th. It was suggested to get Shannon Borg from the San Juan Visitors Bureau to help with getting the word out through social media.

Margaret said she had spoken with Donna Laslo about showing the Library’s promotional video during the previews at the Seaview Theatre. Margaret asked if it was appropriate for the Seaview Theatre to have their restoration plans in the Library’s display case. The Board discussed display policy, and distinguishing between commercial business information and community or historical information. Phil said a review of the current policy could help determine the appropriateness of a display.

Other topics included the email newsletter, using Twitter and Facebook. Tom will update the timeline spreadsheet for the March meeting.

Naming Opportunities – Moana gave out her draft of the revised brochure. The Board discussed smaller naming opportunities such as bricks or pavers. Tom asked about recognizing the Friends contribution; he and Phil will talk with their Board. Moana would also like to continue to build relationships with those who have expressed an interest in the project. Donna suggested starting with former Library and Friends Board Members.

Other – Donna noted that each Trustee is bringing a unique skill set to the building project. She would like to encourage Board development by having each person deliver a short presentation in their area of interest and experience. An example is Regina’s use of social media that she could teach. Regina agreed to a March program on the use of social media.

NEW BUSINESS

Relevant News and Issues: Moana asked about Open Public Meeting and records retention training. Phil said the training is online with the State’s Attorney General website. He will send the link.

Director’s Report: Phil’s took questions on his written report. He discussed his recent Washington Library Directors’ conference; the upcoming Chamber mixer; privacy issues; open firearm carry; contagious illness exposure.

Friends of the Library: Leif suggested the Board have a table at the upcoming Winter Booksale, February 28th with information about the building project. The Board agreed to help at the sale. Donna will attend the Friends’ March meeting, and Margaret will attend in April.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: Phil noted planned repairs to the drinking fountain, and scheduled updates to interior lighting.

Finance: None.
Policy & Personnel: Moana noted the purchase and signing policy might hinder prompt payments for the building project because of the $10,000 signing limit. She suggested a special purpose policy; however the Board was split on the necessity, noting that they are meeting every two weeks and would be able to process anything above the current threshold.

Phil said that there were six finalists to be interviewed for the Support Staff position. Moana also asked about employment contracts. Phil noted that employees are considered “at will.” Donna and Moana asked about a formal hiring letter or acknowledgment. Phil referred to the district’s employment application, orientation checklist and Employee Handbook.

PUBLIC COMMENT – None.

OTHER – None.

The Board took a break at 10:28 a.m.

EXECUTIVE SESSION – The Board reconvened in Executive Session at 10:33 a.m. for the review of the Library Director. The Board reconvened in General Session at 10:48 a.m. There was no action taken. Donna and Moana will meet with Phil to discuss 2015 goals.

There being no further business, the Meeting was adjourned at 10:49 a.m.

Submitted by Mary Pugh.

Approved _______________________________
Library Board President Donna Riordan called the Special Meeting to order at 8:38 a.m. in the Library’s Community Room. Trustees Tom Fiscus, Moana Kutsche, Margaret Payne, Regina Zwilling, and Library Director Phil Heikkinen were also present.

Introductions: No guests were present.

Additions or Modifications to the Agenda: Donna switched the order of Goals and Objectives and Library Building Project.

Goals and Objectives for 2015: Attendees agreed that it was good to have the Director’s and Board’s priorities shared in open session, and kept in front of us. Donna shared the timeline for review. The Director will also share progress in the monthly Director’s Report.

Public Comment: none

Library Building Project: Discussion items included:

- No current updates regarding major donors.
- Medina Foundation: Donna will follow up on our previous application.
- Communication: Tom discussed possible schedules for interviews and support letters; he will write an update for the community within the next couple of weeks. He asked everyone to start noting dates for milestones. We will include discussion of deadlines in the regular March meeting.
- Email newsletter: the Library will send out the initial issue this week.
- Naming Advisory Committee: the Board approved the Committee’s Charge, and discussed its composition. Also, the Board discussed the Naming Policy, which Moana will review, and updating the Naming Options brochure in time for the regular March meeting. Tom said that he had invited the Friends Board to consider a naming opportunity based on the $100,000 Friends pledge.
- Moana will bring social media ideas to the regular March meeting.
- Design/Construction: Margaret and Phil reported on a very productive pre-permitting meeting with several SJC staff members. This was helpful in several areas, including timeline, stormwater planning, future Rose Street work by the County (including drainage). We will soon schedule a meeting of the volunteer design/construction committee. Brook Meinhardt is producing a cardboard model in time for display at the Friends Book Sale this coming weekend.
- Library Park Level: we discussed the advantages of making this a very vibrant, actively-used space, rather than a place only for meetings. We will brainstorm ideas from Board and staff.
- Chamber Mixer on March 10: we will all contribute toward refreshments.
Other: We talked about a new part-time staff member, Katie Wilkins, starting work on February 11; possible grant funding administered by SJ County for a possible social services worker in a public setting, in alignment with our participation in the Ask Orcas community hub pilot project, and possibly including capital and/or operating funding.

Adjournment: there being no further discussion, the meeting was adjourned by the President at 9:55 a.m.

Submitted by Phil Heikkinen.

Approved________________________________________
Library Board President Donna Riordan convened the meeting at 8:30 a.m. in the Meeting Room of Library. Also attending were Trustee Moana Kutsche, Library Director Phil Heikkinen and staff member Mary Pugh.

There was not a quorum of the Board. Donna and Moana discussed donor contact and future fundraising events. The Meeting was adjourned at 9:20 a.m.

Submitted by Mary Pugh.

Approved

__________________________________
Library Board President Donna Riordan convened the meeting at 8:32 a.m. in the Meeting Room of the Library. Also attending were Trustees Tom Fiscus, Moana Kutsche, Margaret Payne, and Regina Zwilling (arriving at 8:43 a.m.) Library Director Phil Heikkinen, and staff member Mary Pugh. Friends Board Member Leif was in attendance.

WELCOME & INTRODUCTIONS – Donna welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Donna postponed Board development until the May meeting.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from regular meeting. Margaret made a MOTION to approve the February 9, 2015 Regular Meeting Minutes; Tom seconded, and the MOTION passed unanimously. Moana made a MOTION to approve the February 23, 2015 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. She recommends approval of all items processed. Mary explained adding new employee Katie Wilkins to the February payroll, requiring a new signature page.

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<td>March 2015 Payroll</td>
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<td>$27,632.08</td>
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Donna made a MOTION to approve all payments from the February General Fund invoice accounting reports totaling $21,784.34; Margaret seconded, and the MOTION passed unanimously.

Donna made a MOTION to approve the February 2015 payroll totaling $30,145.47; Tom seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the March 2015 payroll totaling $27,632.08; Moana seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion: Phil reviewed grant opportunities with San Juan County and the application process. The Board also asked Phil to send a letter expressing interest in a possible mental health services grant.

Regina Zwilling arrived at 8:43 a.m.
• Design-Build – The Board discussed the Library Park Level entrance including its proximity to Library Park and possible programs to include in it.

• Communications & Fundraising – Phil said Senator Kevin Ranker’s aide, Kendall Farley, will keep us informed about the progress of the capital appropriations budget.

Donna noted upcoming Trustee travel plans and suggested preparing for a May-June ramp-up for donor-centric events. Tom will have an updated communications timeline in May.

• Naming Opportunities – Phil will send a letter to Nani Warren outlining the naming process.

• Other – Board Development is tabled until May. Tom asks if there was a way to include photos of donors in the background information.

NEW BUSINESS

 Relevant News and Issues: Moana finished her Open Public Meeting and records retention training. Donna noted the attendance at the Orcas Currents March 15 program.

 Director’s Report: Phil noted an upcoming staff anniversary. He reviewed the response to the first eNewsletter; the Board offered suggestions.

 Friends of the Library: Leif remarked on the Winter Booksale gross total of $4900. The Board thanked the Friends for their support of the Chamber Mixer. Tom suggested doing ice cream at the Library Fair. Phil reviewed the history of the Library Fair, from the Village Green to the Library grounds.

REPORTS FROM ACTIVE COMMITTEES

 Collection Management: None.

 Community Relations: None.

 Facilities & Systems: Donna asked about the repairs to the drinking fountain. Phil mentioned the repair to Library Park stairs, and park maintenance by volunteer Pierrette Guimond. Leif said seniors from the Longhouse have requested a revamp of the access from the Library’s parking lot to the Islander’s Bank pathway. Phil said he is talking with the Lion’s Club about adopting it as a community service project.

 Finance: None.

 Policy & Personnel: Phil said a review of the posting policy for the Library hosted Community Calendar was necessary. Moana asked about the special spending authority and purchasing matrix.

PUBLIC COMMENT – None.

OTHER – None.

There being no further business, the Meeting was adjourned at 10:01 a.m.

Submitted by Mary Pugh.

Approved __________________________

MINUTES March 24, 2015 Page 2
Library Board Vice-President Margaret Payne convened the meeting at 8:32 a.m. in the Meeting Room of the Library. Also attending were Trustees Tom Fiscus, Moana Kutsche, and Regina Zwilling; Library Director Phil Heikkinen; Friends Board Member Lynn Carter; and community member Peter Schultz.

WELCOME & INTRODUCTIONS – Margaret welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from the regular meeting, rescheduled to March 24 from March 9. Tom made a MOTION to approve the March 24, 2015 Regular Meeting Minutes; Moana seconded, and the MOTION passed unanimously.

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

| Invoice Accounting Report (Bldg Fund) | 3/11/2015 | $352.30 |
| Invoice Accounting Report (Bldg Fund) | 3/23/2015 | $247.56 |
| Invoice Accounting Report | 3/11/2015 | $6,854.36 |
| Invoice Accounting Report | 3/17/2015 | $2,406.80 |
| Invoice Accounting Report | 3/23/2015 | $2,261.63 |
| April 2015 Payroll | | $29,351.95 |

Regina made a MOTION to approve all payments from the March Building Fund invoice accounting reports totaling $599.86; Moana seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the March General Fund invoice accounting reports totaling $22,749.18; Moana seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the April 2015 payroll totaling $29,351.95; Moana seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – Peter Schultz, who recently taught a calligraphy class at the Library, presented a check for $1050 to the Library Building Fund in support of the expansion project from himself and the class participants. Also, he presented an original calligraphic poster describing the donation and listing the donors. He also has a digital scan of the poster that would be available for Library promotional use.

PLANNING & PRIORITIES

Library Building Expansion: Design/Building and Communications/Fundraising: Margaret reviewed recent meetings that she and Phil attended, including the EPRC meeting on March 5 (where we were on the agenda, sharing the cardboard model and vision for the building expansion, including the Library park entrance); and the SJC/EPRC-hosted Eastsound visioning session on the 26th (where people commented...
on the important role of the Library in Eastsound, and where Phil shared the new
sketches of the expansion). Phil also discussed his meeting on the 30th with Gordon
Walker, Clyde Duke, and Bob Maynard: including about the difficulty of making cost
estimates based on an evolving vision about the project. Gordon offered an estimate
about 1/3 greater than our most recent figure of $2.2 million. The Board talked about
how best to communicate that we are working on both fundraising and vision in a
cyclical process; the influence of each factor on the other; and that the current priority is
to focus on articulating the need and vision, and that we are pursuing all avenues,
rather than focusing on a specific budget figure. We will know more details and reach
further decision points as we proceed, based on our success in the coming months. Phil
will meet soon with Liz LeRoy, the Project Manager for OISD’s current construction
process.

Tom discussed plans for a status report in the near future, once we have more
information about fundraising milestones; we have had good feedback about the Library
e-mail newsletter, including the artist’s sketch; upcoming editions will share staff
profiles: Phil asked for further input on content.

Naming: Moana will be following up soon about the current lobby naming
proposal.

NEW BUSINESS

Relevant News and Issues: none
Director’s Report: Phil discussed Library Park maintenance and improvements,
and landscaping updates in general.
Friends of the Library: Lynn Carter shared that the Winter Booksale netted
$4,296. The Friends recently also sold to Discover Books 15,755 pounds of books
remaining after the sale, adding $1,300 more income. The current Friends balance is
$142,000. On behalf of the Library Board, Margaret was scheduled to attend today’s
Friends Board meeting; and Tom will attend on May 12.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: Database renewals have been made; and promotion will
continue through the email newsletter and other means.
Community Relations: Tom and Phil took part in the Shakespeare Festival; Phil
attended a recent Kiwanis meeting; and we are continuing as active partners with the
Orcas Currents program series.
Facilities & Systems: None.
Finance: None.
Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – Moana shared that she has had several conversations with residents about
the Library and expansion project.

There being no further business, the Meeting was adjourned at 10:07 a.m.

Submitted by Phil Heikkinen.

Approved ___________________________
Library Board President Donna Riordan convened the meeting at 8:32 a.m. in the Meeting Room of the Library. Also attending were Trustees Tom Fiscus, Moana Kutsche, and Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh; Friends Board Members Lynn Carter and Tim Lunde.

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

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

**ROUTINE MATTERS**

- Minutes: The Board reviewed the Minutes from the regular meeting. Tom made a MOTION to approve the April 14, 2015 Regular Meeting Minutes; Moana seconded, and the MOTION passed unanimously, with Donna abstaining due to her absence for that meeting.

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

  - Invoice Accounting Report (Bldg Fund) 3/16/2015 $101.94
  - Invoice Accounting Report 3/30/2015 $3,827.89
  - Invoice Accounting Report 4/07/2015 $5,922.60
  - Invoice Accounting Report 4/14/2015 $2,782.73
  - Invoice Accounting Report 04/28/2015 $6,129.79
  - May 2015 Payroll $27,569.26

- Regina made a MOTION to approve the payment from the March Building Fund invoice accounting reports totaling $101.94: Donna seconded, and the MOTION passed unanimously.

- Regina made a MOTION to approve all payments from the April General Fund invoice accounting reports totaling $19,088.89: Tom seconded, and the MOTION passed unanimously.

- Regina made a MOTION to approve the May 2015 payroll totaling $27,569.26: Tom seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

The Board talked about acknowledgement of gifts at various levels; we will send a letter signed by the President if over $100, and by the full Board if over $5,000. Also, individual Trustees that know a donor can send a personalized letter. Moana suggested the Board send a group letter to Peter Schultz, who included a calligraphic poster with his $1,500 donation.

Phil talked about the State capital budget, which is still under discussion by the House and Senate; at this point, our $1.4 million request is still included. Mary asked about updating the
cost projections with Senator Ranker’s Office. Phil said the Seaview Theatre will allow us to show the expansion video, and the 2015 San Juan County Public Facilities Grant has not been released yet.

Library Building Expansion: Design/Building and Communications/
Fundraising: Donna asked if the Board had reviewed the updated cost estimate report from Liz LeRoy. Donna opened the discussion on how to determine the most accurate cost estimate, level of soft costs in previous estimates, when to decide on a maximum project cost, how to scale down the size or the vision needs, possibly using a cost range, cost of working drawings. Phil reviewed how the program needs drove the initial design, and then the site stability challenge added a design change allowing for a lower level, which then circled back to a potential change in how we meet program needs based on additional footage in the Park Level. Donna is concerned that a deviation to include a lower level increased the costs. Regina said the Board saw the possibilities that the Library Park Level would add and the excitement of the design influenced the programming ideas. A choice is needed to get the costs nailed down and it will require an RFP and spending some money for design work and a cost estimator. Moana asked about estimates for creating two designs: Tom said the architects would see it as two different projects and bill accordingly. Phil said the architectural fees of a project can typically run 16% of the project costs.

Donna does not feel the Board has thoroughly discussed the change in design and subsequent vision change. She wants to find a way to move forward without having the project cost continue to be a moving target. Regina said it is the Board’s responsibility to envision future community needs and step-up to do it; she doesn’t want the Board to get bogged down with too much information. Moana and Donna are not comfortable without better information on the costs. Regina noted the additional cost involved in hiring cost estimators, and Phil noted the problem the school had with their paid cost estimates versus actual bids. Phil said that the Board does have a project estimate range of $2.2 to $3 million. He said with the state grant and the Henigson bequest a majority of the funds will be raised. We can issue an RFP for design services, and then get real bids for the costs.

Friends President Tim Lunde said a project manager could have helped to identify the problems the Board is now struggling with. He recommended the Board decide on a budget, then raise the funds, and put all the information into a cost timeline. Donna asked who was available: Phil said Liz LeRoy or an architectural firm could do the work. Donna asked that Phil invite Liz to the next Board meeting to help the Board resolve some of these questions.

Donna asked Tim & Friends Treasurer Lynn Carter to discuss how the Friends will determine the process of accepting the Henigson bequest. Lynn said they are looking at laddering secure investments using certificates of deposit, dividing the amount into several certificates at different financial institutions, depending on the interest rate. Moana asked, in addition to the building project, what other areas the Friends are interested in. Tim said that membership revenues are not keeping pace with the organization’s operating expenses and some of the bequest funds may be needed there. They are also interested in an endowment for future programming. Lynn said that the estate would also be transferring stock certificates plus a final residual when everything is complete.

Donna discussed a mutual press release between the Friends and the Library; Tom will prepare a draft for review.
NEW BUSINESS

Relevant News and Issues: none

Director’s Report: Phil reviewed his report. He noted a new vendor for K-20 had installed a dish on the Library’s roof. Tony will be researching the cost of OPALCO service versus K-20. Phil said he will be hosting the NW Library Directors meeting on May 22nd. He said the Library, in partnership with the Museum, will be applying for another round in the Rural Heritage Grant cycle; Moana asked and Phil explained the digital archiving of photographs.

Friends of the Library: Lynn Carter said the Friends will focus on the Henigson bequest today. She said the Friends had received a 10’x12’ sheepskin rug that may be auctioned at the Library Fair or sold online. Tom will be the Library Board representative today; Donna will attend the June 9 meeting.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: Phil said he had received a patron complaint about vehicle near-misses in the parking lot.

Finance: Moana said she appreciated the update on the endowment funds. She noted that the Lundeen Endowment was for the “purchase of books” and suggested a discussion with OICF and the donor to update the language to include “book equivalents.”

Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – None.

There being no further business, the Meeting was adjourned at 10:03 a.m.

Submitted by Mary Pugh.

Approved

____________________________________
Library Board President Donna Riordan convened the meeting at 8:32 a.m. in the Meeting Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, and Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh; and Liz LeRoy of ALLIANCE Construction Management. Trustee Moana Kutsche called in at 8:55 a.m.

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

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Donna moved New Business and Reports from Active Committees to after Routine Matters.

**ROUTINE MATTERS**

Minutes: The Board reviewed the Minutes from the regular meeting. Tom made a **MOTION** to approve the May 12, 2015 Regular 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 and the Building Fund. She recommends approval of all items processed.

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Regina made a **MOTION** to approve the June 2015 payroll totaling $30,507.21; Margaret seconded, and the **MOTION** passed unanimously.

Regina made a **MOTION** to approve all payments from the May General Fund invoice accounting reports totaling $15,486.96; Margaret seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**NEW BUSINESS**

Relevant News and Issues: Phil reminded everyone about the June 23 Board meeting and the Chamber Mixer at Orcas Wild tonight.

Director’s Report: Phil reviewed a the Library’s new application for the Rural Heritage Grant; the new Brain Endowment; medical/hazardous recovery and communication action procedures; and the upcoming crisis management workshop.

Friends of the Library: Phil remarked on the Library Fair report from Co-Chairs Tim Lunde and Leif. The Board discussed having a booth at the Fair. Donna will attend today’s Friends meeting; Margaret will attend in July.

**REPORTS FROM ACTIVE COMMITTEES**

Collection Management: None.
Community Relations: Tom is to draft a press release on the progress of the expansion.

Facilities & Systems: None.

Finance: Donna commented on the 2014 WSL annual report.

Policy & Personnel: None.

PLANNING & PRIORITIES

Moana called in at 8:55 a.m.

Library Building Expansion: Design/Building and Communications/Fundraising: Donna reviewed the discussion on costs, meetings held with Bob Maynard, and presentations at EPRC meetings. Phil highlighted recent donations and fundraising totals.

Liz LeRoy of ALLIANCE Construction Management outlined her business and background and her involvement with the school district as their owner’s representative. She detailed for the board the process used to estimate project costs and compared similar projects. Liz led the Board in a goal analysis exercise that resulted in three priorities: budget, community, and design.

PUBLIC COMMENT – None.

OTHER –

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

Submitted by Mary Pugh.

Approved ________________________________
Library Board President Donna Riordan called the Special Meeting to order at 8:32 a.m. in the Library’s Community Room. Trustees Tom Fiscus, Moana Kutsche, Margaret Payne, and Library Director Phil Heikkinen were also present. Friends Board member Leif also attended.

1. **Introductions:** Donna welcomed Leif.

2. **Additions or Modifications to the Agenda:** None

3. **Library Building Project:** Discussion items included:
   - Donna welcomed the abundant details included in Liz LeRoy’s notes from the June 9 Board meeting.
   - Phil is following up on the Library’s $1.4 million State capital funding request with Senator Ranker’s staff.
   - Phil will share our OICF fund login information with the Board.
   - The Board discussed further ideas for contacting potential major donors, including a meeting of the Honorary Committee in July.
   - Design schematic: not important to revise at this time; we can share during conversations that we will develop it further once we know our budget.
   - Public campaign: use the Library Fair as one opportunity, including a table, for example with ice cream, and providing a visual outline of a likely expansion on the grounds; also, use the Library lobby display case; start the campaign if State funding comes through; how/when to launch it on a large scale; hiring a fundraising consultant will help prioritize and streamline events and other elements of the campaign; Donna and Moana will draft a job description; staff will assist, including sharing donation information on a regular basis; possible updating of the Rock Island Media campaign video; July 4 parade: Phil will order a banner, and any Trustees who are available will walk along, including with Summer Reading Program participants: how share updates with the community, such as in local media and the Library’s email newsletter; public meetings, including EPRC on 9/3 to share current thinking and gather feedback, and community potlucks and with other events and organizations such as OICF’s fall meeting in September, SJI Council, service organizations, Senior Center lunches, School Board meetings.
   - RFQ for an owner rep: Donna and Moana will develop; Phil will send out with responses due by July 10. The Board discussed advertising in San Juan County and in off-island trade publications.

4. **Other:** None

5. **Adjournment:** There being no further discussion, the meeting was adjourned by the President at 10:40 a.m.

Submitted by Phil Heikkinen.

Approved ___________________________________
Library Board President Donna Riordan convened the meeting at 8:30 a.m. in the Meeting Room of the Library. Also attending were Trustees Tom Fiscus, Moana Kutsche, Margaret Payne, and Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh; and Friends Board Members Lynn Carter and Leif.

WELCOME & INTRODUCTIONS – Donna welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from the June meetings and made corrections. Tom made a MOTION to approve the June 9, 2015 Regular Meeting Minutes as corrected; Margaret seconded, and the MOTION passed unanimously with Moana abstaining because she was not present. Tom made a MOTION to approve the June 23, 2015 Special Meeting Minutes as corrected; Margaret 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 July 2015 payroll totaling $29,265.10; Margaret seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the June General Fund invoice accounting reports totaling $15,137.77; Margaret seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion - Design/Building and Communications/
Fundraising: Donna noted the Legislature approval of the Library’s $1.4 million capital grant. The Board reviewed the scheduled meeting today at 5:30 p.m. with the Honorary Committee; fundraising to date; the public campaign; reviewed the graphic for the fundraising thermometer; hiring a public fundraising campaign coordinator; and a guest column to update the community on the project. The Board reviewed the ideal qualifications for an owner’s representative. Margaret, Tom, and Phil will meet to review responses to the RFQ for an owner’s rep on Monday, July 20.

Regina left the meeting at 9:27 a.m.
NEW BUSINESS

Relevant News and Issues: Moana mention a program at the Toronto Public Library to “check out a human.”

Director’s Report: Phil reviewed the mid-year financial report; discussed the K-20 internet services renewal; a visit from the San Juan Library Board; the Library as a community hub; and Health and Wellness Week.

The Board discussed the mid-year financials; a budget amendment will be scheduled for the December meeting, if needed.

Moana left the meeting at 9:40 a.m.

Friends of the Library: Lynn said the Friends are focused on the August 8 Library Fair. Donna asked about having a table available for the building project. Entertainment at the Fair will include Yoram Bauman, a stand-up comedian and economist.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: Phil said staff is moving the paperbacks to make room for audio books, which will, in turn make more room for DVDs.

Community Relations: The Board will review a draft press release on the progress of the expansion and return editing suggestions to Tom.

Facilities & Systems: Margaret commented on the drought-tolerant plants. Phil said Simmonds Glass will remove and replace two broken windows.

Finance: None.

Policy & Personnel: Donna asked if policies needed to be in place if the Library was ever needed as an information center during a disaster. The purchasing policy was tabled to the August meeting.

PUBLIC COMMENT – None.

OTHER –

There being no further business, the Meeting was adjourned at 9:59 a.m.

Submitted by Mary Pugh.

Approved

____________________________________
Library Board President Donna Riordan called the Special Meeting to order at 8:31 a.m. in the Library’s Community Room. Attending were Trustees Tom Fiscus, Moana Kutsche, Margaret Payne, Regina Zwilling, staff member Mary Pugh, and Library consultants Alex Conrad and Liz LeRoy. Library Director Phil Heikkinen attended via telephone. Friends Board members Tim Lunde and Lynn Carter also attended.

1. **Introductions:** Donna welcomed everyone to the meeting and introduced Alex and Liz.

2. **Additions or Modifications to the Agenda:** Margaret asked to make sure the Board’s role at Library Fair was discussed.

3. **Insurance Renewal Authorization:** Mary explained that the District routinely goes out for a RFQ for insurance to make sure the premiums are competitive. That process is underway and the early estimates show the cost will slightly exceed the Director’s contract purchasing authorization of $10,000. Tom made a **MOTION** to authorize the Director to negotiate and enter into a contract for property, liability, and directors and officers insurance, not to exceed a total of $15,000. Moana seconded and the **MOTION** passed unanimously.

   Donna asked how the building expansion will affect the insurance. Liz responded that contractors would be required to provide insurance to cover the project. Mary said that one of the vendors has $25 million in builders’ risk coverage included in their bid.

4. **Library Building Project:** Discussion items included:

   - The Board discussed the short and long form draft contracts Liz provided. The major difference is the list of duties detailed in Exhibit A. Phil said the Board needed to determine the amount of time and effort each Trustee can devote to the project, realizing their scope of involvement will influence the amount of work Liz would be doing.

   Other topics included the arbitration/mediation clause; the length of the contract to include the warranty phase; that permitting is included in document preparation; project software; working with utilities; contingency for site work; meetings and reporting; and the contract “cost not to exceed” clause.

   The Board agreed to include a full range of services in the duties of the contract, agreeing that Liz’s experience would ultimately save money. Donna asked Phil to coordinate with Tom and Moana to work on Liz’s contract and send it for review by the Library’s counsel.

   - Liz will start work on the RFQ for architectural services.

   - The Board discussed how to estimate the project’s cost. Liz said a lot will ride on the site analysis and said the Board will have more information within thirty days to make a better estimate.

   - The Board reviewed the publicity for a community update. Regina emphasized the need to use social media to get the word out.

   - Alex will draft a list of talking points for the fundraising campaign.

   - Alex will draft an action plan for Library Fair.
• The Board discussed the timing of the citizen committees. Liz said that rolling out the RFQ for the architectural services would allow September and October for citizen input. Margaret emphasized follow up so the committee members feel heard.

• Donna described a donor recognition that would use an old fashioned card catalog with comments written on individual cards.

• Tim asked how the expansion would affect the collection and volunteers. Phil estimated the collection might grow roughly 20% and more volunteers would need to be recruited.

5. Other: None

6. Adjournment: there being no further discussion, the meeting was adjourned by the President at 10:27 a.m.

Submitted by Mary Pugh.

Approved______________________________
Library Board President Donna Riordan convened the meeting at 8:30 a.m. in the Meeting Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, and Regina Zwilling (via telephone); Library Director Phil Heikkinen and staff member Mary Pugh; consultants Alex Conrad and Liz Leroy, and Orcas Currents Michael Riordan. Friends Treasurer Lynn Carter arrived at 10:10 a.m.

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

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

**ROUTINE MATTERS**

- **Vouchers and Payroll:** Donna reviewed the payroll and invoices for the General and Building Funds. She recommends approval of all items processed.

  | Invoice Accounting Report | 7/1/2015 | $1,591.61 |
  | Invoice Accounting Report | 7/7/2015 | $6,532.15 |
  | Invoice Accounting Report | 7/14/2015 | $5,153.60 |
  | Invoice Accounting Report | 7/21/2015 | $5,114.50 |
  | Invoice Accounting Report | 7/27/2015 | $2,794.19 |
  | Invoice Accounting Report (B-F) | 6/9/2015 | $1,585.67 |
  | Invoice Accounting Report (B-F) | 7/7/2015 | $171.82 |
  | Invoice Accounting Report (B-F) | 7/21/15 | $525.36 |
  | August 2015 Payroll | | $29,951.05 |

  Donna made a **MOTION** to approve the August 2015 payroll totaling $29,951.05; Tom seconded, and the **MOTION** passed unanimously.

  Donna made a **MOTION** to approve all payments from the Building Fund invoice accounting reports totaling $2,282.85; Tom seconded, and the **MOTION** passed unanimously.

  Donna made a **MOTION** to approve all payments from the General Fund invoice accounting reports totaling $21,186.05; Tom seconded, and the **MOTION** passed unanimously.

  **Minutes:** The Board reviewed the Minutes from the July meetings and made corrections. Tom made a **MOTION** to approve the July 14, 2015 Regular Meeting Minutes as corrected; Margaret seconded, and the **MOTION** passed unanimously. Tom made a **MOTION** to approve the July 28, 2015 Special Meeting Minutes as presented; Margaret seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **Orcas Currents Update:** Michael Riordan reported on the 1st year events, noting that events averaged 185 attendees which he attributed to not charging for attendance. The events were more science related and the committee hopes to have some cultural events in the upcoming year. He asked that the Library become a full partner and requested a $1,500 contribution. Phil said that the 2015 program budget has been...
committed and said that we could talk about proposed programs and then approach the
Friends. Margaret and Tom thanked Michael for his work and expressed enjoyment in
the programs they attended.

Library Building Expansion: Contract Review/Costs: Priorities/Timeline; and
Communications/ Fundraising: The Board reviewed the contract for Owner’s
Representative and discussed with Liz language and fees. The agreement will be sent to
the Library’s attorney; Phil and Tom will review and work with Liz on a final contract.
Liz reviewed the RFQ for architect services and suggested reviews begin the last week
of August. Margaret asked if the process was too quick. Liz said she had already spoken
with multiple firms to let them know the RFQ was going to be posted and that would
give them an extra week. The Board discussed off-island firms partnering with David
Kau. It is hoped that the decision can be made at the September regular meeting.
Donna asked about attending the EPRC meeting; it was agreed that it was good to keep
that committee apprised of the process.

The Board talked about the state capital grant and how the process will work.
Donna would like to see the award memo and review the documents required. Everyone
liked the atmosphere at the Library Fair and thought it was good outreach. Donna
thanked Alex and Liz for helping out. Alex and Liz said everything they had heard was
overwhelmingly positive. The Board talked about operational costs and not using a levy
lid lift for construction. Alex said that the Library’s finances are topics that need to be
out in front of the community and told repeatedly.

The Board reviewed funds and pledges to date: meeting with OICF; the
September 10 Report to Community; showing the video at the Seaview Theater; West
Sound and Olga community meetings; and a direct mail campaign.

Liz discussed with the Board a timeline that would see architect hiring,
community input, design and approval, permitting, and finally, groundbreaking. Tom
said a visual timeline would be helpful.

**The Board took a break from 9:50 a.m. to 9:55 a.m. Regina ended participation at 10:00 a.m.**

**NEW BUSINESS**

Relevant News and Issues: Donna said Phil and the staff will begin work on the
draft general and building fund budgets. The Board verified that they would like to see
a 3-year average based on actual expenses.

Director’s Report: Phil took questions on his report including a sheriff’s report,
LaConner Library teleconference, insurance quotes, and YMCA camper visits.

Friends of the Library: Lynn said the Friends had a good Library Fair with an
estimate $10,000 in net revenue. In addition unsold books will go to Discover Books and
should bring in an additional $1200. She said the Friends Annual Meeting is September
20 at 1:00 p.m.

**REPORTS FROM ACTIVE COMMITTEES**

Collection Management: None.

Community Relations: Phil reported on an interaction with a community
member who asked about libraries flying the US flag.

Facilities & Systems: Donna asked about maintenance in light of a 2016 building
project. Phil said after reviewing the Reserve Study, some maintenance will likely be
defered.
Finance: Donna commented that the ESR is within correct percentages. Phil noted that the travel will be higher than budgeted because of staff attending the ALA conference that came in higher than last year’s estimates. Donna would like to see careful estimates for 2016.

Policy & Personnel: Phil noted that the purchasing policy was still tabled. He noted a trespass issue at another library and suggested looking at our policy. Tom said it was something to be aware of with the new building; Donna agreed especially with two entrances.

PUBLIC COMMENT – None.

OTHER –

There being no further business, the Meeting was adjourned at 10:30 a.m.

Submitted by Mary Pugh.

Approved

____________________________
Library Board President Donna Riordan called the Special Meeting to order at 8:34 a.m. in the Library’s Community Room. Attending were Trustees Tom Fiscus, Margaret Payne, Regina Zwilling; Library consultants Alex Conrad and Liz LeRoy (Alliance Construction Management, LLC); and Library Director Phil Heikkinen.

1. **Introductions:** Donna welcomed everyone to the meeting.

2. **Additions or Modifications to the Agenda:** Donna added discussion of the upcoming EPRC (Eastsound Planning Review Committee) meeting early in the agenda; and at the end of the meeting discussion of potential art donations, including a specific offer from Polly Pratt.

3. **EPRC Meeting:** Donna mentioned a possible EPRC meeting date change from September 3 to the 10th, and asked for discussion about the best time for the Library to make its next presentation to EPRC and attendees. Liz suggested that as soon as possible would be good, in order to continue making the public process as inclusive as possible, especially as decisions are made along the way. Discussion also included who might be able to attend which upcoming meetings.

4. **Owner’s Representative Contract:** Tom and Phil reviewed the process of arriving at the proposed contract, including negotiation of various terms. Tom made a MOTION to approve the draft contract negotiated by the Library Director with Alliance Construction Management for project management services for the Library expansion project, and that the Director sign the contract, to include Exhibit A, and submit the signed contract to Alliance for signature. Margaret seconded, and the MOTION passed unanimously.

5. **RFQ for Architectural Services:** Eight strong bids were received and reviewed by Margaret, Donna, Liz, and Phil. They selected five firms for interviews, which are tentatively scheduled for September 1 and 2. The interview committee, in addition, will include David Kau, the local architect who has done significant preliminary work on conceptual designs for the expansion. Liz will start compiling a list of prospective questions along with an outline of the process, and will incorporate feedback. Firms will be invited to give a presentation of about 30 minutes, followed by 30 minutes of interview questions. Attendees also discussed use of a scoring system. The hiring committee will make a recommendation to the Board for approval, ideally at the September 8 monthly meeting. Tom said that it will be helpful to see the committee’s head-to-head analysis of the top two candidates after the interviews. Liz said we should reserve the possibility of a second interview of finalists, if necessary.

6. **Public Awareness and Communication:** Alex discussed sending a letter to various audiences of previous and potential donors, including the OICF Cornerstone members. He will coordinate the various lists and communications on behalf of the Library so that we can more easily keep track of our various contacts. Phil shared that staff have updated some of the missing addresses. Donna would like to get a letter out as soon as possible once we make sure our lists are accurate and complete. Alex and Donna will edit the letter. We discussed having brief meetings with individuals or small groups...
beginning in September, including at the Library, and offering one-to-one meetings with Trustees who can take turns being available. We can also increase our use of social media during the building project, and then maintain a sustainable level afterward. We can consider sharing the project via time-lapse photos. The updated Rock Island video should be available next week for showing at the Seaview Theater. Naming opportunities can include options for groups, or even for the community as a whole.

7. **2016 Building Fund Budget**: we will have more information about this once Liz updates her cost estimates. The current draft shows roughly 75% of the project budget being expended during 2016.

8. **Progress Review**: nothing to add beyond the other discussion items.

9. **Citizen Committees**: Donna and Phil talked about possible art donations right now, or in the very near future. We will form an art advisory committee to help with the process of accepting and locating donations on the grounds or in the building. We will table discussion of other committees for future meetings. Phil will look in his email for specifics of a current offer to donate a piece of outdoor sculpture, so that the Board can discuss and vote on acceptance.

10. **Break from 10:12 to 10:23**

11. **Potential Acceptance of Art Donation**: Phil shared a photo and information about the offer of a sculpture donation from Polly Pratt. Margaret made a MOTION, seconded by Regina, to accept Polly Pratt’s donation of an outdoor art sculpture. The MOTION passed unanimously.

12. **Adjournment**: there being no further discussion, the meeting was adjourned by the President at 10:31 a.m.

Submitted by Phil Heikkinen.

Approved________________________________________
Library Board President Donna Riordan convened the meeting at 8:32 a.m. in the Meeting Room of the Library. Also attending were Trustees Tom Fiscus, and Margaret Payne; Library Director Phil Heikkinen and staff member Mary Pugh; and consultant Alex Conrad.

WELCOME & INTRODUCTIONS – Donna welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Donna added discussion of a special meeting in Planning and Priorities, and discussion of the insurance renewal in New Business.

ROUTINE MATTERS

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

- Invoice Accounting Report 8/4/2015 $4,173.38
- Invoice Accounting Report 8/11/2015 $3,851.03
- Invoice Accounting Report 8/17/2015 $2,154.95
- Invoice Accounting Report 8/25/2015 $12,517.99
- Invoice Accounting Report (B-F) 8/11/2015 $632.00
- Invoice Accounting Report (B-F) 8/18/2015 $271.62
- Invoice Accounting Report (B-F) 8/26/2015 $778.00
- Invoice Accounting Report (B-F) 8/28/2015 $3,000.00

Donna made a MOTION to approve the September 2015 payroll totaling $30,406.54; Tom seconded, and the MOTION passed unanimously.

Donna made a MOTION to approve all payments from the Building Fund invoice accounting reports totaling $4,681.62; Tom seconded, and the MOTION passed unanimously.

Donna made a MOTION to approve all payments from the General Fund invoice accounting reports totaling $22,697.35; Tom seconded, and the MOTION passed unanimously.

Minutes: The Board reviewed the Minutes from the August meetings. Donna made a MOTION to approve the August 11, 2015 Regular Meeting Minutes; Tom seconded, and the MOTION passed unanimously. Donna made a MOTION to approve the August 25, 2015 Special Meeting Minutes as presented; Tom seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Special Meeting: Donna said she would call a special meeting Wednesday September 9 at 8:30 a.m. to allow a vote on the Building Committee recommendation of the architect firm for the expansion project. Donna said it was important to have the entire Board participate in the decision.
The Board took a break from 8:40 am to 8:45 am.

**Library Building Expansion:**

**Architectural Design Services:** Margaret reviewed the process of developing and advertising the RFQ for architectural services. There were eight submissions resulting in four interviews. Two firms were invited to submit additional information for follow-up interviews. Alex commented on the different vision the candidates had; Donna agreed there were different approaches to design. The two finalists were questioned on their available resources for the project and conformity with the existing building. The committee acknowledged a preference in quality to detail over speed. Donna praised David Kau for his contributions and insight in the decision process.

**Communications:** The Board discussed how to bring local firms into the process and prevailing wage requirements. Donna reviewed upcoming social events where the Board could make presentations on the project.

**NEW BUSINESS**

**Relevant News and Issues:** None.

**Insurance Renewal:** Phil reviewed the quotes received from the RFQ and he recommended accepting Enduris. The three vendors who responded were asked to quote a builder’s risk endorsement that would be used for the expansion project. Only Enduris had the endorsement included in their base price, while Hartford and RFK would charge up to $8000 additional.

Tom said he had reviewed the Enduris Master Agreement and emphasized that Enduris is a self-insured group consisting of Washington State government entities, ie. cities, counties, parks, ports, libraries, fire department, etc. and the group would be liable for a loss that exceeded the pool. They do have a reinsurance policy that would kick-in for a catastrophic event.

Tom made a **MOTION** to adopt Resolution 01-2015 authorizing membership with Enduris. Margaret seconded, and the **MOTION** passed unanimously.

**Director’s Report:** Phil took questions on his report. He reported about a lightning strike that damaged the K-20 equipment on Mt. Constitution. Phil entered into a one-time agreement with Orcas Online for a backup connection to allow for limited internet access until the dish is repaired and for future activation as needed. The Board discussed a letter to the editor at the Islands Sounder concerning the Friends’ Library Fair. Donna noted the large number of staff hours that Phil covered.

**Friends of the Library:** There was no report. Phil noted the Friends Annual Meeting is September 20.

**Potential Art Donation:** Donna discussed with the Board a possible donation from Ralph Kaplan to place a commissioned art piece on the Library campus. The Board generally liked the idea, however had concerns about the conceptual design for the piece being a safety risk. The Board asked that the Mr. Kaplan be advised on the Board’s concerns, as well as its interest and appreciation.

The Board also discussed the donation of a sculpture piece from Polly Pratt. The Board agreed to accept the donation.

**REPORTS FROM ACTIVE COMMITTEES**

**Collection Management:** None.
Community Relations: Donna discussed publicity about the chosen architect firm. Tom asked about updating the information video; Phil said it was finished and being resized for a theater format.

Facilities & Systems: Tom asked about deferred maintenance. Phil said, to date, no maintenance has been deferred. The Reserve Study schedule will be reviewed with an eye toward any impact to or from the building project.

Finance: Donna reported that the 2015 budget was within to-date parameters.

2016 General Fund Budget: Phil noted the draft kept a status quo on expenses with a 2% standard increase and 1.6% COLA for staff. Donna asked why three staff members went to a conference this year. Phil said they took advantage of the close proximity of the west coast location. Phil said he will be asking the Friends to support travel, training, and new computers in the 2016 grant request. Staff will verify K-20 contract amounts.

2016 Building Fund Budget: Phil said the draft was based on the expense estimates from Liz LeRoy and calculating that 75% of the project would happen in 2016.

Disposition of Donations: Phil reviewed how donations over budget estimates are included in the end of year cash which is rolled over into the next fiscal year, or added to income in a budget amendment for the current year.

Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER –

There being no further business, the Meeting was adjourned at 10:51 a.m.

Submitted by Mary Pugh.

Approved ________________________________
Library Board President Donna Riordan called the Special Meeting to order at 8:36 a.m. in the Library’s Community Room. Attending were Trustees Tom Fiscus (by phone, joining the meeting at 8:50), Moana Kutsche (by phone), Margaret Payne, Regina Zwilling (by phone); and Library Director Phil Heikkinen.

1. **Introductions:** Donna welcomed everyone to the meeting.

2. **Additions or Modifications to the Agenda:** none.

3. **RFQ for Architectural Services:** Donna reviewed the RFQ process; the eight qualified responses; invitations to five firms to interview with us, with four accepting; and interviews of those four firms on September 2 (SHKS, Weinstein A+U, Buffalo Design, and HKP Architects). The committee comprised Donna, Liz LeRoy, David Kau, Margaret Payne, and Phil. The committee chose two finalists, and after discussion decided to recommend HKP Architects to the Library Board. The committee found the process very challenging; however, it ultimately chose HKP due to its design portfolio, the presenters’ presentations and personalities, HKP’s special relationship with the Library by having designed the original building, the firm’s sustainable design skills, and its familiarity with the County through a number of recent projects, including the Orcas Island Historical Museum addition.

   Tom Fiscus joined the meeting and asked about the deciding factor(s), as described above.

   Attendees discussed the timeline and factors that might affect it, both within and outside of our control.

   Donna made a MOTION to contract with HKP Architects for architectural services for our building expansion project, seconded by Moana, and the MOTION passed unanimously.

   Donna noted that this is a big step, and that it was a great process.

4. **Adjournment:** there being no further discussion, the meeting was adjourned by the President at 9:07 a.m.

Submitted by Phil Heikkinen.

Approved______________________________
Library Board President Donna Riordan called the Special Meeting to order at 8:35 a.m. in the Library’s Community Room. Attending were Trustees Tom Fiscus (by phone) and Margaret Payne; Library consultants Alex Conrad and Liz LeRoy (Alliance Construction Management, LLC); and Library Director Phil Heikkinen.

1. **Introductions:** Donna welcomed everyone to the meeting.

2. **Additions or Modifications to the Agenda:** None

3. **Geotech Work:** Liz and Phil summarized the process and status. We received two bids, with MTC looking stronger based on price and recent relevant experience in the islands. We will do surveying separately. MTC is tentatively scheduled about two weeks out. The bid is just below $9,800 (and not to exceed), so will not require a Board vote for approval.

4. **HKP Retainer and Contract:** We began working with Attorney Paul Elsner on developing a contract. Attendees discussed his comment that he doesn’t have a suitable draft available, so will have to do some extra work to get it ready. Phil and Liz will talk with Paul about whether he can do the work in short timeframe, and further, whether he has the relevant experience to arrive at an appropriate contract. If not, we will get some referrals and look into other options.

   Donna made a MOTION to approve the retainer for HKP Architects, with a range between $11,000 and $22,000 per month, depending on scope of work, as in HKP’s latest proposal, dated 9/21/2015. Margaret seconded, and the MOTION passed unanimously.

5. **Building Project discussion items:**
   - Alex and Phil reviewed recent donations.
   - Donna discussed staying in good communication with the Friends of the Library; and Alex suggested it will be good to have them clear on timeframes for cash flow.
   - We hope to have a fairly good project budget in place by EOY.
   - The coffee/open houses have begun, with Trustees attending as schedules permit.
   - Donna sent out about 205 information letters to potential donors, with more to follow in November.
   - Margaret and Phil attended the West Sound potluck on the 19th, and got a lot of excellent feedback (a question about the future tax levy rate; outside seating areas; acoustics in the meeting room; natural lighting; parking, and display space for art).
   - Rick Hughes will speak at the Friends Annual Meeting on the 20th.
   - We will base our design ideas on complementing existing spaces at OISD and others, rather than on duplicating them.
   - Tom, Alex, and Phil will attend the October 9 Deer Harbor potluck. Tom is also looking into the Olga potluck.
   - Donna, Alex, and Phil met with Phyllis Henigson on the 9th, and had good discussion about the plans and her lot next to Roses. She invited input on how best
to use that space, especially in relation to our addition, and offered it as an access
and staging area for the project as needed.
• Phil gave an update to the County Council, which met on Orcas on the 15th.
• Donna reviewed upcoming events as listed on the agenda calendar.
• Liz shared the process of working with HKP on the program needs and design
ideas.
• Margaret said she likes the email newsletters, and suggested adding a descriptive
subject heading to the emails.
• Margaret talked about the citizen committees and how best to use them, and
suggested asking HKP for input on that. Liz said that we can start with a focus on
children’s and young adult spaces and community hub. Holly and Phil have been
working on putting together a teen advisory group.
• Phil talked about the San Juan County Community Resources Project and its
interest in the Whole Islands Network pilot resource.
• Phil will contact OISD, Funhouse Commons, and Park and Recreation to set up a
meeting with the architects on October 6.
• Donna will also contact Orcas Family Connections for a meeting on the 6th.

6. **Local History Collection Offer**: Phil discussed a donation from Marilyn Anderson of
Rachel Adams’s 37 journals and photographs about their experiences featuring Crane
and Orcas since 1975.

7. **Library Driveway Safety Update**: Phil discussed a patron concern about safety in the
entrance and parking lot, and said he has cut back a large clump of pampas grass
obstructing the view, as well as looking into other possible measures such as a speed
bump, directional arrows, or signage.

8. **Trustee Recruitment**: Phil has talked with three potential applicants, including two
people interested in previous openings; and Donna has another. We will put a notice
in the newspaper next week. It will be good to have someone with financial planning
experience, as well as a vision of libraries as centers for 21st Century learning; also,
someone who can put in the time and work.

9. **Calendar**: Donna mentioned an October 4 reception at the Orcas Center featuring the
recent donation of outdoor art by the Kaplans. Also, our public budget hearing will be
on October 13 at the monthly Library Board meeting.

10. **Adjournment**: There being no further discussion, the meeting was adjourned by the
President at 9:58 a.m.

Submitted by Phil Heikkinen.

Approved______________________________
Library Board President Donna Riordan convened the meeting at 8:30 a.m. in the Meeting Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, and Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh; and consultants Alex Conrad and Liz Leroy. Friends Board Member Leif was also in attendance.

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

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

**ROUTINE MATTERS**

Minutes: The Board reviewed the Minutes from the September meetings and made corrections. Donna made a **MOTION** to approve the September 8, 2015 Regular Meeting Minutes as corrected; Tom seconded, and the **MOTION** passed unanimously. Donna made a **MOTION** to approve the September 9, 2015 Special Meeting Minutes as corrected; Margaret seconded, and the **MOTION** passed unanimously. Margaret made a **MOTION** to approve the September 22, 2015 Special Meeting Minutes; Tom seconded, and the **MOTION** passed unanimously.

The Board took a break from 8:35 am to 8:40 am.

Vouchers and Payroll: Regina reviewed the payroll and invoices for the General and Building Funds. She recommends approval of all items processed.

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Regina made a **MOTION** to approve the October 2015 payroll totaling $28,546.90; Tom seconded, and the **MOTION** passed unanimously.

Regina made a **MOTION** to approve all payments from the General Fund invoice accounting reports totaling $16,803.59; Donna seconded, and the **MOTION** passed unanimously.

Regina made a **MOTION** to approve all payments from the Building Fund invoice accounting reports totaling $4,772.26; Tom seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.
FY 2016 BUDGET DISCUSSION with Public Testimony

2016 General Fund Budget: Regina led the discussion. Phil noted the reduction of COLA to 1.2% for staff based on the latest bls.gov figures, per district policy. He said several expenses were verified as noted. Mary noted the ERate phase-out of basic phone service reimbursements in favor of funding wireless and broadband connections. Donna asked about the increase in landscaping fees. Phil said our primary volunteer is retiring and we will have to pay for the services. There were no questions from the audience.

2016 Building Fund Budget: Regina led the discussion. Mary explained changes to the BARS and discussed expense categories for administration and library services. The Board discussed the contract negotiations for architect, design refinement, and available funds.

The Board took a break from 9:10 am to 9:17 am.

PLANNING & PRIORITIES

Library Building Expansion: •Contracts: The Board discussed the architect contract negotiations, review by attorney Denise Stiffarm, and renewal of Alex Conrad’s contract. Phil reviewed the signing authority and discussed cases of payments above the $10,000 threshold. Donna asked for a draft by the next meeting.

•Design Process: The Board reviewed the three design sketches and discussed cost differences, landscaping, EPRC comments, and surveys.

•Public Campaign: The Board reviewed upcoming community meetings. We have heard interest in our developing a “PowerPoint” type presentation. There have been questions about increases operating costs, and shrinking population and tax base. Donna and Alex will be working on an end-of-year push. Liz suggested a way to accept donations for targeted areas of the construction after the bidding phase, ie. solar or green features, or furnishings.

•Timeline: Donna requested a printout showing recent and upcoming events and deadlines. Alex said he would work on this.

Communications: Phil said he will have three surveys deployed by Survey Monkey for K-6th grade, middle and high school, and adult.

Trustee Recruitment: Phil said that just this morning he received an email from Moana resigning from the Board for health reasons. The Board discussed Donna’s Board retirement and the need to fill two positions. Advertising has been deployed online and via the Islands Sounder, with an October 30 deadline. Tom and Donna will conduct applicant interviews and develop a short list for the full Board’s consideration, before making a recommendation to the County Council.

NEW BUSINESS

•Relevant News and Issues: Donna discussed upcoming staff anniversaries.

Director’s Report: Phil invited questions on his written report. The Board discussed sponsorship for adult programming between Orcas Crossroads and Orcas Currents for the remainder of 2015 and 2016. Tom asked about the Library’s involvement with the National Spelling Bee and other programming paid by the Friends. He asked if there was a written policy on the grant process and expressed concern that the Friends are supporting activities that should be tax supported. Phil reviewed some of the historical items supported through the Friends annual grant.
Friends of the Library: Leif said that the Friends were focused on the upcoming membership drive. Tom will attend the November Friends meeting.

**REPORTS FROM ACTIVE COMMITTEES**

- **Collection Management:** None.
- **Community Relations:** None.
- **Facilities & Systems:** Phil reported on the repair to an HVAC unit’s control board.
- **Finance:** Donna reported that the to-date 2015 ESR looked fine.
- **Policy & Personnel:** Donna tabled broader discussion on policies until new Board members are seated, aside from specific updates as needed. Phil will look at a possible update to the Purchasing Policy.

**PUBLIC COMMENT** – None.

**OTHER** –

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

Submitted by Mary Pugh.

Approved ______________________________
Library Board President Donna Riordan called the Special Meeting to order at 8:35 a.m. in the Library’s Community Room. Also attending were Trustees Tom Fiscus, Margaret Payne, and Regina Zwilling; Owner’s Rep Liz LeRoy; Design Committee member David Kau; and Library Director Phil Heikkinen. Julie Blazek and Christine Baldwin of HKP Architects joined the meeting at 9:10.

1. **Introductions:** Donna welcomed everyone to the meeting.

2. **Additions or Modifications to the Agenda:** None

3. **Library Building Project Update:** Liz summarized the process and status with respect to geotech work, surveying the site, and cost estimating. Also, she discussed a recent meeting with San Juan County to cover a possible requirement for Rose Street improvements, which we may or may not be able to delay until the County does its own storm water system work on Rose Street.

4. **HKP Contract:** Liz and Tom led discussion of remaining points of negotiation; and we will work toward a draft that is ready for Board discussion and possible approval at the November 10 monthly meeting, with Friday the 6th being the deadline for a draft being available for the Board to review.

   There was a break from 9:05 to 9:10.

5. **Design Update and Cost Estimates:**

   - Julie Blazek overviewed programming; County Code review with respect to parking, fire sprinklers, and height; and cost analysis, especially related to a one-story versus two-story design.
   - HKP is seeking feedback from staff and Board on program needs that will affect the design. Ideally, feedback should be shared by this Friday to allow HKP to incorporate it into the 11/13 public presentations. The program information shared at the meeting is intended to show elements and space usage, rather than the exact layout.
   - Community Room: attendees discussed how it can best be designed to support daily use, while also able to accommodate a program for 50 or more attendees. This would require use of moveable furniture and shelving; also, current design ideas show accordion-style doors that can be used to open up the Community Room to the larger reading room as needed, accommodating attendance of 100 or more.
   - **Code Review:** Julie discussed how sprinklers will not be required for the new section, provided the design uses one of various options she described, for example a fire door or firewall that will close and separate the existing and new sections of the building if a fire breaks out.
   - The additional restroom count may need to go as high as three depending on how the occasional use for programs is counted toward our capacity.
   - Cost analysis: Julie discussed cost comparisons between the one- and two-story
options. Geotech analysis suggests the use of pin piles below a three-foot excavation. Initial cost estimates suggest a surcharge of about $600,000 in hard costs for the two-story idea. The Board discussed the importance of an inviting approach from Library Park for either design. Landscaping and other costs will likely vary between the two options. In order to move ahead with our preferred timeframe, the Board needs to make a choice between them.

- Margaret made a MOTION to focus design development on the one-story plan, and Donna seconded. Discussion stressed the importance of a strong connection with Library Park. Donna offered an amended MOTION that the Library selects the one-story plan with a strong connection to Library Park; Tom seconded, and the MOTION passed unanimously. Julie said that HKP would continue developing the one-story concept, bringing updated plans to the upcoming November 13 public meetings. She repeated the invitation to share feedback in time for HKP to incorporate it in the public presentation—ideally by Friday the 6th, or soon after.

- Public Campaign: Donna reviewed upcoming events, including EPRC, the Doe Bay potluck, Library Board meeting, open houses, and public design presentations. She and Alex Conrad are developing a Prezi presentation that we can share as appropriate. She plans to put out another mailing to current and potential donors by November 17, incorporating new design ideas and budget figures. By next week, she intends to have a master calendar through the end of the year.

6. Adjournment: There being no further discussion, the meeting was adjourned by the President at 10:12 a.m.

Submitted by Phil Heikkinen.

Approved______________________________
Library Board President Donna Riordan convened the meeting at 8:30 a.m. in the Meeting Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, and Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh; and consultants Alex Conrad and Liz LeRoy. Friends Board Members Leif and Sandy Wilson, and guests Fred Klein and David Kau, were also in attendance.

WELCOME & INTRODUCTIONS – Donna welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes of the October 13 regular meeting and made corrections. Tom made a MOTION to approve Minutes as corrected; Regina seconded, and the MOTION passed unanimously. Margaret made a MOTION to approve the November 3 Special Meeting Minutes; Tom seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Regina reviewed the payroll and invoices for the General and Building Funds. She recommends approval of all items processed.

| Invoice Accounting Report | 10/7/2015 | $5,034.03 |
| Invoice Accounting Report | 10/13/2015 | $4,234.32 |
| Invoice Accounting Report | 10/20/2015 | $11,090.27 |
| Invoice Accounting Report | 10/27/2015 | $20,869.38 |
| Invoice Accounting Report (B-F) | 10/13/2015 | $238.40 |
| Invoice Accounting Report (B-F) | 10/19/2015 | $4,182.50 |
| Invoice Accounting Report (B-F) | 10/26/2015 | $35.76 |

November 2015 Payroll $31,254.48

Regina made a MOTION to approve the November 2015 payroll totaling $31,254.48; Tom seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the General Fund invoice accounting reports totaling $41,228.00; Tom seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the Building Fund invoice accounting reports totaling $7,039.10; Margaret seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – Fred Kline commented on the preliminary floor plans for the building expansion. He is concerned that the process matches goals and needs while incorporating the aesthetic and function of the current building space and pyramidal design.

FY 2016 BUDGETS

2016 General Fund Budget: Donna presented Resolution 3-2015 adopting the General Fund Budget for 2016. Donna made a MOTION to adopt Resolution 3-2015; Regina seconded and the MOTION passed unanimously.
Donna presented Resolution 4-2015 setting the tax levy for 2016. Donna made a **MOTION** to adopt Resolution 4-2015; Tom seconded and the **MOTION** passed unanimously.

**2016 Building Fund Budget:** Phil discussed updates to the spreadsheet from October. Donna presented Resolution 2-2015 adopting the Building Fund Budget for 2016. Donna made a **MOTION** to adopt Resolution 2-2015; Margaret seconded and the **MOTION** passed unanimously.

**PLANNING & PRIORITIES**

**Library Building Expansion:** • **Contracts:** Phil reviewed the contract with HKP Architect with updated sections by the Library’s attorney Denise Stiffarm. Liz said it incorporated standard AIA language including oversight of all contractors of electric, plumbing, mechanical. It includes a not to exceed clause. Tom said the hold harmless clause was the most concerning, and discussed liability by either party, the Enduris builders risk coverage, asking HKP for additional coverage, reviewing previous claims made, location of a master file of contracts, and asking HKP to provide a copy of the sub-contractors’ contracts.

Tom made a **MOTION** to adopt Resolution 5-2015 approving, as presented, the contract for architectural services from HKP Architects as attached and incorporated fully within. Margaret seconded, and the **MOTION** passed unanimously.

**The Board took a break from 9:12 am to 9:18 am.**

• **Design Process:** Phil reviewed the feedback from the two public meetings. Liz discussed the longer timeline for the schematic design: now looking at the first week of December. She said the Board needs to set the maximum square footage. Phil said the community comments hint at additional use ideas. Liz said it should come back to the Library’s mission rather than expanding beyond its capabilities. She would like the Board to meet to finalize the space allocations. The Board decided on a special meeting Friday November 13 at 12:30pm to review the project. Liz said that HKP will be here that day for a site visit with sub-contractors.

• **Public Campaign:** Donna said a second wave of letters would be going out with pledge sheets. Alex said one-on-one meetings would be next. Donna has a slide presentation that can be used at community meetings. Phil suggested adding it to the website. Alex discussed with the Board incorporating current funding requirements and the need for an operations levy with or without an expanded library.

• **Timeline:** Alex had a timeline of community and public meetings showing how much the Board has engaged on the expansion project in the last two years. Phil mentioned Holly’s attendance at Senior Lunch. Tom asked about the process of transferring funds from the Friends to the Library. Phil said he had spoken with Tim (Friends President) and Lynn (Friends Treasurer) and they are prepared to transfer funds as the Library needs them.

• **Communications:** Phil discussed email newsletters. Donna asked about an updated annual report for 2015. Margaret suggested incorporating more program and usage information in a tri-fold: maybe having it with the slide presentation.

**Trustee Recruitment:** Tom reported that there were eight applicants interested in the Trustee positions. He said all were extremely qualified with interesting and diverse skill sets. He and Donna interviewed and had follow-up meetings with four. Donna agreed that all were very qualified and she was excited to see so many
passionate about the Library and wanting to be involved. The Board discussed ways to
include all applicants in helping the Library, possibly through the Friends. Tom made a
**MOTION** to recommend Alex Conrad and Martha Fuller to the San Juan County
Council to fulfill two upcoming vacancies on the Library Board. Donna seconded, and
the **MOTION** passed unanimously.

**NEW BUSINESS**

**Relevant News and Issues:** None.

**Director’s Report:** Phil invited questions on his written report. Donna asked
about the online community resource, why the library is involved, and how to get all the
groups together. Phil said it was a challenge to know what to include, noting the need
for wide buy-in. He does feel that the purpose fits within the Library’s mission of
providing information. Alex and Margaret questioned what the website was trying to
achieve. Phil said it supports the Library as a community hub.

**Friends of the Library:** Sandy said membership letters had gone out. They are
also finalizing plans for the Holiday Tea.

**REPORTS FROM ACTIVE COMMITTEES**

**Collection Management:** None.

**Community Relations:** None.

**Facilities & Systems:** None.

**Finance:** Donna asked why only an interim ESR was available. Mary said she
ran the report because the County had not finalized October transactions.

**Policy & Personnel:** Donna asked about the purchasing policy in connection with
a signing authority for the building project.

**PUBLIC COMMENT** – None.

**OTHER** – Donna thanked everyone for the work on the 2016 budgets.

There being no further business, the Meeting was adjourned at 10:24 a.m.

Submitted by Mary Pugh.

Approved ______________________________________
Library Board President Donna Riordan called the Special Meeting to order at 12:35 a.m. in the Library’s Community Room. Also attending were Trustees Tom Fiscus, Margaret Payne, and Regina Zwilling; Owner’s Rep Liz LeRoy; Design Committee member David Kau; Julie Blazek, Russ Weiser, and Christine Baldwin of HKP Architects; OICF Director Hilary Canty; and Library Director Phil Heikkinen.

1. **Introductions**: Donna welcomed everyone to the meeting.

2. **Additions or Modifications to the Agenda**: None

3. **Library Building Project Design Discussion**:
   - Russ shared the background of the design process, and previewed today’s scheduled public presentations.
   - Julie discussed cost estimates, including the reasons for the one-story plan previously chosen by the Board. Donna and Liz discussed hard versus soft costs, including variable versus fixed, and how they related to square footage.
   - Julie discussed the importance of a strong connection to Library Park; next design steps; reviewed the timeline, including beginning of design development in December and an April 7 target date for construction bids; finishing the addition and then remodeling the existing space as needed; and the next public presentation in December.
   - Phil reviewed the staff meeting and design feedback earlier in the day, including favoring moving the service desk to a central location, removing the separate checkin desk, and not having a third entry.
   - Donna asked how best to make the new entry more prominent and inviting, for example by using landscaping.
   - Hilary discussed the need for showers somewhere in the community, and asked whether that was something the Library could consider for the expansion. The Board agreed that although problematical it was important enough to keep under consideration.
   - Attendees discussed layout, pluses and minuses about the location of the circ/service desk.
   - Priorities: where to cut square footage, if we need to reduce the overall costs? The new community room, for instance; or perhaps reduce some of the storage areas.
   - The Board felt that $3.5 million was a reasonable overall budget, including hard and soft costs (including sales tax, fees, consultants, architects, owner’s rep, etc.)
   - This budget may require an overall reduction of about 700 sf from the current conceptual design.
   - Attendees discussed making sure to have plenty of light at the entrances; where to add showers, if included.
   - Regina stressed that we make sure the small group rooms have sufficient privacy while also allowing some monitoring.

4. **Adjournment**: There being no further discussion, the meeting was adjourned by the President at 2:00 p.m.

Submitted by Phil Heikkinen.

Approved ________________________________
Library Board President Donna Riordan convened the meeting at 8:32 a.m. in the Meeting Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, and Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh; and consultants Alex Conrad and Liz LeRoy. Friends Board Members Leif, and Design Committee Member David Kau, also attended.

**WELCOME & INTRODUCTIONS** – Donna welcomed everyone and announced Alex’s appointment to the Library Board.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Donna and Margaret added discussions on the director’s annual review and the January retreat dates, respectively.

**ROUTINE MATTERS**

*Minutes:* The Board reviewed the Minutes of the November 10 regular meeting and made corrections. Tom made a **MOTION** to approve Minutes as corrected; Margaret seconded, and the **MOTION** passed unanimously. Margaret made a **MOTION** to approve the November 13 Special Meeting Minutes; Tom seconded, and the **MOTION** passed unanimously.

*Vouchers and Payroll:* Regina reviewed the payroll and invoices for the General and Building Funds. She recommends approval of all items processed.

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<td>Invoice Accounting Report (B-F)</td>
<td>11/9/2015</td>
<td>$2,275.00</td>
</tr>
<tr>
<td>Invoice Accounting Report (B-F)</td>
<td>11/18/2015</td>
<td>$16,117.10</td>
</tr>
<tr>
<td>December 2015 Payroll</td>
<td>12/8/2015</td>
<td>$30,602.94</td>
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</tbody>
</table>

Regina made a **MOTION** to approve the December 2015 payroll totaling $30,602.94; Tom seconded, and the **MOTION** passed unanimously.

Regina made a **MOTION** to approve all payments from the General Fund invoice accounting reports totaling $10,102.19; Margaret seconded, and the **MOTION** passed unanimously.

Regina made a **MOTION** to approve all payments from the Building Fund invoice accounting reports totaling $34,633.60; Margaret seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**FY 2015 BUDGET AMENDMENT** – Regina presented Resolution 6-2015 Amending the 2015 General Fund Budget. Phil reviewed the grant and donation income received and how it needs to be incorporated into the budget so that it is reflected in the ESR and so that the Library has a solid cushion for remaining 2015 expenditures. Regina made a **MOTION** to
adopt Resolution 6-2015 Amending the 2015 General Fund Budget. Margaret seconded and the MOTION passed unanimously.

PLANNING & PRIORITIES

Library Building Expansion: The Board discussed with Liz and Phil the floor plan design, permit timeline, Rose Street parking, entrance enhancement, shelving and seating increase percentages, and roof pitch and design elevations. The Board discussed the role of the Library in the community and how to work with community partners in providing additional services to the island’s homeless population. Specifically, the Board discussed the need and appropriateness of including a shower in the design.

The Board agreed that the budget be capped at $3.5 million and discussed modification to reduce the scope of the project. Liz said that a small reduction of 200 square feet would reduce the estimated costs in order to meet the budget. She noted it would be very difficult to just reduce the dimensions for all areas equally, because of varying program needs. Alex said we could remove the meeting room. Liz felt HKP would be able to adjust the 200 square feet. The Board expressed concern that very tight control over the project would be necessary to keep within budget.

Liz discussed the process of hiring sub-contractors and how local firms might be utilized. She noted that local firms do not always have the capability to work within the requirements of public works projects. She mentioned that a workshop was recently held in Friday Harbor to help local firms understand the requirements.

Donna reviewed some donations that have been received. She talked about the redesign of the Naming Opportunities brochure. The Board talked about how to honor and recognize major donors.

Phil reviewed the upcoming public meeting with HKP on December 22, 2-4 pm and 5-7 pm. Staff will meet with HKP at 9:00 am.

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil invited questions on his written report. He reviewed the recent power outage and closing the Library. Phil noted that it brings forward the conference program he attended on emergency response Donna asked that he develop a community event. Phil noted the overcrowding in the reading room, maxing capacity at about 35. Regina question how often that happens. Alex said often; Phil added especially after school with students arrive, estimating maximum capacity two or three days each week.

Friends of the Library: Leif gave a rundown on the Holiday Tea on December 1. Phil estimates at least 700 in attendance. Leif said the Key Club Kids did an excellent job in keeping everything stocked and washed. The Board thanked the Friends for yet another wonderful Holiday Tea.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: Tom reviewed upcoming events and outreach meetings.

Facilities & Systems: None.

Finance: None.
Policy & Personnel: Phil said the current policy on Director signing would fulfill the contract responsibilities and limits because the Board would first approve the overall contract. With that approval, the payment processing would not require additional board approval. The exception would be if any change orders need to be signed. Phil said any changes would be brought before the Board for approval via a Motion or Resolution. He will also work with Liz LeRoy on possible policy changes if they would be helpful.

PUBLIC COMMENT – None.

OTHER – None.

There being no further business, the Meeting was adjourned at 10:05 a.m.

Submitted by Mary Pugh.

Approved _________________________________
Library Board President Donna Riordan called the Special Meeting to order at 8:34 a.m. in the Library's Community Room. Also attending were Trustees Tom Fiscus and Margaret Payne; Owner’s Rep Liz LeRoy; and Library Director Phil Heikkinen.

1. **Introductions:** Donna welcomed everyone to the meeting.

2. **Additions or Modifications to the Agenda:** None

3. **Fundraising Update:**
   - Donna reviewed recent donations to the Library Expansion Fund at OICF, as well as to the Library directly. She said she felt optimistic about more donations coming in by year-end. She said she would be available to help with fundraising after leaving the Board at the end of the year.
   - Phil said that it would be good for the new Board to discuss and reaffirm procedures for acknowledgment of donors in 2016.
   - Donna discussed her revision of the Naming Opportunities brochure, and meeting with our volunteer Harvey Himelfarb to talk about his history with the Library and his recommendations for the Library regarding naming opportunities. Donna offered to serve on the Naming Advisory Committee, and to help with the process of responding to naming requests.
   - Phil talked about options for acknowledging smaller donors, such as via one or more plaques, a book, and other possibilities; also, the need to decide whether to list people by levels of financial support.
   - Tom discussed the possibility of removing or changing names; Phil said that this is included in the current policy, though Tom felt the wording could be improved. Donna asked for any suggested changes to be brought to the January 12 Board meeting.

4. **Library Building Project: Design Discussion**
   - Liz reviewed recent meetings, especially regarding roof design ideas; and upcoming meetings with HKP Architects and EDRC (Eastsound Design Review Committee).
   - Liz and Phil don’t see any major obstacles with arriving at a good roof design choice.
   - Liz said that we remain on schedule for our milestones, including at the January 5 presentation from HKP, which will ask the Board to approve recommendations for roof pitch and general building layout, with possible follow-up on January 12, when HKP will attend the Library Board meeting, Friends Board meeting; and will offer two public presentations.
   - The Board expressed appreciation for David Kau’s valuable volunteer work on the Design Committee; and Phil said that he would be sure to offer David an acknowledgment of his in-kind donation of professional architectural consulting.

5. **Library Board Retreat Agenda:**
   - Margaret reviewed the draft she had shared with the Board. She said this would be an especially important meeting in light of two new Trustees joining the Board in January.
   - Tom asked about whether a facilitator would be helpful, to allow participants to focus on the discussion; and Margaret felt that she could serve in that role.
   - Margaret asked that any agenda suggestions go to Phil.
   - Possible guests could include Liz LeRoy and a Friends Board member.
• Some of the discussion could include the proposed advisory committees, such as reducing redundancy and setting up timelines for participants; also, the widening conversation about the community need for public showers and possibly related resources.

• There will be more opportunity to talk about the agenda at the meetings on January 5 and 12.

6. Review of the Director: Donna said that this process has slipped a bit into 2016; and that she will share her own input by the end of December. The Board will meet with Phil in February with a focus on setting priorities for 2016.

7. Other: Margaret introduced and read a draft resolution (7-2015) honoring Donna Riordan’s five years of service on the Library Board. Tom made a MOTION to pass Resolution 7-2015 as read; Margaret seconded, and the MOTION passed unanimously.

8. Adjournment: There being no further business, the meeting was adjourned by the President at 9:50 a.m.

Submitted by Phil Heikkinen.

Approved by Consensus ___________________________