Library Board Vice-President Margaret Payne called the Special Meeting to order at 8:33 a.m. in the Library’s Community Room. Also attending were Trustees Alexander Conrad, Tom Fiscus, and Regina Zwilling; Owner’s Rep Liz LeRoy; Library Director Phil Heikkinen; Design Committee member David Kau; Friends Board member Leif; Julie Blazek and Christine Baldwin of HKP Architects; and community members Fred Klein and Ken Gibbs.

1. **Introductions:** Margaret welcomed everyone to the meeting and led introductions.

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

3. **Library Building Project – Design Discussion:**
   - Liz reviewed progress so far, and suggested that this would be a good day to reach clarity about the floor plan, roof plan, and the stairs from Library Park.
   - Margaret discussed the competing space priorities, for example between a new community meeting room and increased shelving capacity.
   - Phil reviewed the reasoning behind removing the dedicated new community room in favor of shelving in that space, which was to make sure the Library does well what only it can do (increased collection size, which has been a consistent community priority), and to avoid an awkward compromise if we were to try to squeeze in a community meeting space (which other venues on Orcas can also offer). He reviewed other layout decisions as well.
   - Julie shared a PowerPoint presentation to be shown at the day’s two public programs and answered questions.
   - The Board discussed roof options as proposed by HKP and the deletion of the shower option in the designs.

4. **Other:** None.

5. **Adjournment:** There being no further business, the meeting was adjourned by the Vice-President at 10:54 a.m.

Submitted by Phil Heikkinen.

Approved by Consensus ________________________________
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 Alexander Conrad, Tom Fiscus, and Regina Zwilling; Library Director Phil Heikkinen and staff members Nita Couchman and Mary Pugh; Owners Representative Liz LeRoy. Friends Board Member Leif, Design Committee Member David Kau, and guest Tim Martin also attended. HKP staff arrived at 8:50 a.m.

WELCOME & INTRODUCTIONS – Margaret welcomed everyone, and thanked them for attending.

OFFICER ELECTION, COMMITTEE ASSIGNMENTS, AND CALENDAR

Officer Election: Margaret reviewed the positions and duties of the officers. Margaret made a MOTION accepting the candidates as proposed with Margaret Payne as President, Tom Fiscus as Vice-President, and Alexander Conrad as Secretary. Alex seconded, and the MOTION passed unanimously.

Committee Assignments: Margaret discussed standing committees for 2016. She reviewed the Collection Management Committee and the Board discussed how the committee might be reorganized to include programming and other library services. Phil reviewed how standing committees are incorporated into the By Laws, and the process to make changes. Margaret will chair Facilities & System; Tom will chair Policy &Personnel; Regina will chair Finance; Alex will chair Communications; and Martha will chair the reorganized Collection Management.

Meeting Dates & Agenda: The Board discussed the 2016 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 December meetings. Regina made a MOTION to approve the December 8, 2015 Regular Meeting Minutes with no changes; Tom seconded, and the MOTION passed unanimously, with Alex abstaining.

Tom and Margaret approved by consensus the Minutes of the December 22, 2015 Meeting. No other Trustees from the meeting are still on the Board.

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

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**Regina made a MOTION to approve all payments from the December General Fund invoice accounting reports totaling $13,176.71; Tom seconded, and the MOTION passed unanimously.**

Regina made a MOTION to approve the December Building Fund invoice accounting report totaling $27,457.69; Tom seconded and the MOTION passed unanimously.

Mary explained the migration to online timesheets and payroll reporting. She said that with the change, the reports will be signed in February.

**PUBLIC COMMENT –** Tim Martin asked that the Board consider a coffee café or cart for the addition. The Board referred Tim to the Friends.

**PLANNING & PRIORITIES**

*Library Building Expansion:* HKP architect Julie Blazek reviewed the presentation for the public meeting later today. The Board asked about collection shelving increase, seating estimates, radiant heating, and Rose Street upgrades. Liz covered the timeline remarking that it is an aggressive schedule that has little room for contingencies or delays.

Phil reviewed the finances to date. Alex is working on the Naming Committee overview.

*Board Retreat Agenda:* The Board drafted a working agenda for the January 19 Retreat.

**NEW BUSINESS**

*Relevant News and Issues:* None.

*Director's Report:* Phil's written report was noted; He discussed OICF's community measures and how the Library will participate in the survey.

*Friends of the Library:* Leif reported on the upcoming Winter Booksale, February 27 between 10 am and 2 pm. He is hoping to include a display on the building project.

**REPORTS FROM ACTIVE COMMITTEES**

*Collection Management:* None.

*Community Relations:* Tom asked about attending community dinners and giving a presentation. Regina said most venues do not lend themselves to a PowerPoint presentation.

*Facilities & Systems:* Phil said he was working on a fix for the exit bars on the public doors. He enlisted the help of local welder, Pete Welty, and thanked him for the repair. Phil also reported on water leaks during the recent high wind and rain.

*Finance:* None.

*Policy & Personnel:* Tom, as the new committee chair will work with Phil on the purchasing policy.

**PUBLIC COMMENT –** None.

**OTHER –** None.
DIRECTOR EVALUATION PROCESS – Margaret asked for the written reports. She will add a discussion of the process to the retreat agenda. An executive session will be scheduled for the February regular meeting.

There being no further business, the Meeting was adjourned at 10:36 a.m.

Submitted by Mary Pugh.

Approved ________________________________
Library Board President Margaret Payne called the Board Retreat into order at 9:10 a.m. in the OPAL Conference Room. Also attending were Trustees Alexander Conrad, Tom Fiscus, Martha Fuller, and Regina Zwilling (who left at 1:55); and Library Director Phil Heikkinen; Owner’s Rep Liz LeRoy attended by phone from 1:05 to 1:45.

1. **Introductions:** Margaret welcomed everyone to the meeting. Attendees shared their family history, careers, and personal interests.

2. **Building our Team:** The group listed qualities and values to guide how we will work together in 2016.

3. **Review Library Board Roles and Responsibilities:** Margaret and Phil shared materials gathered from ALA and other sources about the roles of library trustees and library directors, and about how their efforts can best complement each other.

4. **Revise “Collections Management” Standing Committee:** Attendees discussed their committee assignments, and Margaret made the following appointments:
   - Financial: Regina
   - Facilities and Systems: Margaret
   - Policy and Personnel: Tom
   - Community Relations: Alex
   - Collection Management: Martha. The Board will follow up with a by-laws change to make this the Resources and Programs Committee.

5. **Set goals and tasks for 2016:**
   1. Work with Owner’s Rep Liz LeRoy; HKP, San Juan County; EPRC; contractors, etc. to complete expansion on time, on budget, and with the quality demanded by the community. Also, make adjustments and revisions in the existing building as part of the project. (Margaret and Phil)
   2. Raise remaining $175,000 of $3.5 million expansion budget through public fundraising campaign and continued conversations with major donors. Note, there are a few items in the expansion that are budgeted as “add-alternates,” if additional monies become available. The most important of these are the stairs to Library Park. (Alex, Margaret)
   3. Develop planned giving and estate planning options for donors. (Tom)
   4. Plan a “groundbreaking” celebration for June. (Margaret, Martha)
   5. Keep community and donors continuously updated on expansion progress through frequent bulletins, expanded newsletter, website, social media, etc. (Margaret, Regina, Phil)
   6. Revisit expansion “advisory” committees, including goals and timelines. (Board)
   7. Work with Liz to update purchasing and signing authority policies, and to continuously track expansion expenditures. (Tom and Phil)
   8. Update any other policies and procedures affected by building project, for example use of new small group rooms. (Tom and Phil)
   9. Ensure we follow requirements for state grant of $1.4 million. (Martha, Phil)
   10. Oversee 2016 budget. (Regina, Martha)
   11. With Director and staff, review 2017 budget. (Regina, Martha)
   12. Begin preparing for eventual levy to cover M & O of expanded library. (Martha, Regina, Alex)
   13. Support Director and staff in developing programs for expanded library. (Martha)
   14. Draft guidelines for collaborative programming with community groups, such as Garden Club, Orcas Crossroads, Orcas Currents, etc. (Martha, Tom, Phil)
15. Participate in expanded “shower” and other conversations regarding community health/needs; possibly including the Library serving a role in disaster recovery as a shelter (perhaps including a generator). (Alex)

16. Revisit and update as appropriate our Library Strategic Directions. (Board)

17. Ensure effective ongoing operation of the Library, focusing on achieving priority service goals as approved by the Board. (Phil)

18. Continue strengthening or maintaining community partnerships with social service agencies (SJC Network) and others as appropriate. (Board)

19. Schedule and take part in OPMA training as needed for Trustees and staff. (Board, Phil)

12:25-1:00 Lunch

6. Update expansion project: Liz joined the meeting by phone.
   - The group discussed the design development process, and agreed that this is a good time to begin forming community advisory committees as appropriate for completing the project, especially for such processes as furnishing the building, landscaping, and prioritizing the add-alternates.
   - Liz described her outreach to contractors.
   - We can expect the next design updates from HKP during the first week of February.
   - Liz will work with Phil and the Board on making sure the expenditure approval process is transparent and timely.

7. Director evaluation process: Margaret will compile feedback from Trustees; and Phil will write up a self-evaluation, board evaluation, and list of priorities from his perspective. All will focus on development opportunities, while also maintaining ongoing operations and managing the building project. We will add an executive session to the February 9 agenda for Review of the Director.

8. Other: None.

9. Adjournment: There being no further business, the meeting was adjourned by the President at 3:05 p.m.

Submitted by Phil Heikkinen.

Approved: ________________________________
Library Board Vice-President Margaret Payne convened the meeting at 8:31 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, and Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh; Owner’s Representative Liz LeRoy; Friends Board Member Leif; Design Committee Member David Kau. Trustees Tom Fiscus and Martha Fuller arrived at 8:34 a.m. Julie Blazek from HKP Architects called in at 8:55 a.m.

WELCOME & INTRODUCTIONS – Margaret welcomed everyone, and thanked them for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Margaret moved the Executive Session to the February 23rd meeting.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from January meetings. Alex made a MOTION to approve the January 5, 2015 Special Meeting Minutes with no changes; Regina seconded, and the MOTION passed unanimously.

The Board reviewed the Minutes from January 12, 2015 Regular Meeting and made a correction. Alex made a MOTION to approve the January 12, 2015 Regular Meeting Minutes as corrected; Regina seconded, and the MOTION passed unanimously.

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

1/12/2016 Invoice Accounting Report (2015) $2,326.51
1/20/2016 Invoice Accounting Report (2016) $3,703.86
1/27/2016 Invoice Accounting Report (2016) $9,713.72
1/6/2016 Invoice Accounting Report (2015 Bldg Fund)$17,302.87
1/12/2016 Invoice Accounting Report (2015 Bldg Fund)$72,662.60
1/27/2016 Invoice Accounting Report (2016 Bldg Fund)$19,982.55

January 2016 Payroll $29,894.74

Regina explained about the new online timesheet and approval procedure. Regina made a MOTION to approve the January payroll totaling $29,894.74; Alex seconded, and the MOTION passed unanimously.

Tom and Martha arrived at 8:34 a.m.

Regina made a MOTION to approve all payments from the 2015 General Fund invoice accounting reports totaling $3,649.36; Alex seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the 2016 General Fund invoice accounting reports totaling $13,417.58; Tom seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the 2015 Building Fund invoice accounting report totaling $89,965.47; Alex seconded and the MOTION passed unanimously.
Regina made a **MOTION** to approve all payments from the 2016 Building Fund invoice accounting reports totaling $19,982.55; Tom seconded, and the **MOTION** passed unanimously.

Mary reminded the Board that there are thirteen months for expenditures in order to pay invoices out of the proper budget year. The Auditor’s Office will now finalize the 2015 year-end.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

**Library Building Expansion**: HKP architect Julie Blazek joined the meeting by telephone. Liz discussed the provisional use permit and said the environmental impact review should take about a month. She said we are still looking at March for the building permit approval and bid advertising in April. Liz will post the ad for bids in the Daily Journal and send it to some contractors who have expressed interest in the project.

Liz reviewed the HKP budget update. Tom and Margaret expressed concern that the professional cost estimator projected a 30% higher cost than previous estimates. Liz and Julie explained to the Board that there was usually an 8% to 15% cost increase once drawings are finalized, frequently in response to changes in program needs. In addition, contractors are very busy now and prices will reflect that. Liz said prices are escalating 1% per month. Julie reminded the Board that early estimates were only based on square footage and not the detailed plans being used now. Liz said that in many other projects there is not the level of transparency that our project is using. She said a lot of cost refinement would be done between the project manager and the architects prior to the owner’s review.

Margaret presented the Board with the Building Committee’s recommendations for cost savings. The Board reviewed additional items presented in the HKP estimate and made additional recommendations. HKP will work on the revisions and will have additional information for the Board at the February 23rd meeting. HKP terminated the call at 10:20 a.m.

The Board discussed the fundraising plan. Alex said the Library must be clear in how we explain the increased costs to the community. Liz said the public tends to rely on residential cost per foot and commercial cost is always higher. She said public works projects also carry a higher cost than commercial projects. Margaret would like the next meeting to focus on funding.

**NEW BUSINESS**

**Relevant News and Issues**: None.

**Director’s Report**: Phil’s written report was noted; Martha asked how the net changes to the collection were calculated. Phil explained how items were pulled from the collection because of overcrowding, format change (i.e. VHS to DVD), and reducing top and bottom shelf use. Phil discussed increased postage cost attributed to ILL usage and different ways to mitigate cost. Alex asked about not charging overdue fines; Phil explained his philosophy about fines. Phil reported about a challenge to a Young Adult book. He said he had a constructive meeting with the parent.

**Friends of the Library**: There was no report. Tom will be attending their meeting.
By-Laws Update to Committees – 1st Reading: Margaret read the Resolution to change the By-Laws to reflect the committee name change from Collection Management to Resources and Programs.

REPORTS FROM ACTIVE COMMITTEES

Collection Management: None.

Community Relations: None.

Facilities & Systems: Phil reviewed the custodial contract with the Board. Alex made a MOTION to approve the custodial contract between the Library and Mike Larkins at the rate of $20.94 per hour. Regina seconded and the MOTION passed unanimously.

Finance: None.

Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – None.

EXECUTIVE SESSION – Margaret tabled the Executive Session to the February 23rd meeting.

There being no further business, the Meeting was adjourned at 10:55 a.m.

Submitted by Mary Pugh.

Approved ________________________________
Library Board President Margaret Payne called the Special Meeting to order at 8:33 a.m. in the Library’s Community Room. Also attending were Trustees Tom Fiscus, Martha Fuller, and Regina Zwilling; and Library Director Phil Heikkinen.

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

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

3. **Executive Session:** Margaret led the Board into the session at 8:35, joined by the Director at 9:35. The Board returned to the open meeting at 10:15. There was no action taken.

4. **Building Project:**
   - Design Update: work is ongoing.
   - Financing update: Margaret listed income so far, noting that we have at least $250,000 more to raise. Possible sources include a residual Henigson Trust gift, major donors, public campaign, Friends of the Library, and a loan.

5. **Other:** None.

6. **Adjournment:** There being no further business, the meeting was adjourned by the President at 10:37 a.m.

Submitted by Phil Heikkinen.

Approved: ________________________________
Library Board President Margaret Payne convened the meeting at 8:33 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Tom Fiscus, and Martha Fuller; Library Director Phil Heikkenen; Owner's Representative Liz LeRoy (arriving at 9:05); and Friends Board Member Leif.

WELCOME & INTRODUCTIONS – Margaret welcomed everyone, and thanked them for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: No one had changes to propose, so Margaret confirmed approval as submitted.

Vouchers and Payroll: Phil said that although Regina was not in attendance, she had reviewed and initialed payroll and the invoices for the General and Building Funds.

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Alex made a MOTION to approve the February payroll totaling $31,887.57: Tom seconded, and the MOTION passed unanimously.

Tom made a MOTION to approve all payments from the 2016 Building Fund invoice accounting reports totaling $30,343.98: Alex seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve all payments from the 2016 General Fund invoice accounting reports totaling $31,230.24: Tom seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion: Margaret reviewed current budget estimates and suggested that further cuts may make the fundraising total more easily achievable. She asked for Board review and input. Also, the Design Committee will continue working on the budget.

Margaret reviewed the public campaign, specifically the message and perception of costs. Some have suggested a levy lid lift as an additional option, along with dipping further into reserves up to a reasonable point.
The Board discussed groundbreaking, which Martha and Margaret will coordinate; the purpose of the event as a community celebration; and fundraising options in May and June.

Liz LeRoy arrived at 9:05. She reviewed budget estimates as they have evolved; and the breakdown of hard and soft costs; HKP had also listed some cost-cutting options. Liz said that it would be difficult to reduce the soft costs. She said that we would be looking at possible AV and electrical cuts.

The Board reviewed options for meeting a goal for an additional $400,000 or more in income, including a loan, levy lid lift, small bond election. Consensus was to wait until bids come in before conducting a highly visible public campaign, so that we can offer a clear message about the gap.

Possible areas for deferred costs might include shelving and furniture

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil discussed the upcoming WLA Conference and invited Trustee attendance; also, discussed a meeting he would be attending in Friday Harbor on March 9 to discuss a SJC community resource network, focusing especially on physical health, mental health, and social services.

Friends of the Library: There was no report. Alex will be attending their meeting.

By-Laws Update to Committees – 2nd Reading: Alex made a MOTION to approve RESOLUTION 01-2016 amending the By-Laws to change the Collection Management Committee to the Resources and Programs Committee. Martha seconded, and the RESOLUTION passed unanimously.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: None.

Community Relations: None.

Facilities & Systems: None.

Finance: None.

Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – Margaret scheduled a Library Board Special Meeting on March 22 at 8:30 to discuss the building project, to last about an hour.

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

Submitted by Phil Heikkinen.

Approved ________________________________
Library Board President Margaret Payne called the Special Meeting to order at 8:36 a.m. in the Library’s Community Room. Also attending were Trustees Tom Fiscus and Alexander Conrad; Library Director Phil Heikkinen, and staff Mary Pugh; Consultant Liz LeRoy, and HKP Architect Julie Blazek; and guests Donna Gerardi-Riordan and Leif.

1. Introductions: Margaret welcomed everyone to the meeting.

2. Additions or Modifications to the Agenda: None

3. Building Project:
   - Permit: Liz reported on the permit filings.
   - Cost Estimates: Margaret reported that cost estimates have come in higher than estimates from Liz and HKP. This is the second professional cost estimator to provide estimates. The Board discussed reductions to the project for cost savings, however emphasized that matching the existing building in materials does not allow for less expensive alternatives. Margaret noted that the community has strongly expressed the desire to maintain the aesthetic qualities throughout the expansion, for example, cedar siding versus fiber cement siding, and metal roofing versus composite shingles.

Donna said she is worried about the project coming in 30% higher than in-house estimates. Julie and Liz explained about estimates prior to defining the project scope using only a general square foot cost and did not include soft costs and site work. Julie said there is also the additional cost of site stabilization based on the geo-survey. Margaret noted that redesigning the project to reduce the size would add costs and not meet the goals of increasing space and collection. Julie said that several bidding items have been separated as alternates for separate bidding.

Alex said he has heard concerns about a $650 per square foot cost. The Board discussed breaking out the square foot costs for site work, construction, and furnishings. Tom suggested using other project costs for comparisons and including the “Orcas” factor. Liz said contractors are very busy and build in higher cost anticipating strained resources. Tom agreed saying he is unable to get a local contractor to bid on a small personal project.

Julie and Liz both talked about public works projects versus commercial and residential construction, noting the prevailing wage and bonding requirements. In comparing with the school district’s recent project, Liz said there is a difference in square foot cost for remodeling projects versus new construction.

Alex said the Board needs to prepare information to explain the project costs. Margaret suggested a “snapshot” updating the information on the project. She said it should be remembered that this project is expected to fulfill a 20 year need. Tom agreed, emphasizing participation and donations as investments in the future.
Financing update: The Board discussed raising the additional funds, noting that until the project goes to bid, the actual cost is only an estimate. Donna said the Board should host salon events to discuss the project with donors. She said there is interest in the naming opportunities once a project total is known.

4. Other: None.

5. Adjournment: There being no further business, the meeting was adjourned by the President at 9:35 a.m.

Submitted by Mary Pugh.

Approved: ________________________________
Library Board President Margaret Payne convened the meeting at 8:35 a.m. in the Meeting Room of the Library. Also attending were Trustees Martha Fuller and Regina Zwilling; Trustee Alexander Conrad attended via telephone. Library Director Phil Heikkinen, staff member Mary Pugh; and community members.

WELCOME & INTRODUCTIONS – Margaret welcomed everyone, and thanked them for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: No one had changes to propose. Alex made a MOTION to approve Minutes from March 8 and 22, 2016. Margaret seconded and the MOTION passed unanimously.

Vouchers and Payroll: Regina reviewed and initialed payroll and the invoices for the General and Building Funds.

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March 2016 Payroll $29,109.16

Regina made a MOTION to approve the March payroll totaling $29,109.16; Margaret seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the Building Fund invoice accounting reports totaling $57,667.80; Margaret seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the General Fund invoice accounting reports totaling $20,279.18; Margaret seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion: The Board discussed feedback from the Eastsound Planning and Review Committee (EPRC) and SJC Community Development for questions on the site plan and Rose Street revisions. Also discussed were public notice for the project bidding, square foot costs for similar projects, construction timeline, and the contractors’ walk-through.
Margaret discussed the updated fundraising plan and how to involve more people. Plans were outlined for June, July and August. Additional funding sources were discussed. Mary suggested asking the Friends about using a targeted letter and email ask.

**NEW BUSINESS**

**Sculpture Donation:** Margaret discussed the proposed gift of a sculpture as a memorial to long-time Library volunteer AnaMae Kann. Local artist Pete Welty has constructed a sculpture that could be placed on the Library grounds. Margaret made a **MOTION** to accept the donation of a sculpture based on the design of artist Pete Welty. Martha seconded, and the **MOTION** passed unanimously.

**Relevant News and Issues:** Phil reminded the Board of the upcoming WLA conference in Spokane April 29th.

**Director's Report:** Phil took questions on his report including the staff retreat, attendance and circulation statistics, and possible County grant for the park stair revision. He also talked about a student senior project constructing a picnic table and donating it to the Library.

**Friends of the Library:** There was no report. Martha will be attending today's meeting; future meetings are: May – Margaret; June – Regina; July – Alex; September – Tom.

**REPORTS FROM ACTIVE COMMITTEES**

**Resources and Programs:** Phil mentioned the May 7 *Currents* program on microbes.

**Community Relations:** None.

**Facilities & Systems:** Margaret mentioned the landscaping.

**Finance:** None.

**Policy & Personnel:** None.

**PUBLIC COMMENT** – Leif asked about the donation match at OICF and access to the campus during the groundbreaking ceremonies.

**OTHER** – Margaret scheduled a Library Board Special Meeting on April 26 at 8:30 to discuss the building project, to last about an hour; also on May 17 to consider bids from contractors.

There being no further business, the Meeting was adjourned at 10:26 a.m.

Submitted by Mary Pugh.
Library Board President Margaret Payne called the Special Meeting to order at 8:33 a.m. in the Library’s Community Room. Also attending were Trustees Tom Fiscus and Alexander Conrad (by phone); Library Director Phil Heikkinen; and community member Leif.

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

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

3. **Building Project:**
   - Margaret reviewed the notes from the meeting she and Phil had with fundraising professional Nanette Pyne. Some of the ideas included a donor recognition plaque/wall; dinner at the home of a major donor; updating the donor list; meeting with newer residents; and applying to likely foundations.
   - Margaret led discussion about the groundbreaking picnic: Sounder insert; parade; t-shirts; convening a meeting of the Honorary Committee; recording the project via a webcam; communicating the results of the bid process; and involving the Friends board and membership in upcoming events.
   - Margaret and Phil will meet again with Nanette to review donor lists and foundations.
   - Upcoming events and decisions will include a public campaign, determination of criteria for inclusion on a donor wall or plaque, and placement of donation jars.

4. **Other:** None.

5. **Adjournment:** There being no further business, the meeting was adjourned by the President at 9:45 a.m.

Submitted by Phil Heikkinen.

Approved: ____________________________
Library Board President Margaret Payne convened the meeting at 8:35 a.m. in the Meeting Room of the Library. Also attending were Trustees Martha Fuller and Regina Zwilling; Trustee Alexander Conrad attended via telephone. Also, Library Director Phil Heikkinen, and staff member Mary Pugh. Community members also attended.

WELCOME & INTRODUCTIONS – Margaret welcomed everyone, and thanked them for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: No one had changes to propose. Martha made a MOTION to approve Minutes from April 12; Regina seconded and the MOTION passed unanimously. Tom made a MOTION to approve Minutes from April 26, 2016. Alex seconded and the MOTION passed unanimously with Martha and Regina abstaining.

Vouchers and Payroll: Regina reviewed and initialed payroll and the invoices for the General and Building Funds.

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<tr>
<th>Date</th>
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<th>Amount</th>
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<td>Invoice Accounting Report</td>
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<td>Invoice Accounting Report</td>
<td>$4,217.12</td>
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<td>Invoice Accounting Report (Bldg Fund)</td>
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<td>4/25/2016</td>
<td>Invoice Accounting Report (Bldg Fund)</td>
<td>$986.25</td>
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</tbody>
</table>

Regina made a MOTION to approve the April payroll totaling $28,811.90; Tom seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the Building Fund invoice accounting reports totaling $46,599.59; Alex seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the General Fund invoice accounting reports totaling $13,258.93; Alex seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion: The Board discussed permitting, streetscape of Rose Street, and the storm water plan. Construction bids will be opened at a meeting Friday May 13 at the Library.

Margaret discussed a four-month plan to raise the remaining funds including meeting with the honorary committee, the naming committee, volunteers and stakeholders. Planning included mobilizing the public campaign, newspaper advertising
insert, and Library email newsletter. The Board also discussed the July groundbreaking ceremony; Tom will work with Nita and Holly on the volunteer appreciation celebration.

Regina left the meeting at 9:38 a.m.

NEW BUSINESS

Relevant News and Issues: Martha said she attended the Washington Library Association Conference in Spokane.

Director’s Report: Phil took questions on his report and he highlighted the staff retreat, staffing and security issues in the expansion, and the job posting for support staff.

Friends of the Library: There was no report. Phil said the Friends are asking about the construction fencing during the August 13 Library Fair.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: Phil mentioned the May 7 Currents program on microbes which we co-sponsored.

Community Relations: None.

Facilities & Systems: None.

Finance: None.

Policy & Personnel: None.

PUBLIC COMMENT – Thomas McDonough suggested the Board sign certificates of appreciation for the volunteers and discussed tee shirt logos and/or symbols.

OTHER – None.

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

Submitted by Mary Pugh.

Approved ________________________________
Library Board President Margaret Payne called the Special Meeting to order at 8:38 a.m. in the Library's Community Room. Also attending were Trustees Tom Fiscus, Regina Zwilling, Alexander Conrad, and Martha Fuller; Library Director Phil Heikkinen; and four community members.

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

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

3. **Building Project:**
   - Margaret reviewed the bid opening on the previous Friday, with bids coming in higher than estimates: they were about $300,000, $700,000, $1.6 million higher than estimated by consultants. She suggested that the options now were either to go forward or to redo the project.
   - The Board discussed the project status and all agreed to go forward with the current project. Alex added that the south vestibule, although listed as an add alternate, was very important to include.
   - Tom Fiscus made a MOTION that the Library Director write a letter of intent to HB Hansen to award the contract for the building expansion, and to allow the Design Committee to negotiate the final scope of work, which would then come back to the Board for approval. Regina seconded, and the MOTION Passed unanimously.
   - Margaret listed fundraising options to meet the gap of about $650,000, including Friends, major donors, the public campaign, library reserves, a loan, grants, and levy increase. She felt that a San Juan County PFFAP would be a promising avenue to pay for the $60,000 cost for upgrading the Library Park stairs (as designed and bid). A loan could be from a bank, private individual, another taxing district, or possibly government.
   - Next steps include the June 7 Friends Board meeting (preparing for the 60th anniversary of the Library Fair); meetings with major donors (Alex); public campaign (Margaret and Martha, with research by Regina); Loan or levy (Martha and Tom); grants (Martha and Tom, with support as needed from Regina); future operating costs (Regina and Phil); naming committee (Donna, Margaret, and Alex); volunteer event(s) (Tom); and honorary committee (Margaret).

4. **Public Comment:** Tom McDonough asked whether the construction costs might go down if the economy goes down (no); Pierrette Guimond thanked the Board and encouraged it to seek a levy lid lift this year; Leif asked about consequences if references are negative for HB Hansen (they have been positive); Margie asked about the distinction between bonds and levies, and asked for clarification on costs and fundraising, and recommended describing the increased project costs as relatively modest compared to the costs of delay; and Pierrette asked about naming options.
5. Other: Phil called Liz LeRoy to confirm the intent to award and share the Board discussion; and to ask about next steps regarding alternates: Liz confirmed that each party (and Library) is committed to the bid price regardless of changes in materials costs, etc; and said that HB Hansen is trying to reach out to local subcontractors for some of the work.

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

Submitted by Phil Heikkinen.

Approved: ____________________________
Library Board President Margaret Payne convened the meeting at 8:32 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad and Tom Fiscus. Also, Library Director Phil Heikkinen, and staff member Mary Pugh; and Donna Gerardi Riordan and Harvey Himelfarb from the Naming Committee. Community members also attended.

WELCOME & INTRODUCTIONS – Margaret welcomed everyone, and thanked them for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: No one had changes to propose. Tom made a MOTION to approve Minutes from May 10; Alex seconded and the MOTION passed unanimously. Tom made a MOTION to approve Minutes from May 17, 2016. Alex seconded and the MOTION passed unanimously.

Trustees Martha Fuller and Regina Zwilling arrived at 8:35 a.m.

Vouchers and Payroll: Regina reviewed and initialed payroll and the invoices for the General and Building Funds.

5/3/2016 Invoice Accounting Report $12,192.74
5/16/2016 Invoice Accounting Report $7,197.67
5/31/2016 Invoice Accounting Report $7,196.36
5/17/2016 Invoice Accounting Report (Bldg Fund) $16,638.71
5/31/2016 Invoice Accounting Report (Bldg Fund) $24,041.50
May 2016 Payroll $30,115.55

Regina made a MOTION to approve the May payroll totaling $30,115.55; Tom seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the Building Fund invoice accounting reports totaling $40,680.21; Tom seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the General Fund invoice accounting reports totaling $26,586.77; Alex seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion: The Board initiated a telephone call at 8:38 a.m. with Jeff Henigson to discuss progress on the fund raising efforts. He discussed with the Board his and his mother’s hesitation to proceed without having funding fully committed and suggested hiring a development professional. He will forward to Phil his mother’s letter. The call ended at 8:47 a.m.
The Board discussed delaying the project and the implications. The construction bid from HBHansen is fixed until August 31 and a contract would have to be signed well before that date. In addition, construction inflation is running 6% to 9% which would add to the cost if the project was delayed until 2017. A delay would also put the State grant funding as risk. Margaret estimated that a delay could add over a million dollars to the costs, based on, for example, the cost to re-permit, advertise and rebid, the 6% to 9% inflation factor, and reimbursing HBHansen for their mobilization costs.

Donna said the Board has been working on the project since 2012 and has conducted focus group meeting and surveys to gather information from the community. She said the community is overwhelmingly in favor of the project, including some who were against an expansion in 2008. Donna said the Board has been extremely transparent in the process with regular updates to the community. She felt that to pull back now would make a mockery of the effort undertaken.

Harvey said that it was a vote of confidence from the community that the Board has 82% funding at this point in the project. He reminded the Board of the outpouring of support for the Save Turtleback Mountain campaign and noted the community’s love of the Library. He recommends going forward and promises to double-down his efforts to acquire the remaining funding.

Phil agreed with Donna and Harvey saying the risk is small to go forward and noting some donors are conservative and averse to big risks. Phil suggested inviting them to be part of the solution for the remaining 18%. Alex and Regina also agreed. Tom and Martha said that the process has been ongoing for four years with the Board’s actions being very forthcoming and transparent to the community. Tom said the some donors may not have reviewed the research and statistics used in formulating a plan to proceed.

Harvey suggested that a one-week delay would not jeopardize the contract and would afford the Board the opportunity to fully understand what a delay would cost. It would also enable Phil to make additional inquiries and to respond with additional details as suggested in the letter.

The Board initiated a telephone call with Owner’s Representative Liz Leroy at 9:40 a.m. to discuss the construction contract from HBHansen. Liz said that the Library could take a couple of days but that HBHansen was given a written notice to proceed which would have them begin to schedule staff and equipment as well as subcontractors. Alex and Tom said they just wanted a couple of days to talk with some donors. Martha had questions on some language and noticed some of the amounts did not add up properly. Martha needs to see the general conditions document. Liz said the cost difference was the add-ons consisting of the south vestibule and the Rose Street construction. She will have the language clarify those items are included in the total amount. In addition the Board discussed the payment approval and oversight process.

Martha asked what could drive the costs up. Liz said anything that is discovered during construction that was not accounted for in the bidding process. She said soil condition is a common unknown because only samples are taken. Once foundation work begins poor soil conditions may require extra foundation support that would not be covered under the bid. There could be problems connecting to the existing building that would be discovered during construction. In addition, she said no construction drawings are perfect and there might be things that were missed. Liz said that was a reason to keep a healthy contingency in the budget and insurance for the architect and contractor.
Donna and Harvey presented the information on the Naming Brochure. The information will be used at a stakeholders meeting on July 9. Alex asked about having the floor plan with a layout key to show the areas referenced in the brochure. The Board discussed the draft letter of intent and the upcoming committee meeting. Also discussed was the potential need for a development professional.

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

NEW BUSINESS

Relevant News and Issues: None.
Director’s Report: Phil written report was noted.
Friends of the Library: Friends Board Member Sandy Wilson updated the Board on the membership drive and the upcoming 60th Annual Library Fair on August 13.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: None.
Community Relations: None.
Facilities & Systems: None.
Finance: Phil and Martha have scheduled a meeting with the San Juan County Assessor and Treasurer to discuss debt service and levy lid lifts.
Policy & Personnel: Phil noted the hiring of Jenny De Groot as Staff Support.

PUBLIC COMMENT – Thomas McDonough suggested the Board sign certificates of appreciation for the volunteers and discussed tee shirt logos and/or symbols.

OTHER – None.
Margaret proposed continuing today’s meeting agenda until June 17 at 9:00 a.m. The Board agreed and there being no further business, the Meeting ended at 11:15 a.m.

Submitted by Mary Pugh.

Approved

____________________________________
Library Board President Margaret Payne convened the meeting at 9:02 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Tom Fiscus, Martha Fuller, and Regina Zwilling. Also, Library Director Phil Heikkinen, staff member Mary Pugh and Donna Gerardi Riordan from the Naming Committee. Community members also attended.

WELCOME & INTRODUCTIONS – Margaret welcomed everyone, and thanked them for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

PLANNING & PRIORITIES

Library Building Expansion — Construction Contract: The Board initiated a telephone call at 9:05 a.m. to Owner's Representative Liz Leroy. Liz reviewed the edits and confirmed the contract total.

Donna asked about the high contingency amount. Liz said that with the challenges of working on Orcas including subcontractors, housing, and travel she recommends keeping the contingency. Martha pointed out that if, by some chance the costs are lower, there are several items waiting for funding that could be added back in.

Margaret asked Liz what would happen if full funding was never reached. Liz said that there is the option to terminate, but there would be costs involved. She said that there are other options to reduce cost, i.e. reduce casework costs, or delay furniture purchase. Worst case scenario is an unfinished shell.

Martha wants clarity on the total project cost to be used going forward; with rounding the amount could be either $4.1 or $4.2 million. Alex said it would be important to explain the amount and have clarity in communications. Martha and Margaret agreed and said the ground breaking ceremony will enable the community to get together and build excitement for the project. The insert for the paper will include history, service snapshot, and information on the 60th Annual Library Fair.

Martha made a MOTION to approve the construction contract for the Library Expansion to HB Hansen at the cost of $2,850,000. Regina seconded and the MOTION passed unanimously.

Regina left the meeting at 9:36 a.m.

Martha discussed the research on levy lid lift propositions. She said that the county needed a decision by August 2. Margaret said the community has a huge history of coming together to accomplish a common goal. The goal would be a combination of maintenance and operation, and debt service levy. Margaret stressed the need to get the amount and language right.

PUBLIC COMMENT – Donna suggested a pictorial timeline would be fun to have on the website.

OTHER – None.
There being no further business the meeting was adjourned at 9:50 a.m.
Submitted by Mary Pugh.

Approved ________________________________
Library Board President Margaret Payne convened the meeting at 8:32 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Tom Fiscus, Martha Fuller and Regina Zwilling. Also, Library Director Phil Heikkinen, and staff member Mary Pugh; and Community members also attended.

WELCOME & INTRODUCTIONS – Margaret welcomed everyone, and thanked them for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from June 14. Margaret asked for clarity on line 46 to show how the amount was calculated. Tom made a MOTION to approve Minutes as changed: Martha seconded and the MOTION passed unanimously.

Alex made a MOTION to approve Minutes from June 17, 2016. Tom seconded and the MOTION passed unanimously.

Vouchers and Payroll: Regina reviewed and initialed payroll and the invoices for the General and Building Funds.

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<th>Date</th>
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<tr>
<td>6/28/2016</td>
<td>(Bldg Fund)</td>
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Regina made a MOTION to approve the June payroll totaling $32,035.73; Alex seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the Building Fund invoice accounting reports totaling $26,919.73; Tom seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the General Fund invoice accounting reports totaling $13,114.30; Alex seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion: Phil reviewed several issues including permits, fencing, boundary surveying, contractor payment schedule, housing for HB Hansen staff, and plant removal. The Board discussed changes to the Director’s signing authority for the expansion project. Tom recommended increasing the limit to $35,000 per month including sales tax. He said it would cover one or two invoices up to the total amount. If something happens to cause an increase more than that, the Board needs to meet and discuss the events.

Alex reviewed options for a line of credit. He said, based on the donor meeting July 9, they will refocus on additional fundraising. Alex and Martha will co-chair the committee.
Martha reviewed current grant submissions. She and Phil will talk with our attorney regarding the process for a levy lid lift proposition on the November ballot. It is critical to understand the difference between a percentage and a fixed amount increase. Martha said the director of another library district who had successful levies will be visiting on July 20. The Board is concerned about covering maintenance and operation funding in addition to debt service if needed. The timeline is August 2 to file a resolution and August 19 for explanatory language. Phil said we would need to recruit pro and con statements for the voter’s pamphlet. Margaret said the issue is important enough to include in the July 27th Board meeting.

The Board discussed the letter of intent and funding matrix for the naming committee. They also talked about recognition of the Friends and the community for supporting the expansion.

The Board discussed committee assignments and how to best utilize their time and efforts. It was felt that Margaret is taking too much on and the Board insisted they are focused, willing and available to help with all aspects of the expansion.

Margaret went over the program for Saturday July 16 Groundbreaking Ceremony. Input was given on her speech. She would like to include comments on the love of libraries from a few random attendees. Trustees are to bring their decorated shovels for the groundbreaking.

Margaret reviewed notes from the July 9 strategy meeting. One important issue is the messaging on cost and the remaining funds to be raised. Alex will work on a plan to present at the July 27 meeting.

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

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil’s written report was noted.

Friends of the Library: Phil noted the 60th Annual Library Fair on August 13.

Alex will attend today’s meeting.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: None.

Community Relations: None.

Facilities & Systems: None.

Finance: Martha asked about the budget field on the ESR.

Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – None.

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

Submitted by Mary Pugh.

Approved

Page 2

MINUTES July 12, 2016
Library Board President Margaret Payne called the Special Meeting to order at 9:10 a.m. in the Library’s Community Room. Also attending were Trustees Tom Fiscus and Martha Fuller; Library Director Phil Heikkinen; and guest Jonalyn Woolf-Ivory, Director of the Sno-Isle Regional Libraries.

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

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

3. **Possibly Levy Lid Lift:**
   - Margaret asked Jonalyn to discuss Sno-Isle Library ballot measures. Jonalyn talked about separate bond measures for their member libraries, which have distinct community personalities.
   - She said she has found it important to share the key messages with staff and volunteers, so that they can explain to the public.
   - Sometimes Sno-Isle has used focus groups and surveys (if before the filing date), in order to understand people’s priorities and the viability of an election.
   - A one-year levy is easier to explain than a multi-year measure.
   - For a con argument, it is sufficient to announce the opening at a board meeting and to advertise once.
   - On district time, staff and trustees can only share information; but on personal time can advocate.
   - For our project, she said it is important to be upfront about the cost escalations, State money we can leverage, private donations, and the need to make up the balance; also, that we have been dipping into reserves to meet M&O costs. What do we need and what are we going to do with it?
   - Attendees also discussed alternatives for borrowing.

4. **Adjournment:** There being no further business, the meeting was adjourned by the President at 10:18 a.m.

Submitted by Phil Heikkinen.

Approved: __________

__________________________
Library Board President Margaret Payne called the Special Meeting to order at 2:10 p.m. in the Library’s Community Room. Also attending were Trustees Tom Fiscus, Alexander Conrad, Regina Zwilling, and Martha Fuller; Library Director Phil Heikkinen; and guests Joe Cohen and Martha Farish.

1. Introductions: Margaret welcomed everyone to the meeting.

2. Additions or Modifications to the Agenda: None

3. Possibly Levy Lid Lift:
   - Margaret reviewed the current choices, including type of lid lift (multi-year or one-year); purpose (M&O only, or M&O plus capital); scheduling (November or February); and the amount of the rate increase.
   - Guest Joe Cohen reviewed the status of fundraising efforts. He said that conversations with potential donors have caused him to temper his expectations. He recommended that the Library pursue additional funding for the project through the levy lid lift.
   - Martha Farish said the Library could propose two separate ballot measures: capital and M&O.
   - Margaret discussed various fundraising avenues, for example a $300,000 levy lid lift increase, $50,000 in additional Friends funding, $100,000 in grants, and $300,000 from major donors.
   - Attendees discussed the level of dependence on major gifts; pending grants; distinctions between types of levy lid lift measures; options for securing one or more credit lines; pledges; and co-signers.
   - Martha Farish encouraged the Library to focus on presenting a strong, clear message, with just a few major themes.
   - Martha Farish and Joe Cohen left at 2:45 pm.
   - Tom, Martha Fuller, and Phil will work on wording for a levy lid lift proposal, in time for discussion at the special meeting scheduled for August 27.
   - Attendees reviewed the deadlines and process.
   - Regina left at 3 pm.
   - Phil proposed a change to the Naming Policy, in which Section VI (or 6).2 would be deleted, because it is procedural and already covered by the By-Laws. Tom made a MOTION to approve the change, Alex seconded, and the MOTION passed unanimously.
   - Phil reviewed the status of the construction project.
   - Attendees discussed means of accessing a line of credit; the upcoming meeting schedule; grants; and messaging points.

4. Adjournment: There being no further business, the meeting was adjourned by the President at 3:25 p.m.

Submitted by Phil Heikkinen.

Approved: ____________________________
Library Board President Margaret Payne called the Special Meeting to order at 8:36 a.m. in
the Library’s Community Room. Also attending were Trustees Tom Fiscus, Alexander
Conrad, Martha Fuller (arriving at 8:38), and Regina Zwilling (arriving at 8:42); Library
Director Phil Heikkinen; and guests Leif and Donna Riordan.

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

2. **Additions or Modifications to the Agenda:** In order to accommodate Donna’s schedule,
   the Naming Committee Report will come first.

3. **Naming Committee Report:**
   - Donna reviewed Naming Committee activities. (Martha arrived at 8:38.)
   - The Committee was focusing on how to define naming options in order to raise the
     amount needed. She recommended the latest Naming Opportunities list, as updated
     by the Committee and Phil, for adoption. (Regina arrived at 8:42.)
   - Donna also discussed formats for signage, and options for acknowledging donation
     amounts not included in the Naming Opportunities list. HKP will bring signage ideas
     to the Board’s regular August 9 meeting.
   - Tom made a MOTION to accept the Naming Committee’s Naming Opportunities list;
     and Martha seconded. Further discussion: Phil suggested consideration of lowering
     donation amounts for workstations and work tables in order to fill in the $5,000 to
     $10,000 donation range. Donna said that initial fundraising will be focusing on larger
     options, and that the lower amounts can be revised later as appropriate. The
     MOTION passed unanimously.

4. **Levy Lid Lift:**
   - Martha discussed resolution language produced by Attorney Dan Gottlieb as being
     flexible to cover both capital and M&O costs.
   - Phil discussed the initial year of the new levy rate as being the year in which
     revenues could differ from projections, if property values were to shift significantly on
     Orcas Island during a revaluation cycle.
   - Alex asked whether the language of the resolution could be made simpler.
     (A meeting break took place from 9:18 to 9:34 so that Martha, Tom, and Phil could
     consult separately with Dan Gottlieb.)
   - The draft resolution was modified slightly to reflect corrections to typographic errors
     and to simplify wording.
   - Martha made a MOTION to approve the amended Resolution 1-2016, Tom seconded,
     and the MOTION passed unanimously.
   - Attendees discussed how to share the news with the community; and major elements
     of the message, including the expanded facility; response to a clear community need;
progress in reaching 82% of funding; M&O for the expanded facility; and Library’s levy rate history.

- Regina suggested keeping to round numbers.
- Phil discussed the need and process for forming Pro and Con advocacy committees.
- Attendees discussed possible members of the Pro committee: a ballot title, “Orcas Island Library District Levy Rate Proposition”; steps required by August 2 and August 19 in order to make sure the measure appeared on the November 8 general election ballot.
- Margaret will draft a press release, and Phil will compile and incorporate feedback. We will issue the release on Friday the 29th, including an ad for anyone interested in writing against the Measure.

5. **Adjournment:** There being no further business, the meeting was adjourned by the President at 10:23 a.m.

Submitted by Phil Heikkinen.

Approved: ________________________________
Library Board President Margaret Payne convened the meeting at 8:32 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Tom Fiscus and Regina Zwilling. Also, Library Director Phil Heikkinen, and staff member Mary Pugh; Community members also attended.

**WELCOME & INTRODUCTIONS** – Margaret welcomed everyone, and thanked them for attending.

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

**ROUTINE MATTERS**

| Minutes: The Board reviewed the minutes from July 12, 20, 22, and 27, 2016. |
|-----------------------------|-----------------------------|
| Tom made a MOTION to approve the July 12 Minutes; Alex seconded and the MOTION passed unanimously. Regina made a MOTION to approve the July 20 Minutes; Tom seconded and the MOTION passed unanimously. Alex made a MOTION to approve the July 22 Minutes; Tom seconded and the MOTION passed unanimously. Tom made a MOTION to approve the July 27 Minutes; Alex seconded and the MOTION passed unanimously. |

**Trustee Martha Fuller arrived at 8:35 a.m.**

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<tr>
<th>Vouchers and Payroll: Regina reviewed and initialed payroll and the invoices for the General and Building Funds.</th>
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<tbody>
<tr>
<td>7/12/2016 Invoice Accounting Report $5,191.35</td>
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<td>7/27/2016 Invoice Accounting Report $5,756.89</td>
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<td>7/12/2016 Invoice Accounting Report (Bldg Fund) $3,228.99</td>
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<tr>
<td>7/28/2016 Invoice Accounting Report (Bldg Fund) $108,152.16</td>
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<td>July 2016 Payroll $31,589.45</td>
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Regina made a MOTION to approve the July payroll totaling $31,589.45: Alex seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve all payments from the Building Fund invoice accounting reports totaling $111,381.15: Alex seconded, and the MOTION passed unanimously. Mary described the challenges of setting up the bank account for the retainage with the Treasurer’s office

Regina made a MOTION to approve all payments from the General Fund invoice accounting reports totaling $10,948.24: Tom seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

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<thead>
<tr>
<th>Library Building Expansion: Phil reviewed challenges including pin pile driving that required digging out debris, engineering questions, change orders, and tying into the existing children’s room.</th>
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<td>Alex reported on meetings he has had to obtain a line of credit, if it becomes necessary. Margaret said the MacEachern and Norcliffe grant applications were filed.</td>
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</table>
She reported that the County Council had approved the grant that will fund the majority of the Library Park stair project.

Margaret, Tom and Martha described the work on the levy lid lift campaign and the statements that need to be submitted to the Elections Office by Friday August 19. The Board discussed the use of FAQs and a white paper for discussions with the community. The Board discussed membership of the Advocacy Committee.

Phil described his work with the Naming Committee. The Board asked questions about the brochure. There was no additional information on the recognition plaques; HKP is developing some suggestions.

Signing Authority Policy Update: Tom reviewed the updated signing authority based on the recommendation of Liz LeRoy, Owners' Representative, and Phil. This will help cover small change orders on the building project. Larger change orders would need to be authorized by the Board. The new policy will allow the Director to authorize monthly payments of up to $35,000 inclusive of sales tax. Martha made a MOTION to adopt the revised signing authority. Alex seconded and the MOTION passed unanimously.

Martha left the meeting at 10:05 a.m. The Board took a BREAK from 10:04 to 10:06 a.m.

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil’s written report was noted. Alex asked about tracking wifi usage; Margaret asked about tracking unique users.

Friends of the Library: There was no report.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: None.

Community Relations: The Board discussed attending the Robert Lundeen Memorial on August 14.

Facilities & Systems: Margaret asked for a list of deferred maintenance items.

Finance: Phil said he is working on the 2017 budgets using status quo calculations. He said both budgets would need to be revised if the levy passes. He will bring a draft to the September meeting

Policy & Personnel: The signing authority policy update is noted above.

PUBLIC COMMENT – None.

OTHER – None.

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

Submitted by Mary Pugh.

Approved

____________________________
Library Board President Margaret Payne called the Special Meeting to order at 8:30 a.m. in the Library’s Reading Room. Also attending were Trustees Alexander Conrad, Tom Fiscus, and Martha Fuller (arriving at 8:48); Library Director Phil Heikkinen; and staff member Mary Pugh.

1. **Levy Lid Lift:**
   - The Board discussed the draft of the Explanatory Statement. Discussion centered on the use of the construction contract budget of $4.183M rounded to $4.2M or the use of the construction bid budget of $4.55M that was revised to exclude items to bring the budget lower. Margaret was firm in her belief that the $4.2M amount is what the Board agreed to when it signed the construction contract with HBHansen. She said that all public communication has used the $4.2M amount and the Board should continue to separate the items removed as additional items based on fundraising. The Board discussed how to present the information accurately to the public and for use by the Fundraising Committee.
   - The Board worked to revise the draft Explanatory Statement. Tom drafted a revised statement to be used in the voter pamphlet.

Alex made a **MOTION** to approve the revised voter explanatory statement. Martha seconded, and the **MOTION** passed unanimously.

2. **Adjournment:** There being no further business, the meeting was adjourned by the President at 10:00 a.m.

Submitted by Mary Pugh.

Approved: ______________________________
Library Board President Margaret Payne called the Special Meeting to order at 8:40 a.m. in the Library’s Community Room. Also attending were Trustees Tom Fiscus, Regina Zwilling, Alexander Conrad, and Martha Fuller; Library Director Phil Heikkinen; and two community members.

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

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

3. **Executive Session:** Margaret took the Board into Executive Session at 8:41 in accordance with RCW 42.30.110 (f), complaint by a citizen.

4. **Open Session:** The Board returned at 9:45. Margaret said that she had decided to resign as President. She nominated Tom Fiscus to become President; Martha seconded, and the election passed unanimously.

Tom thanked Margaret for her leadership as President.

5. **Levy:**
   - **White Paper/Overview:** Tom said it is near completion. It is intended as a factual narrative about the building project, financial need, and purposes for seeking an increase to a levy mill rate of 45 cents. Alex suggested that we add a revenue and expense section. Phil asked for anyone with additions or changes to send them to him so that he can compile them and work with Tom on completing the overview, making sure it has neutral language.
   - **FAQs:** Alex reviewed his discussion with the Fundraising Committee about budget figures to be included in the FAQs, especially deferred items not included in the $4.2 million project budget. Phil asked Trustees to send any additions and changes to him by Friday.
   - **Regina left the meeting at 10 am.**
   - **Timeline and Tasks:** Martha said that we needed to create a fact-based levy process timeline; and that the advocacy committee would create its own timeline. Tom added that we should also start sharing that we are available to meet with groups to share information about the levy measure and the building project. We will create information-based talking points for staff, volunteers, and Trustees. Phil will pursue having a new cardboard model built: also, displays in the Library; also, contacting groups for possible appearances.

6. **Construction Update:** Phil said that the pin pile installation is on track, plus initial installation of forms for the footings to be poured. He will look into possible credits for any unused pin piles.

7. **Finances:** We have a site visit scheduled by a MacEachern grant representative; also, we received acknowledgment from Norcliffe that our application to them is in process. The Finance Committee continues to meet.
8. **Public Comment**: Margie Doyle said that she would be interested in seeing widespread dissemination of the levy information asap.

9. **Other**: Phil said that due to Martha Farish stepping down from the Advocacy Committee, there is an opening. The Board said Phil could invite a replacement to join the Committee.

10. **Adjournment**: There being no further business, the meeting was adjourned by the President at 10:48 a.m.

Submitted by Phil Heikkinen.

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

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

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from August 9, 19, and 24, 2016. Margaret made a MOTION to approve the August 9 Minutes; Tom seconded and the MOTION passed unanimously. Margaret made a MOTION to approve the August 19 Minutes; Tom seconded and the MOTION passed unanimously. Margaret made a MOTION to approve the August 24 Minutes; Tom seconded and the MOTION passed unanimously.

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

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<th>Date</th>
<th>Description</th>
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<td>8/24/2016</td>
<td>Invoice Accounting Report (Bldg Fund)</td>
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August 2016 Payroll $29,158.68

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

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

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

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

John Fleischer said he does not support the levy lid lift stating that too many districts are adding taxes to property owners. He felt the Board should have done more to base the project on the amount of funds raised and not with a levy. John said he loved the library and volunteered with the Friends, but felt the Board should have cut back or considered other options.
Tom thanked John for attending the meeting and voicing his opinion. He said the project began in 2014 and the Board looked at all the information and discussion with consultants before deciding to proceed. Leif said he had attended every meeting and agreed that the Board considered all options before going forward. Pierrette said that she respects John’s opinion, however as a former Library Trustee, Friends Trustee and current volunteer, she knew how hard the Board has worked to keep costs down. She said the Board has planned for a 25-year future service. She said a no vote is a vote against the community.

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

**PLANNING & PRIORITIES**

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

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

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

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

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

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

**NEW BUSINESS**

**Relevant News and Issues:** None.

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

Pierrette suggested we publicize how much work the volunteers give to the Library. Margaret talked about how many hours they save the Library.
Friends of the Library: There was no report.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: None.
Community Relations: None.
Facilities & Systems: None.
Finance: The Board will email budget questions to Phil.
Policy & Personnel: None.

PUBLIC COMMENT – None.

OTHER – None.

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

Submitted by Mary Pugh.

Approved ________________________________
Library Board President Tom Fiscus called the Special Meeting to order at 8:42 a.m. in the Library’s Community Room. Also attending were Trustees Margaret Payne, Regina Zwilling, and Alexander Conrad; Library Director Phil Heikkinen; and guest Harvey Himelfarb.

1. **Welcome**: Tom welcomed everyone to the meeting.

2. **Agenda additions and changes**: Tom moved the Public Campaign discussion up in the agenda.

3. **Public campaign**:
   - Alex summarized current activities of the Finance Committee, especially the Finishing Touches (deferred items) campaign led by Joe Cohen.
   - Tom and Margaret commented on the connections between funding for the basic project and the deferred items.
   - Regina reviewed the levy ballot measure and communicating our funding plans.
   - Alex discussed the line of credit process with Islanders Bank, and how to implement it so that we can access the State grant quickly after the levy election.
   - Harvey shared his perspectives on the fundraising process and naming opportunities as means of funding the building addition as a whole, rather than for specific items unless by explicit agreement with a donor.
   - The Board agreed that the Library would certainly consider specifically dedicated gifts on a case-by-case basis.
   - The Board discussed outdoor spaces and how they were currently funded: some are included with ongoing operations, while others are part of the building project, either as part of the Finishing Touches or to be phased in as funds and seasonal conditions permit. Alex said we need to be able to answer questions from donors. We will develop more detailed information on plans for sculptures, plantings, and outdoor furniture.
   - We will also develop alternatives for recognizing donors of smaller amounts, such as on a plaque or donor book, perhaps with help from the Naming Committee.
   - We will also consider how to recognize donors for the current building.
   - Also, we will prioritize the Finishing Touches items, led by a reconvened Design Committee, which will also look into appropriate locations for plaques and other donor recognition.

4. **2017 GF and BF draft budgets**: Phil reviewed the General Fund and Building Fund budgets, noting (per policy) the new bls.gov CPI-W inflation figure of 2.0% for the Seattle metro area for the previous 12 months ending in August.

5. **Levy**: Attendees discussed appearances at the Lions Sunrise Breakfast presentation on September 23; the OICF Report to the Community on the 15th; and upcoming Chamber of Commerce Annual Meeting on October 20. Also, discussed next steps for sharing information about the levy measure.

The Board took a break from 10:20am to 10:30am.

6. **Construction progress**: ongoing progress; nothing specific to report.
7. **Grants update**: nothing new to report aside from receiving $20,000 from the Norcliffe Foundation.

8. **Naming opportunities**: also discussed above.
   - Small naming options
   - Previous dedications for current building
   - Current naming proposal for review: referred to Naming Committee.

9. **Donations of outdoor sculptures, benches, etc.**: discussed above; also, a community member has proposed a sculpture donation: Tom is scheduling a meeting with the donor.
   - Possible committee formation: the Design Committee will start this process and include others as appropriate.

10. **Assignments**: nothing new.

11. **Adjournment**: There being no further business, the meeting was adjourned by the President at 10:45 a.m.

Submitted by Phil Heikkinen.

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

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

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

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

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

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<td>September 2016 Payroll</td>
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<td>Invoice Accounting Report (GF)</td>
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<td>Invoice Accounting Report (BF)</td>
<td>$239,140.25</td>
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Regina made a MOTION to approve the September payroll totaling $29,158.68; Alex seconded, and the MOTION passed unanimously.

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

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

PUBLIC COMMENT – None.

FY 2017 BUDGET DISCUSSION WITH PUBLIC TESTIMONY

- FY 2017 General Fund Budget: Phil reviewed his status quo approach as presented, keeping in mind that our revenue picture will clarify greatly once the levy lid lift is past us and fundraising for the building project is further along, and which point a budget amendment will likely be desirable. Margaret asked when it would be best to make a budget amendment, and Phil said that perhaps after April, or as late as June would be most logical.

- FY 2017 Building Fund Budget: this BF proposal is based on a basic tracking of current projections for expenditures in 2017, using contributions from our Owner’s Rep and our Contractor. As with the GF, we anticipate that we may recommend an amendment in 2017 as the revenues and expenses become clearer. Attendees asked
about how the OICF income is broken out; details on permits and fees; and how much
detail to include in the budget document itself (for example in revenues), and how
much to refer to other documents (for example the information provided by the
Owner’s Rep, Contractor, and Friends).

**PLANNING & PRIORITIES**

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

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

**NEW BUSINESS**

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

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

**Friends of the Library:** No Friends Board member was in attendance; however, Phil reminded everyone about the October 16 Annual Meeting from 1-3 pm, featuring Tom Fiscus to speak about national security. Also, the Holiday Tea is scheduled from noon to 3 pm on Saturday, December 3.
Consideration of sculpture donation: Tom discussed an offer by Ralph Kaplan to donate a Todd Spalti sculpture, titled “Ghost Net.” The Board discussed where it might go, how much space might be needed and available, the artistic theme in the context of the Library grounds, the timeline for a decision. Attendees expressed a hope of viewing the site at Todd’s studio before the next board meeting.

REPORTS FROM ACTIVE COMMITTEES
- Resources and Programs: None.
- Community Relations: None.
- Facilities & Systems: None.
- Finance: None.
- Policy & Personnel: None.

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

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

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

Submitted by Phil Heikkinen.

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

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

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

Submitted by Phil Heikkinen.

Approved: ____________________________
Library Board President Tom Fiscus convened the meeting at 8:37 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Margaret Fuller, and Regina Zwilling; Library Director Phil Heikkinen, and staff member Mary Pugh; guest Donna Riordan representing the Naming Committee; Friends of the Library Treasurer Lynn Carter.

**WELCOME & INTRODUCTIONS** – Tom welcomed everyone. He said early indications show the Library’s proposition on the election ballot was passing. He thanked Donna and the Board for all their work.

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

**ROUTINE MATTERS**

- **Minutes**: The Board reviewed the minutes from October. Margaret made a **MOTION** to approve the October 11 and October 25 Minutes; Alex seconded and the **MOTION** passed unanimously.

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

    - October 2016 Payroll: $30,785.67
    - Invoice Accounting Report 10/11/2016(GF): $6,235.51
    - Invoice Accounting Report 10/25/2016(GF): $6,017.34
    - Invoice Accounting Report 10/12/2016(BF): $21,471.24
    - Invoice Accounting Report 10/25/2016(BF): $8,033.69
    - Invoice Accounting Report 10/25/2016(BF): $174,918.23

    Regina made a **MOTION** to approve all payments from the General Fund invoice accounting reports totaling $12,252.85; Martha seconded, and the **MOTION** passed unanimously.

    Regina made a **MOTION** to approve all payments from the Building Fund invoice accounting reports totaling $204,423.16; Martha seconded, and the **MOTION** passed unanimously.

    Regina made a **MOTION** to approve the October payroll totaling $30,785.67; Alex seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **FY 2017 Budget Discussion**

  - 2017 General Fund Budget: Phil said there were no changes to the budget as presented in October. The Board discussed how the levy approval will affect next year’s budget; when would the Assessor’s Office give the assessment figures; when and how to amend the budget. Regina read Resolution 03-2016 to adopt the 2017 General Fund Budget at $906,360.00. Regina made a **MOTION** to adopt Resolution 03-2016; Martha seconded and the **MOTION** passed unanimously.
• 2017 Building Fund Budget: Phil said there were no changes from the October presentation. Regina read Resolution 04-2016 to adopt the 2017 Building Fund Budget at $2,233,751.00. Regina made a MOTION to adopt Resolution 04-2016; Alex seconded and the MOTION passed unanimously.

  Levy Lid Lift-Update: Tom asked Phil to post the election results on the Library’s website. He will work on a draft for the newspaper. Tom would like to consider how to reach those who voted against the levy and discuss the benefits of the Library for the entire community. Martha said the Assessor’s Office would have the levy assessment by the end of November.

  Library Building Expansion: Phil talked about the exterior wall going up and a change order to install a window in the storage/meeting room at the northeast corner of the main room. Alex asked if the timeline was on track; Phil said yes, that the building should be weatherproof by the Christmas break. The Board reviewed the work involving the children’s room, front entry design, west sidewalk and drainage, Rose Street design and cost, and the Library Park staircase.

  Martha said that, at the recommendation of Islanders Bank, she has contacted Cynthia Weed, an attorney with experience in San Juan County with bond preparations. Cynthia has also worked with the Bank of Cashmere and Martha said they could be a second source. It is hoped to get everything in place to expedite the credit line approval.

  Alex said he would have a committee report for the next meeting.

  Trustee Recruitment: Phil said he had four letters of interest and resume and that others had expressed interest in applying. The Board is impressed in the quantity and diverse applicants. Tom and Regina have reviewed the applications and have plans to interview three.

  Outdoor Sculpture Donation: Tom said that he went to look at the Ghost Nets sculpture, and that Margaret had also visited and emailed the Board her thoughts. The Board reviewed her comments and viewed the photographs. They noted that the piece had a definite “marine” feel and wondered about an alternate placement closer to the shoreline. Phil suggested waiting until the landscaping is finished to decide on any new art installations.

NEW BUSINESS

  Relevant News and Issues: None.

  Director’s Report: Phil took questions on his report. Tom asked about the Humanities Washington program for April Poetry Month. He said he had met Tod Marshall, the Poet Laureate. Nita and JoEllen are interested in him coming in April. Tom said he is a very inspiring speaker.

  Friends of the Library: Friends Treasurer Lynn Carter said the winter booksale is March 4 at the school. She said Jim Wiemeyer is working on an island-wide membership mailing. The Holiday Tea is scheduled from noon to 3 pm on Saturday, December 3. She asked about the grant distribution report she does, and if the Board still considers the information useful. After discussion Mary will work with Lynn to streamline the report.

REPORTS FROM ACTIVE COMMITTEES

  Resources and Programs: None.

  Community Relations: Martha suggested a thank you to the community for passing the levy. Tom will work on a letter to the editor.
Facilities & Systems: None.

Finance: None.

Policy & Personnel: Phil said policies will have to be updated to include the new small group rooms. He also said the behavior policy may need review in light of recent incidents with some individuals.

PUBLIC COMMENT – None

OTHER – None.

There being no further business the meeting was adjourned at 9:56 a.m.

Submitted by Mary Pugh.

Approved

____________________________________
Library Board President Tom Fiscus called the Special Meeting to order at 8:43 a.m. in the Library’s Community Room. Also attending were Trustees Alexander Conrad and Martha Fuller; Library Director Phil Heikkinen; and community member Leif.

1. Welcome: Tom welcomed everyone to the meeting.

2. Agenda additions and changes: none.

3. State grant update and signature approval:
   - Phil discussed the status of the State grant process. He is working on the contract materials, which have been sent to us now that we have a draft Letter of Intent from Islanders Bank to supply a line of credit. We can finalize the State contract as soon as we have an executed agreement with Islanders.
   - Martha made a MOTION to authorize Tom and Phil to sign on behalf of the Board the Letter of Intent with Islanders, once it is finalized with terms at least as favorable as initially offered; Alex seconded, and the MOTION passed unanimously.
   - Martha made a MOTION to authorize Tom and Phil to sign on behalf of the Board the grant contract with the State if written as represented by the State; Alex seconded, and the MOTION passed unanimously.

4. Finance update:
   - Martha and Alex reviewed the line of credit process and status with Islanders Bank, saying that we are in process of negotiating financing terms.
   - Phil said that he is pursuing a possibility of a grant through USDA for either a Community Facilities capital grant or a Rural Energy grant (for renewal energy or energy efficiency).
   - Martha had a discussion with Port of Orcas Director Tony Simpson about a possible loan for our expansion project, which could replace some of our line of credit or loan with Islanders.
   - Also, in some instances the County might be another possible loan source.

5. Construction Progress:
   - Phil reviewed the cash flow and the construction progress. We have relatively few change order proposals in process, and remain on schedule. Liquidating the remaining Friends CDs will allow us to keep up with construction invoices until the State grant and line of credit are available.
   - Attendees discussed the idea of volunteers joining project-oriented committees, which could follow along the lines of the Board committees. In particular, we can work on new ideas for programming in the expanded building.
   - The service desk design and furniture selection are in process.
   - Phil asked for feedback on ideas for a new banner, and suggestions were to keep the wording simple, along the lines of “thanks for supporting your library.”

6. Trustee Recruitment: Tom, Alex, and Martha discussed the strength of the applications, and the interviews including discussion by all candidates about this being a good time for a needs assessment, and for strong community outreach. Martha made a MOTION that the Board recommend Ben Luna to the County for appointment.
to the Board; Alex seconded, and the MOTION passed unanimously. Phil will prepare 
letters for Tom to send to the four other candidates; and Tom will contact Sue Kollet 
at the County regarding the Board’s recommendation.

7. Other: Attendees signed thank-you cards for donations, as well as anniversary cards 
for three staff anniversaries.

Adjournment: There being no further business, the meeting was adjourned by the 
President at 9:57 a.m.

Submitted by Phil Heikkinen.

Approved: ________________________________
LIBRARY BOARD

Library Board President Tom Fiscus convened the meeting at 8:37 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Margaret Payne, and via telephone Martha Fuller; Library Director Phil Heikkinen, and staff member Mary Pugh; Library Trustee Elect Ben Luna; and Friends of the Library Treasurer Lynn Carter.

WELCOME & INTRODUCTIONS – Tom welcomed everyone. Tom introduced Ben Luna who will be joining the Board in January.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Tom would like to set the date and agenda for the Board retreat in January.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from November. Alex made a MOTION to approve the November 9 and November 22 Minutes; Margaret seconded and the MOTION passed unanimously.

Vouchers and Payroll: Phil said that, although Regina was unable to attend the meeting, she had reviewed and signed off on invoices and payroll.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>November 2016 Payroll</td>
<td>$30,773.00</td>
</tr>
<tr>
<td>Invoice Accounting Report 11/2/2016(GF)</td>
<td>$3,901.00</td>
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<td>Invoice Accounting Report 11/8/2016(GF)</td>
<td>$7,444.29</td>
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<td>Invoice Accounting Report 11/8/2016(BF)</td>
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<tr>
<td>Invoice Accounting Report 11/15/2016(BF)</td>
<td>$16,106.09</td>
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</tbody>
</table>

Alex made a MOTION to approve all payments from the General Fund invoice accounting reports totaling $23,862.80; Margaret seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve all payments from the Building Fund invoice accounting reports totaling $355,016.45; Margaret seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the November payroll totaling $30,773.00; Margaret seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Levy Lid Lift-Review: Phil noted the levy passed with a 64% margin. The Assessor’s Office said the levy will generate $880,650 for 2017.

Library Building Expansion: Phil reported the project is on schedule, with the framing and roof membrane to be finished before the holiday brake December 23 to
January 1. He said Rock Island Communication is interested in installing conduit
during the Rose Street upgrade. Other areas discussed included the new circulation
desk, ADA doors, curtain drains and downspouts, storm water runoff, and Rose Street
specification changes.

The Board reviewed the status of the Islanders Bank line of credit, noting the bond
documents from Cynthia Weeks of K & L Gates; occasional communication issues with
Islanders Bank; fees of 1%, interest rate of 3.5% only on the amount drawn; cash flow for
December and January; insurance rider to cover the State grant; sourcing other financial
lenders; and other grants.

The Board agreed to establish the line of credit and continue to research the loan with
other lenders. The line of credit forms have Tom as the Board signer. Phil suggested
changing the signatory to a Trustee and the Director instead of the Board President in case
Tom is unavailable. Margaret made a MOTION to amend the line of credit documents to
change the signatory from the Board President to a Trustee and the Director. Alex seconded
and the MOTION passed unanimously. Phil said it will likely take a week or two to finalize
the documents and get the Attorney General’s signature. Mary said cash flow is adequate for
December and the Friends will call the final CD of $216,000 for January.

Margaret suggested also changing the signatory on the State grant contract. Alex
made a MOTION to change the signers on the State grant to a Library Trustee and the
Director. Margaret seconded and the MOTION passed unanimously.

Phil said several naming opportunities are delayed because of the holidays. Margaret
asked about residuals from legacy gifts. Alex said there was no residual for the Lundeen gift.
Mary said there would be a small amount for the Henigson gift after the 2016 taxes are
finalized. Tom reminded the Board to send personal thank-you notes to donors. Alex said Joe
and Howard may host a springtime event to help raise the last of their “finishing touches.”
The Board is hopeful that as the building takes shape more donors will come forward.

Martha Fuller signed off her teleconference presence at 9:35 a.m. The meeting
continued with a quorum of Tom, Margaret and Alex.

Trustee Recruitment: Tom reported that, based on the Library Board’s
recommendation, The San Juan County Council approved the appointment of Ben Luna
to a five-year Trustee position. Tom said he send a thank-you to the Council. Ben said
he was excited to join the Board. Tom asked if he would consider being the expansion
grand opening celebration chair; Ben said yes.

NEW BUSINESS

Relevant News and Issues: Phil noted the retirement of the Mount Vernon
Library Director, Brian Soneda.

Director’s Report: Phil took questions on his report. Alex asked if Phil had
received many questions on the project. Phil guessed that people may be staying away
because of the construction noise.

Friends of the Library: Friends Treasurer Lynn Carter said she was very pleased
with the turnout for the Holiday Tea on Saturday December 3. Phil estimated
attendance at over 800. Tom thanked her and the Friends for a beautiful Tea.

Lyn noted the winter booksale is 10 am to 2 pm, March 4 at the school. She said
the island-wide membership mailing is delayed until after the New Year because of bulk
mailing permit changes.
REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: None.

Community Relations: None.

Facilities & Systems: None.

Finance: None.

Policy & Personnel: Tom explained the evaluation procedure for the Director's review. He will send last year's forms to the Trustees and asked for their response by the January meeting.

PUBLIC COMMENT – None

OTHER – Tom set January 24 from 9 am to 4 pm for the annual Board retreat. Mary will confirm the venue.

There will be no scheduled second meeting this month.

Tom presented and read the Board Resolution Honoring the Service of Trustee Margaret Payne. Tome made a MOTION to adopt Resolution 6-2016. Alex seconded and the MOTION passed unanimously. Margaret thanked the Board for their recognition; calling her time on the Board a “labor of love.” She said she is proud of the work the Board did to raise the money for the expansion and believes the additional space will serve the community for another twenty years.

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

Submitted by Mary Pugh.

109 Approved ______________________________
Library Board Vice-President Regina Zwilling called the Special Meeting to order at 9:15 a.m. in the Library’s Community Room. Also attending were Trustees Alexander Conrad and Martha Fuller; Trustee Margaret Payne by phone; and Library Director Phil Heikkinen.

1. Welcome: Regina welcomed everyone to the meeting.

2. Agenda additions and changes: none.

3. Building Expansion Financing:
   - Phil discussed the status of the State grant process and the line of credit application with Islanders Bank. We have been working with Cynthia Weed, Attorney at K&L Gates, LLC, to develop a resolution providing for a line of credit not to exceed $600,000. He added to the K&L draft a specific mention in the heading of the resolution about creating a Dept Service Fund at SJC.
   - Alex made a MOTION to adopt Resolution 7-2016, providing for a line of credit not to exceed $600,000 for the purpose of providing interim financing for a portion of the costs of the library addition, as in the exact wording on the resolution; Martha seconded, and the MOTION passed unanimously.
   - The Trustees signed five originals of the Resolution, with Margaret to sign when able to come to the Library later in the morning.

4. Other: None

5. Adjournment: There being no further business, the meeting was adjourned by the Vice-President at 9:27 a.m.

Submitted by Phil Heikkinen.

Approved: ________________________________