Library Board President Tom Fiscus convened the meeting at 8:42 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Regina Zwilling, and Ben Luna; Library Director Phil Heikkinen, and staff member Nita Couchman.

**WELCOME & INTRODUCTIONS** – Tom welcomed everyone, including Ben Luna for his first meeting as a Trustee.

**Officer Election, Committee Assignments, and Calendar**

- **Officer Election:** Tom asked for nominations for these three positions. Regina nominated Tom for President; Alex nominated Regina for Vice-President; and Ben nominated Martha Fuller for Secretary. Regina made a **MOTION** to accept this slate of officers for the Board for 2017; Ben Luna seconded, and the **MOTION** passed unanimously.

- **Committee Assignments:** Tom asked for expressions of interest in the various Committees; and after discussion he appointed Alex to Finance, Ben to Facilities and Systems, Regina to Community Relations, Martha to Resources and Programs, and Tom to Policies and Personnel.

- **2017 Meeting Dates and Times; Agenda format** After discussion, the Board decided that the 2nd Wednesday of each month (at the same 8:30 start time) would work better than the 2nd Tuesday for the monthly meeting. No changes are needed to the agenda format. The Board will schedule a special meeting during any months when it is needed, for the duration of the expansion project.

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

**ROUTINE MATTERS**

- **Minutes:** The Board reviewed the minutes from December. Alex made a **MOTION** to approve the December 13 Minutes; Regina seconded and the **MOTION** passed unanimously. Alex made a **MOTION** to approve the December 21 Minutes; Regina seconded, and the **MOTION** passed unanimously.

- **Vouchers and Payroll:** Regina said that she had reviewed the Vouchers and payroll.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>December 2016 Payroll</td>
<td>$28,694.93</td>
</tr>
<tr>
<td>Invoice Accounting Report 12/6/2016 (GF)</td>
<td>$1,865.94</td>
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<td>Invoice Accounting Report 12/13/2016 (GF)</td>
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<td>$35,094.28</td>
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</tbody>
</table>

  Regina made a **MOTION** to approve the December payroll in the amount of $28,694.93; Alex seconded, and the **MOTION** passed unanimously.
Regina made a MOTION to approve the submitted “13th month” General Fund vouchers in the amount of $10,080.36: Alex seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the submitted Building fund vouchers in the amount of $184,014.54; Alex seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion:

- Construction update: Phil reviewed the status of the project, focusing on the inside framing and very active subcontractor activities this week; and on the schedule, which remains on target.
- Financing: line of credit, loans, grants, donation, etc: We have received some recent donations; and Alex said that the fundraising Committee will meet again soon after a holiday break. Also, we are now able to draw on our line of credit any time it is needed; although hoping that the State grant contract can be executed and expenses submitted in time to pay the upcoming January bills, because we may have the contract signed as soon as the end of this week. The contract is currently at the AGO.
- Naming, donor recognition: we have some naming proposals in process, including one sent to the Naming Committee recently.

Library Board Retreat agenda for January 24: Tom asked for input on the agenda. Suggested items included an update from Liz LeRoy; any further design decisions; planning for the grand opening of the new addition (who/what/when/etc); review of the Library’s Strategic Directions; any appropriate Trustee training items; and discussion about collections and resources. He asked that people send any suggested agenda items to Phil for compilation and discussion with Tom.

NEW BUSINESS

Relevant News and Issues: none.

Director’s Report: Phil invited any questions about his report. He highlighted recent patron behavior issues, in particular some people’s excessive time spent in the public restrooms. Discussion included such items as use of cameras in the lobby to document time spent in the restrooms; how to protect patron privacy; handing out a key at the front desk; staff safety; and use of a timer and then music, or a timed lock. The consensus was to form a committee including Ben, Phil, staff, and community members.

Friends of the Library: no Friends Board member was present: Phil said that the Holiday Tea was very successful, and thanked the Trustees who attended and contributed time and/or food. Trustees offering to attend future Friends Board meetings included Tom in February, Alex in March, and Ben in April.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: None.

Community Relations: None.

Facilities & Systems: None.

Finance: None.

Policy & Personnel: Phil said that our current audit will result in a recommendation that we update our Purchasing Policy to include specific thresholds for how rigorously the Library will pursues bids for projects or work.
90  PUBLIC COMMENT  – None
91  OTHER  – None.
92  The Board took a short break at 10:02 a.m. to tour the building addition.
93  Executive Session for the Review of the Library Director: begun at 10:23.
94  The President reconvened the meeting at 10:50. No action was taken.
95  ADJOURNMENT  – There being no further business, the meeting was adjourned at
96  10:51 a.m.
97  Submitted by Phil Heikkinen.

98  Approved  ________________________________
Library Board President Tom Fiscus called the Board Retreat into order at 9:27 a.m. in the YMCA Camp Orkila Alumni House. Also attending were Trustees Alexander Conrad, Martha Fuller, and Ben Luna; Library Director Phil Heikkinen. Owner’s Rep Liz LeRoy arrived at 10 a.m.; and Trustee Regina Zwilling arrived at 11:05 a.m.

Tom welcomed everyone, and said that due to Regina’s scheduled late arrival, the agenda would be modified.

- Phil gave an overview of the building project, line of credit with Islanders Bank, and State grant. We appear to be on track to begin drawing on the grant before needing to draw on the line of credit.
- The Board discussed alternative dates for a grand opening celebration, and agreed on Friday, June 23, from 5 to 8 p.m. We will individually invite volunteers, former trustees, local elected officials, and donors; and will extend invitations to the community through as many means as we have available. Ben Luna will chair the planning committee, assisted by Martha Fuller, Phil, staff, and volunteers as needed.
- Liz LeRoy arrived at 10:00 a.m. She overviewed next steps for the expansion project.
  - We will give notice to the public about the spraying of foam insulation from February 2-5, so that people can stay away if concerned about the fumes and odor. We will also make sure to reduce any fumes being drawn into the existing building.
  - The Rose Street improvements are a possible source of delay and extra costs; however, currently we are on time and within budget.
  - Liz reviewed change orders accepted so far, as well as some not yet decided on.
  - The design committee is working on furniture choices, to be shared for feedback from staff and Board.
  - We plan to defer some furniture purchases until after we have had a chance to see how people are using the new spaces in the building.
  - Liz reviewed the west bank of the property, which is slated for slope stabilization with a retaining wall along part of the sidewalk.
- Liz and Phil talked about the deferred items (or Finishing Touches as described by the Fundraising Committee), and possible reprioritization.
- The Board discussed the latest naming opportunities in various stages.
- Board training options: the Washington State Library wiki; offers of training by WSL staff members; online options from the Attorney General’s Office; and possible grants on specific eligible topics (possible examples might be legacy giving or donor relations).
- The Board discussed programs that might be offered using the new facility. Martha will form a committee including community members to explore options, such as one or two new types of programs.
- Lunch: noon to 1:20; some Trustees left on errands.
- Phil reviewed revenues to date, an increase of about $107,000 including $25,000 grants from OICF and the McEachern Foundation.
- The Board discussed strategies for fundraising at this point, with a focus on the Finishing Touches.
- Tom invited everyone to discuss their experiences last year on the Board, and suggested priorities for 2017. Some of the items included:
  - The construction project as the major focus
  - The fundraising campaign
  - Ideas for programs and services in the new building
  - Ideas for progressive and diverse programming
  - Continuing to be bold
Good communication is important—let’s keep working on it
Social and racial justice
Modeling leadership
Promoting personal freedoms
The Library as an innovation engine for the community
Contributing to community economic opportunities
Continuing to expand and strengthen our partnerships
Revisiting our mission

Other: None.

Adjournment: There being no further business, the meeting was adjourned by the President at 2:45 p.m.

Submitted by Phil Heikkinen.
Library Board President Tom Fiscus convened the meeting at 8:34 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Regina Zwilling, and Ben Luna; Library Director Phil Heikkinen, staff member Mary Pugh, and Naming Committee Chair Donna Gerardi Riordan.

WELCOME & INTRODUCTIONS – Tom welcomed everyone for attending, especially considering the snowfall.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Tom cancelled the Executive Session because some Trustees needed additional time to complete evaluations. Tom added discussion of the grand opening celebration under Relevant News and Issues.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from January. Regina made a MOTION to approve the January 10 Minutes; Alex seconded and the MOTION passed unanimously. Ben made a MOTION to approve the January 24 Minutes; Regina seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Alex said he had his first training in reviewing the Vouchers and payroll.

<table>
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<th>Vouchers</th>
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<tr>
<td>January 2017 Payroll</td>
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<tr>
<td>Invoice Accounting Report 1/18/17 (GF)</td>
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<td>Invoice Accounting Report 1/20/2017 (GF)</td>
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<td>Invoice Accounting Report 1/24/2017 (BF)</td>
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<tr>
<td>Invoice Accounting Report 1/25/2017 (BF)</td>
<td>$8,753.87</td>
</tr>
</tbody>
</table>

Alex made a MOTION to approve the January payroll in the amount of $31,659.70; Regina seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted General Fund vouchers in the amount of $28,799.41; Ben seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted Building fund vouchers in the amount of $213,850.83; Regina seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – Donna Riordan said she believes public libraries are needed now more than ever with daily challenges to accurate information. She donated personal copies of the US Constitution to give to patrons.

PLANNING & PRIORITIES

Library Building Expansion:

- Construction update: Phil discussed the design changes and cost increase of the Rose Street upgrade. He noted access disruptions when HB Hansen cuts through the existing asphalt for drainage line installation. The Board expressed their disappointment at the Planning Department’s changes in direction and requirements which increased the overall cost significantly. Tom will speak with Commissioner Rick Hughes. Phil said the spray insulation application may force the closure of the library for a day or two. If
we find that the fumes are not impacting our current building, it may be only one day. Phil asked the Board to weigh in on furniture samples.

- Financing: line of credit, loans, grants, donation, etc: Mary filed the first reimbursement request for the State grant. Phil will follow-up on other sources for the fixed-term loan.

- Naming, donor recognition: Phil said the language for the Henigson Family honorary naming would be forwarded to the Naming Committee.

The Board took a break from 9:30 to 9:35 a.m.

- Library Board Retreat follow-up: Tom thanked everyone for an excellent planning session.

NEW BUSINESS

- Relevant News and Issues: Grand Opening Celebration: Ben gave an outline of his event planning for food, entertainment, music, tours, and possibly booths. The Board set an initial budget of $10,000.

- Director's Report: Phil invited any questions about his report. He noted Tony's vacation, a website uptime of 99%, attendance at a county-wide emergency preparedness meeting, and completion of the State Auditor's audit for fiscal years 2013 through 2015. Phil said it was a clean audit with a recommendation to revise the purchasing policy to include dollar levels for formal and informal bids. Mary said we would be required to have two annual audits for 2016 and 2017 because we will exceed the $2 million threshold for a triennial audit.

- Friends of the Library: no Friends Board member was present; Phil said the Friends will keep their 2nd Tuesday meeting schedule.

REPORTS FROM ACTIVE COMMITTEES

- Resources and Programs: None.
- Community Relations: None.
- Facilities & Systems: None.
- Finance: None.
- Policy & Personnel: Phil said he will revisit the patron behavior policy in light of some recent events. Tom said he would like to create a plan for staffing when the addition opens. Alex suggested a review after ninety days to see how things are going. Phil mentioned additional staff and volunteers.

PUBLIC COMMENT – None

OTHER – None.

The Board took a short break at 10:02 a.m. to tour the building addition.

Executive Session for the Review of the Library Director: Cancelled.

ADJOURNMENT – There being no further business, the meeting was adjourned at 10:13 a.m.

Submitted by Mary Pugh.

Approved

MINUTES February 8, 2017
Library Board President Tom Fiscus called the Special Meeting to order at 8:38 a.m. in the Library’s Community Room. Also attending were Trustees Alexander Conrad (by phone), Martha Fuller, and Regina Zwilling; Library Director Phil Heikkinen; Owner’s rep Liz LeRoy (by phone); and Friends Board member Sandy Wilson.

1. **Welcome**: Tom welcomed everyone to the meeting.
2. **Agenda additions and changes**: none.
3. **Rose Street design and permitting process**:
   - Phil discussed the process of the Rose Street development required as part of the expansion project; in particular the design changes in response to conflicting communications and changes in County requirements during the time the architects and civil engineers were designing the street improvements.
   - Liz LeRoy joined the meeting at 8:55 a.m. and discussed the engineering changes further, including location of a catch basin along Rose Street and changes in routing for the water line. She said that San Juan County has been struggling to achieve consistency in street improvement requirements.
   - The Board will follow up with a letter to the County Council, followed by a request for a meeting with at least Orcas Island’s member on the Council, Rick Hughes.
4. **Project Update**: Liz said that the insulation and vapor barrier are fully installed; siding and roofing over 50%; drywall moving along quickly; the doors and windows are almost complete; contractors are rerouting some of the electrical conduits based on conditions of studs and other factors; inspections are ongoing.
5. **Executive Session**: the Board entered an Executive Session at 9:20 for Review of the Director. The President reconvened the open meeting at 9:36. The Board will separate the review and goal-setting portions of the evaluation and reschedule an executive session for Review of the Director for the March 8 monthly meeting.
6. **Other**: None
7. **Adjournment**: There being no further business, the meeting was adjourned by the President at 9:37 a.m.

Submitted by Phil Heikkinen.

Approved: ________________________________
Library Board President Tom Fiscus convened the meeting at 8:34 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Regina Zwilling, and Ben Luna; Library Director Phil Heikkinen, staff member Mary Pugh, and Naming Committee Chair Donna Gerardi Riordan.

WELCOME & INTRODUCTIONS – Tom welcomed everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Tom moved up Donna’s presentation to the beginning of Planning and Priorities.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from February. Regina made a MOTION to approve the February 8 Minutes; Alex seconded and the MOTION passed unanimously. Regina made a MOTION to approve the February 22 Minutes; Alex seconded, and the MOTION passed unanimously.

Vouchers and Payroll: Alex said he had reviewed the Vouchers and payroll.

| Invoice Accounting Report 2/1/17 (GF) | $4,915.55 |
| Invoice Accounting Report 2/15/2017 (GF) | $5,627.77 |
| Invoice Accounting Report 2/15/2017 (BF) | $8,442.00 |
| Invoice Accounting Report 2/21/2017 (BF) | $375,041.96 |
| Invoice Accounting Report 2/21/2017 (BF) | $18,188.26 |

Alex made a MOTION to approve the February payroll in the amount of $31,242.68; Regina seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted General Fund vouchers in the amount of $10,543.32; Ben seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted Building fund vouchers in the amount of $401,672.22; Regina seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – Donna Riordan thanked the Library for sponsoring the lecture by Jens Kruse at Orcas Center on March 27 at 5:30pm.

PLANNING & PRIORITIES

Library Building Expansion:

- Naming, donor recognition: Donna presented the Board with the recommendation to approve the donor agreement with Masterson. Tom asked for a correction for the date to read as of March 8, 2017. Alex made a MOTION to approve the agreement between the Library and Masterson with a corrected approval date of March 8, 2017. Ben seconded and the MOTION passed unanimously. Ben asked for background on the Naming Committee.

- Construction update: Phil discussed scheduling, electrical installation, storm water control, siding, roofing, windows, doors, shelving and lighting.
The Board discussed the request of the San Juan County Planning Department for changes to the storm water catch basin, and increased cost by the County’s delays and changes. The Board agreed to keep the current approved plan unless the County was paying for the requested changes. Also discussed was the installation of conduit for future utilities. Alex made a **MOTION** to authorize the Rose Street improvements of $85,500. Ben seconded and the **MOTION** passed unanimously.

Phil asked the Board for approval to sign the change order for the new shelving that was not included in the original bid, estimated to be $42,154. Alex made a **MOTION** to authorize the change order for shelving not to exceed $50,000. Ben seconded and the **MOTION** passed unanimously.

◊ **Financing: line of credit, loans, grants, donation, etc:** Phil is working with a university student on a project to apply for a grant through the Friends. Mary indicated that the State grant funds should be enough through May. She is working on a final distribution request.

The Board took a break from 9:30 to 9:52 a.m.

**NEW BUSINESS**

- Relevant News and Issues: Grand Opening Celebration: Ben reviewed progress on the event.
- Director’s Report: Phil noted a patron issue resulting in a no trespass for one month. He will work with Tom on updating policy, if necessary.
- Friends of the Library: Regina will replace Alex at today’s meeting.

**REPORTS FROM ACTIVE COMMITTEES**

- Resources and Programs: None.
- Community Relations: None.
- Facilities & Systems: None.
- Finance: None.
- Policy & Personnel: Phil said he will revisit the patron behavior policy in light of some recent events. Tom said he would like to create a plan for staffing when the addition opens. Alex suggested a review after ninety days to see how things are going. Phil mentioned additional staff and volunteers.

**PUBLIC COMMENT** – None

**OTHER** – None.

**Executive Session for the Review of the Library Director**

The Board went into Executive Session at 10:15 a.m. The Board reconvened at 10:53 a.m. There was no action taken.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:54 a.m.

Submitted by Mary Pugh.

Approved __________________________
Library Board President Tom Fiscus convened the meeting at 8:34 a.m. in the Meeting
Room of the Library. Also attending were Trustees Alexander Conrad, Martha Fuller,
and Regina Zwilling; Library Director Phil Heikkinen, staff member Mary Pugh.

**WELCOME & INTRODUCTIONS** – Tom welcomed everyone for attending.

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

**ROUTINE MATTERS**

Minutes: The Board reviewed the minutes from March. Regina made a MOTION
to approve the March 8 Minutes; Martha seconded and the MOTION passed
unanimously.

Vouchers and Payroll: Alex said he had reviewed the Vouchers and payroll.

March 2017 Payroll $29,995.60

| Invoice Accounting Report 3/1/17 (GF) | $18,162.44 |
| Invoice Accounting Report 3/15/2017 (GF) | $4,973.49 |
| Invoice Accounting Report 3/17/2017 (GF) | $400.00 |
| Invoice Accounting Report 3/28/2017 (GF) | $6,132.06 |

Alex made a MOTION to approve the March payroll in the amount of $29,995.60.

Regina seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted General Fund vouchers in the
amount of $29,667.99; Martha seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted Building fund vouchers in the
amount of $259,573.06; Regina seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **Library Building Expansion:**
  - Construction update: Phil discussed the three-week scheduling look-ahead,
    interior work, furniture order, closing the parking lot for the Rose Street
    excavation, budget and contingency breakdown, occupancy permit requirements,
    the sliding doors for the children’s room, deferring landscaping until fall, and
    completing the current building remodeling later on.

  The Board discussed contacting the County about reimbursing a portion of the
  Rose Street cost.
Financing: line of credit, loans, grants, donation, etc: Martha discussed the progress on long-term debt conversion, the possibility of personal guarantees, and continuing work on donations.

Naming, Donor Recognition: Alex will be meeting with Joe Cohen about the Finishing Touches fundraising. The Board talked about a separate donor recognition event and set July 22nd for the event. Also discussed were certificate and plaque design, grand opening event speakers and volunteers, refreshments, music, and ribbon cutting.

Sculpture Donation Offer: The Board discussed the offer from Bob Lundeen’s family to gift the Library an Asian traditional sculpture. Discussion included the size and space requirements, maintenance and liability expense, and future landscape footprint. It was agreed that the timing was not appropriate for a sculpture placement, in relation to the expansion project landscaping. Phil offered to contact the family about the decision.

NEW BUSINESS

Relevant News and Issues: Phil reported on the resignation of the King County Library Director.

Director’s Report: Phil updated a patron issue resulting in a trespass order for one year. Phil asked the Board about preferences for receiving listserv articles, monthly goal reporting, and ideas for use of social media.

Friends of the Library: Alex reviewed the discussion about the Friends’ Store in the lobby of the new addition.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: None.

Community Relations: None.

Facilities & Systems: None.

Finance: None.

Policy & Personnel: The Board discussed the limits and specifications of the Director’s signing authority, in response to Phil’s question about wording of the policy.

PUBLIC COMMENT – None

OTHER – None.

ADJOURNMENT – There being no further business, Martha made a MOTION to adjourn the meeting at 10:24 a.m. Alex seconded, and the MOTION passed unanimously.

Submitted by Mary Pugh.

77 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, Martha Fuller, Ben Luna, and Regina Zwilling; Library Director Phil Heikkinen, staff member Mary Pugh, and Friends Secretary-Treasurer Lynn Carter.

**WELCOME & INTRODUCTIONS** – Tom thanked everyone for attending.

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

**ROUTINE MATTERS**

- **Minutes:** The Board reviewed the minutes from April. Regina made a MOTION to approve the April 12 Minutes; Alex seconded and the MOTION passed unanimously.

- **Vouchers and Payroll:** Alex said he had reviewed the Vouchers and payroll.

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<td>$497,881.60</td>
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<tr>
<td>Invoice Accounting Report 4/24/2017 (BF)</td>
<td>$6,250.00</td>
</tr>
</tbody>
</table>

  Alex made a MOTION to approve the submitted Building fund vouchers in the amount of $527,912.55: Ben seconded, and the MOTION passed unanimously.

  Alex made a MOTION to approve the submitted General Fund vouchers in the amount of $9,631.66: Regina seconded, and the MOTION passed unanimously.

  Alex made a MOTION to approve the April payroll in the amount of $32,025.65. Regina seconded, and the MOTION passed unanimously.

  **Contract Renewal For Custodial Services:** Phil reviewed the annual contract for custodial services currently at an hourly rate of $21.57 for approximately twenty hours per week. The Board discussed the expanded scope of duties expected when the expansion is complete. Phil said he is working with Mike Larkins to cover the first month and determine the level of service required. The Board amended the contract to include amendment or termination based on the expanded scope of duties. Alex made a MOTION to approve the contract as amended. Ben seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – Lynn Carter said she is excited about the expansion.

**PLANNING & PRIORITIES**

- **Library Building Expansion:**
  - **Construction update:** Phil discussed the three-week scheduling look-ahead, skylights, trellis beams, Rose street work, furniture, provisional occupancy, circulation desk, advertising promotion, and outdoor spaces.
Financing: line of credit, loans, grants, donation, etc: Phil reviewed with the Board the project cash flow report and line of credit distributions.

Naming, Donor Recognition: Alex updated Ben on the separate donor recognition event July 22nd. Tom said there would also be a separate event for the large meeting room dedication. The Board reviewed the Resolution honoring the Henigson Family. Martha made a MOTION to adopt Resolution 1-2017 naming the library expansion the Henigson Family Wing. Ben seconded and the MOTION passed unanimously. Phil will bring several naming proposals to the June meeting for approval.

Grand Opening June 23: Ben and Martha reviewed the plans for the celebration. Tom asked for a rough timeline: Ben will forward that to the Trustees. The Board discussed the lawn area and ground cover.

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil took questions on his written report. He said he will be hosting the Northwest Director’s Meeting in July and welcomes the chance to show the completed expansion.

Friends of the Library: Lynn said she is collecting additional books to fill the expanded Friends’ space in the expansion. She asked the Board to help recruit help with book sales and for Friends Board members.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: Martha is working on partnerships for future programming.

Community Relations: None.

Facilities & Systems: None.

Finance: Phil said he is working on the General and Building Fund budget amendments resulting from the approved levy lid lift.

Policy & Personnel: The Board discussed the limits and specifications of the Director’s signing authority, in response to Phil’s question about wording of the policy.

PUBLIC COMMENT – None

OTHER – Ben noted that the Orcas High School Sailing Team won the NWISA Team Race competition at Sandpoint in Seattle, and will now represent the Pacific Northwest in the Baker ISSA Team Race Championships in Norfolk, Virginia.

ADJOURNMENT – There being no further business, the meeting was adjourned at 10:00 a.m.

Submitted by Mary Pugh.

Approved
Library Board President Tom Fiscus convened the meeting at 8:33 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad and Ben Luna; Library Director Phil Heikkinen, staff member Mary Pugh, Friends President Tim Lunde, and Harvey Himelfarb. Trustees Regina Zwilling arrived at 8:38 a.m. and Martha Fuller arrived at 8:41 a.m.

**WELCOME & INTRODUCTIONS** – Tom thanked everyone for attending, and welcomed Tim and Harvey.

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Tom added a discussion of the donor recognition to Building Expansion/Donor Recognition. Tom moved Naming and Donor Recognition to after the first Public Comment.

**ROUTINE MATTERS**

- **Minutes**: The Board reviewed the minutes from May. Ben made a MOTION to approve the May 10 Minutes; Alex seconded and the MOTION passed unanimously.
- **Vouchers and Payroll**: Alex said he had reviewed the Vouchers and payroll.
  - May 2017 Payroll $32,650.81
  - Invoice Accounting Report 5/2/2017 (GF) $6,045.75
  - Invoice Accounting Report 5/8/2017 (GF) $1,306.95
  - Invoice Accounting Report 5/16/2017 (GF) $9,281.79
  - Invoice Accounting Report 5/2/2017 (BF) $5,944.38
  - Invoice Accounting Report 5/16/2017 (BF) $434,914.13
  - Invoice Accounting Report 5/16/2017 (BF) $20,720.26
  - Invoice Accounting Report 5/25/2017 (BF) $19,713.28
- Alex made a MOTION to approve the submitted Building fund vouchers in the amount of $481,292.05; Ben seconded, and the MOTION passed unanimously.
- Ben made a MOTION to approve the submitted General Fund vouchers in the amount of $16,634.49; Alex seconded, and the MOTION passed unanimously.
- Ben made a MOTION to approve the May payroll in the amount of $32,650.81; Tom seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **Library Building Expansion:**
  - **Naming, Donor Recognition**: Phil and the Board reviewed naming agreements with the Fullers, Philbrick/Farish/Cohen, the Masseys, and Connell/Hull. Phil said the Naming Committee recommended approval at their June 12 meeting, and he does as well. The Board discussed the named spaces and collection, and plaque design and location. Tom made a MOTION to approve the listed naming agreements. Alex seconded and the MOTION passed unanimously. Harvey said...
that although the funds raised are short of our goal, the Board should still consider it a successful campaign. He said more agreements were “in the works” and encouraged the Board to continue with their development work. Phil would like to develop an annual campaign. He is working on donor recognition for all donors.

Harvey left the meeting at 8:53 a.m.

◊ **Donor Recognition Event:** The Board discussed the location, refreshments, start and end time, and program. The event will be on July 22, from 4:00 to 5:30 p.m. serving light refreshments.

◊ **Budget Amendment:** Phil discussed the adoption of the 2017 General and Building Fund Budget in November 2016 using placeholder information. He noted that with the passage of the levy lid lift both budgets needed to be adjusted to bring the additional income into the funds. It was his plan to transfer as much additional income into the building fund as possible. The general fund amendment shows costs for two additional part-time staff, as well as additional utilities and custodial expenses for the building expansion.

Alex asked if an additional amendment would be needed if additional donations were received. Mary explained that the District could receive the income without an amendment. However if the District wanted to spend the income in the current year, an amendment may be necessary.

Alex commented on the current wage scale and noted that beginning salaries were not considered a “living wage.” He would like to analyze salaries and determine if they are competitive. Phil said it has been several years since a salary review was done. He will start doing some research. Martha recommended a local expert, Mallory Hagel.

Martha and Ben asked Phil to compare the proposed Building Fund amendment expenditures to the cash flow worksheet. Phil explained that there was an additional $100,000 in the proposed budget for possible additional donations, which is not included the worksheet. Phil said the proposed budget also includes a large contingency that will allow the expenses to float throughout the budget and not go over the grand total for operating expenses.

There was no public comment. Tom read the resolutions and there was no additional discussion. Alex made a MOTION to adopt Resolution 2-2017 Amending the 2017 General Fund Budget. Ben seconded and the MOTION passed unanimously. Alex made a MOTION to adopt Resolution 3-2017 Amending the 2017 Building Fund Budget. Ben seconded and the MOTION passed unanimously. Alex made a MOTION to adopt Resolution 4-2017 Adopting the 2017 Debt Service Fund Budget. Ben seconded and the MOTION passed unanimously.

◊ **Construction update:** Phil discussed the final push for HBHansen finishing up such items as the HVAC weatherproofing and the driveway re-grade; also some owner items such as bike rack placement, and furniture placement. There was a walkthrough with the Fire Department Chief and other personnel. The punch list walkthrough will be Monday June 19 with HKP Architects and HBHansen. Volunteers are welcomed to help with the move-in. Phil said that Orcas Recycling is interested in the old circulation desk.
Financing: line of credit, loans, grants, donation, etc: Martha has contacted Washington Federal Savings commercial loan department to check rates and give project details.

Grand Opening June 23: Martha said everything is in place for the celebration. Ben will have point on the day. Ben said that Senator Ranker will be unable to attend. Tom said the outline and speaker list is complete.

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil took questions on his written report. He said the selected measures reflect the construction disruptions while still posting a mid-range door and checkout count. He noted a bookcase donation for Rachel Adams journals and a Richard Fadem course list collection.

Friends of the Library: Tim said all the Friends are excited about the new bookstore space. He believes it will allow the Friends to have a real presence as people enter the building. Tim hopes this will increase sales and interest in Friends membership and volunteering.

Library Trustee assignment are July: Tom; August: Martha; September: Alex.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: The committee is working to ask the community what programming to bring, while also pursuing local resources and contacts.

Community Relations: Tom is working on a piece for the Islands Sounder. Tom asked if the site camera captured enough footage to make a slideshow. Phil said that we had only sporadic still shots from that camera; however we can create a slideshow using other photos.

Facilities & Systems: Ben said the committee had a walkthrough and discussed landscaping. He said they want to review the pedestrian flow and get ready for fall planting.

Finance: No additional report.

Policy & Personnel: Phil discussed with the Board his request to change the Columbus Day holiday to an additional floating holiday and have the Library open. Phil noted that this will keep the same number of paid holidays. Martha made a MOTION to change the current benefit for holidays by deleting Columbus Day and adding a floating holiday. Regina seconded and the MOTION passed unanimously. Ben requested that the District no longer use the term Columbus Day and use Indigenous Peoples Day in all future reference. There was a consensus with that perspective.

PUBLIC COMMENT – Tim asked how the estimate for the additional custodial expense was calculated.

OTHER – Phil said he will be attending the July 13 Northwest Directors’ Meeting. Additionally, library directors are schedule to visit here on June 30.

ADJOURNMENT – There being no further business, Martha made a MOTION to adjourn the meeting. Alex seconded and the MOTION passed unanimously. The meeting was adjourned at 10:30 a.m.

Submitted by Mary Pugh.

Approved

MINUTES June 14, 2017
Library Board President Tom Fiscus convened the meeting at 8:35 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Ben Luna and Regina Zwilling; Library Director Phil Heikkinen, staff member Mary Pugh, and Friends Board Member Harold Lentzner. Maria Bond from the University Of Illinois School Of Information Sciences also attended.

**WELCOME & INTRODUCTIONS** – Tom thanked everyone for attending, and welcomed Harold and Maria.

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

**ROUTINE MATTERS**

- **Minutes:** The Board reviewed the minutes from June. Regina made a **MOTION** to approve the June 14 Minutes as presented; Ben seconded and the **MOTION** passed unanimously.

- **Vouchers and Payroll:** Alex said he had reviewed the Vouchers and payroll.
  
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  Alex made a **MOTION** to approve the submitted Building fund vouchers in the amount of $446,698.00: Regina seconded, and the **MOTION** passed unanimously.

  Alex made a **MOTION** to approve the submitted General Fund vouchers in the amount of $23,366.63: Regina seconded, and the **MOTION** passed unanimously.

  Alex made a **MOTION** to approve the June payroll in the amount of $30,552.84. Tom seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – Maria commented that the expansion looks good and is amazed it has only taken a year to complete. Tom agreed, saying it was a well executed operation.

**PLANNING & PRIORITIES**

- **Library Building Expansion:**
  
  - **Construction update:** Phil reviewed the punch list items including paint touch-ups, uneven floors, trellis light panel cracks, HVAC weatherproofing, interior skylight panels, sewer alarm cage, and landscaping. Phil is looking into disposal of the old shelving. Tom asked how much time was left on Liz’s contract: Phil will research and let the Board know. Phil indicated staff communication is a bit more challenging because of the distance between the two areas. Alex asked if
there have been any complaints of noise from the children’s or young adult areas. Phil said not yet, but there has only been one storytime so far.

◊ **Financing: line of credit, loans, grants, donation, etc:** Alex reviewed the offer from Washington Federal. He will be having additional discussions on rates and fees with both Washington Federal and Islanders Bank.

Phil reviewed a proposal from Donna Riordan to continue the fundraising with naming opportunities. Phil wants to incorporate an annual campaign into the plans.

◊ **Naming, Donor Recognition:** Phil and the Board reviewed naming agreements with the Ludeneens, and Win Rhodes. Phil said the Naming Committee recommended approval at their July 11 meeting, and he does as well. Alex made a MOTION to approve the listed naming agreements. Ben seconded and the MOTION passed unanimously. Phil said agreements for Warren, and Graves are still in process. Tom will talk with the Masseys about their dedication ceremony, including whether they want one.

◊ **Donor Recognition Event:** The Board changed the date of the event to August 13, from 4:00 to 6:00 p.m. serving light refreshments. Ben and Phil will spearhead the committee for this event.

◊ **Grand Opening June 23:** Tom thanked everyone for their work at the event, especially Ben and Alex who made sure food and refreshments were stocked. Phil estimated well over 1,000 attendees: Regina is sure it was the largest ever on Orcas. Phil encouraged everyone to view the video posted on YouTube. Ben said he was “blown away” by the attendance and good cheer of the event.

**NEW BUSINESS**

- **Relevant News and Issues:** None.
- **Director’s Report:** Phil took questions on his written report. He is headed out to the Northwest Director’s Meeting Thursday and Friday.
- **Friends of the Library:** Harold said the Friends are focused on the upcoming Library Fair, the new Friends’ Corner Bookstore, and recruiting new board members. Phil reminded the Trustees that they usually sign up for help at the Library Fair for either Friday or Saturday shifts. Tom asked if the Library Board was going to have a table and serve ice cream and lemonade. Phil is also going to have a chess table. Library Trustee assignment for August is Martha.

**REPORTS FROM ACTIVE COMMITTEES**

- **Resources and Programs:** Phil said he will be working on a partnership for a self-guided tour of the grounds with planting information.
- **Community Relations:** None.
- **Facilities & Systems:** Ben there is a landscape committee meeting the end of July. He thanked the Garden Club for the beautiful planters at the lobby entrance. Alex commented how the south vestibule accounts for 25% of the door count activity.
- **Finance:** No additional report.
- **Policy & Personnel:** Tom discussed the decision to wait on hiring additional staff to see what patterns develop and what is needed. Phil said he would likely be looking to post a notice in August. Phil also will be working on small group room policy, remarking that San Juan Library had a problem with a patron dominating a room. Phil mentioned the new software that will be used to reserve meeting space.
PUBLIC COMMENT – Maria asked about the Board composition, term, and election.

OTHER – None.

ADJOURNMENT – There being no further business, Ben made a MOTION to adjourn the meeting. Regina seconded and the MOTION passed unanimously. The meeting was adjourned at 9:48 a.m.

Submitted by Mary Pugh.

Approved ________________________________
Library Board President Tom Fiscus convened the meeting at 8:32 a.m. in the Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Ben Luna; Library Director Phil Heikkinen, and staff member Mary Pugh.

WELCOME & INTRODUCTIONS – Tom thanked everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Tom would like to discuss the salary survey.

Martha Fuller and Regina Zwilling arrived at 8:36 a.m.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from July. Alex made a MOTION to approve the July 12 Minutes as presented; Regina seconded and the MOTION passed unanimously.

Vouchers and Payroll: Alex said he had reviewed the Vouchers and payroll.

July 2017 Payroll $31,370.51

Invoice Accounting Report 7/5/2017 (GF) $282.40
Invoice Accounting Report 7/13/2017 (GF) $11,900.52
Invoice Accounting Report 7/25/2017 (GF) $5,878.38
Invoice Accounting Report 7/13/2017 (BF) $2,769.67
Invoice Accounting Report 7/25/2017 (BF) $5,757.80

Alex made a MOTION to approve the submitted Building fund vouchers in the amount of $8,527.47; Ben seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted General Fund vouchers in the amount of $18,061.30; Ben seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the July payroll in the amount of $31,370.51. Martha seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion:

Construction update: Phil updated the Board on items still needing resolution including HVAC area, paint drop cleanup, trellis light panel cracks, uneven floors, and landscaping. Phil said the final walk through will be August 28. He will decide what items on the punch list need to be fixed and what can be accepted.

In addition, Phil said there will be a meeting August 14 to discuss the interior skylight panels that were ordered by HKP with specification for translucent and arrived transparent. Discussions are ongoing between HKP and the vendor with various options to address the problem. Alex asked what it could cost; Phil estimated $50,000 for labor and materials.
Tom asked about Liz's contract term; Phil said it runs through August 2018 to work through any warranty items. He estimated $15,000 remaining for HKP consulting until the end of the warranty period.

◊ Financing: line of credit, loans, grants, donation, etc: Phil reviewed Resolution 5-2017 which will pay off the line of credit with Islanders Bank and establish a note with Washington Federal. The instructions establish the State of Washington as the bond fiscal agent and allow the funds to pass through the San Juan County Treasurer’s Office. Martha made and Ben seconded a MOTION to adopt Resolution 5-2017 A Limited General Tax Obligation Bond 2017. Tom asked about the repayment schedule. Phil said the schedule would be updated when the transaction was completed by the end of August. Tom said he would vote to approve as long as the repayment schedule adheres to the bond total of $600,000 at 2.2%. Tom called the MOTION which passed unanimously.

Phil said there were still naming opportunities available and would like the Board to authorize Harvey to continue fundraising efforts. The Board's agreed that Harvey’s input is valuable and it is their desire that it continue. Martha asked about Donna’s presentation to the Friends Board. Phil said the Friends were not currently in a position to expand fundraising. Ben asked if it could be a committee or task force under the Finance Committee. Phil said a task force is a “do and done” committee whereas a committee is ongoing and reports back to the Board. Tom said that Harvey would like to have the Finance Chair’s involvement. Mary will update the naming brochures.

◊ Naming, Donor Recognition: Phil and the Board reviewed naming agreements with Nani Warren and an updates to the Win Rhodes agreement. Ben made a MOTION to approve the listed naming agreements. Alex seconded and the MOTION passed unanimously.

◊ Donor Recognition Event: The Board reviewed the preparations for the event on August 13, from 4:00 to 6:00 p.m. Phil asked the Board to arrive about 3:30 for setup.

◊ 2018 Budget – initial discussion: Phil said he was hoping to get seven months worth of operating expenses to use in making the 2018 projections. He is looking at two additional staff positions for a program coordinator and an additional support staff for fifteen hours each. In addition he is review funds to finish the remodeling for the old reading room. He will set a meeting with Alex and have a draft for the Board in September. The normal process includes a review in September, the public hearing in October, and adoption in November.

NEW BUSINESS

Relevant News and Issues: None.

Director’s Report: Phil took questions on his written report. He told the Board he will be on vacation from August 14 to August 23. Phil acknowledged there was a staffing crunch for vacation coverage. Tom asked about landscape maintenance. Phil said we are watering for now, but hope to stop this fall. We are continuing the existing strategy for low maintenance and drought tolerant plantings. Phil said a discussion with the Mastermans noted there was not a street sign for the Library.

Friends of the Library: Phil said the new location of the Friends Lobby Bookstore has been very successful. Library Fair is Saturday; three Trustees will not be able to
attend. The Library will have a table with information and brochures. The Friends are sponsoring a wine blending workshop September 17.

Library Trustee assignment for September is Alex.

New Custodial Contract: Phil said he is recommending Bruce Van Noy as an additional custodian. He noted that Mike has other commitments that do not allow him to add hours. Phil is recommending a contract similar to Mike’s beginning at $20 per hour. Regina asked if there have been any issues since the opening of the expansion; Phil said no. Martha made a MOTION to approve the contract hiring Bruce Van Noy. Ben seconded, and the MOTION passed unanimously.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: Martha said one program she is enthusiastic about is using the grounds as a demonstration garden in partnership with the Garden Club. The committee is working on priorities and duties of a program coordinator.

Community Relations: None.

Facilities & Systems: Landscaping Committee update: Ben said the Committee is interested in developing the demonstration garden concept with the Garden Club, noting there is adequate space for several display areas.

Location for Pete Welty Sculpture: Phil said the recommended site for the sculpture is in the south lawn area at the top of the stairs. Tom asked about the base; Ben said it will be concrete and Pete will do the installation. Ben made a MOTION to approve the sculpture placement. Regina seconded and the MOTION passed unanimously.

Finance: Phil said he is meeting with Mallory Hagel on the salary survey. Her proposal will encompass our regional libraries and other organizations area with similar business models and determine a living wage scale. It is estimated to cost $2500.

Policy & Personnel: Phil said he and staff were reviewing how the meeting rooms are being used, drop-in use, statistics, and scheduling limits. In addition Phil said the purchasing policy needs to be updated.

PUBLIC COMMENT – None.

OTHER – None.

ADJOURNMENT – There being no further business, the meeting was adjourned at 10:00 a.m.

Submitted by Mary Pugh.

Approved ____________________________
Library Board President Tom Fiscus convened the meeting at 8:39 a.m. in the Meeting Room of the Library. Also attending were Trustees Martha Fuller, Ben Luna, and Regina Zwilling; Library Director Phil Heikkinen, and staff members Holly King and Mary Pugh; Friends President Tim Lunde. Library Trustee Alexander Conrad attended by telephone.

WELCOME & INTRODUCTIONS – Tom thanked everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Phil would like to discuss trustee recruitment in Other Business. Tom said he must leave by 10:00 am and, if needed, will move up the vote on the budget amendments.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from August. Regina made a MOTION to approve the August 9 Minutes as presented; Ben seconded and the MOTION passed unanimously.

Vouchers and Payroll: Alex said he had reviewed the Vouchers and payroll.

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<td>Invoice Accounting Report 8/29/2017 (BF)</td>
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Alex made a MOTION to approve the submitted Building fund vouchers in the amount of $36,025.53: Ben seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted General Fund vouchers in the amount of $44,143.97: Ben seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the August payroll in the amount of $31,370.51. Martha seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion:

Construction update: Phil said the major issue outstanding is the interior and exterior skylight panels. HBHansen and the vendor are both disavowing responsibility for the interior panels, stating they followed the specifications. Phil and HKP will draft a letter of non-compliance to HBHansen and the panel’s vendor. After the letter is sent, the issue would go to arbitration. Martha made a MOTION to send a letter of non-compliance to HBHansen. Regina seconded and the MOTION passed unanimously.
Phil said he is arranging to have the carpet cleaned in the reading room, and to repair the carpet from the transition hallway and circulation desk removal. Also outstanding is the roofing change to the area above the HVAC system to prevent rain water from entering the area. Tom asked about the sliding doors for the Children's and YA area. Phil said there is an eight-week lead time that will put the installation at or toward the end of the year.

◊ Financing: line of credit, loans, grants, donation, etc: Phil said the 2017 bond was finalized and the first payment will be December 12 for $106,000.

◊ Naming, Donor Recognition: Tom will draft a letter closing out the *Finishing Touches* Committee and thanking them for their assistance. It is the Board’s desire to continue with the Naming Committee. Phil said that Harvey Himelfarb is interested in continuing his role and would appreciate having one or two Trustees to join the Committee. Phil said a volunteer committee could raise funds for the Library, including with an annual campaign. Tom prefers to have a written plan so that the Committee and the Board are in agreement on the role and duties. Martha will have a draft for the October meeting.

◊ Naming, Donor Recognition: Phil said he is having difficulties reaching Ann Graves to finalize her contract.

◊ 2018 Budget – initial draft: Alex said that he met with Phil and Mary to discuss the 2018 draft budgets. Phil said he has planned for two additional part-time staff positions, and to finish the remodel of the original building. He said the only unknown at this time is the COLA that will be based on the most current CPI reporting closer to the November meeting. Martha asked about the use of volunteers. Phil said there will be an increase of the total volunteers, which currently total about 2 FTE. Volunteers are in the process of interviews and training to be added to the schedule.

Phil said the second focus will be to finish the remodel and landscaping. He reviewed the draft expenses and noted ways to save funds. Martha said she was not enthusiastic to save money at the expense of staff, training, and travel. Regina noted that the savings amounted to $25,000. Phil said it is his intention to pay off the bond debt first and then increase reserves. Martha noted that the transfer amount between building fund and general fund do not match. Mary will make corrections.

Phil said he will bring forward the draft budgets for the public hearing in October.

REPORTS FROM ACTIVE COMMITTEES

Finance-2017 Building and Debt Service Fund Amendments: Phil said we are required to amend the Building and Debts Service Funds to record the transactions relevant to the line of credit payoff and the permanent financing for the 2017 GO Bond. He reviewed Resolutions 6-2017 and 7-2017 amending the budgets. Martha made a **MOTION** to adopt Resolution 6-2017 amending the 2017 Debt Service Fund Budget. Ben seconded and the **MOTION** passed unanimously. Martha made a **MOTION** to adopt Resolution 7-2017 amending the 2017 Building Fund Budget. Ben seconded and the **MOTION** passed unanimously.

NEW BUSINESS

  Relevant News and Issues: None.
**Director’s Report:** Phil highlighted items from his Director’s Report noting the salary survey progress, door and item checkout statistics decline, complaints about handicap accessibility from the handicapped spaces to the new entrance, and parking lot traffic control. He is considering options to redesign the circle drive to address some of the concerns. The Board would like to wait and see if things settle down as people get use to the expansion.

**Friends of the Library:** Friends President Tim Lunde said their board had received the Director’s 2018 grant request of $15,000 and feels it will be approved when the board meets. He is pleased with the increased sales generated in the Friends bookstore and on EBay. Tim said they have two new Friends board members, Iris Hansen-Tate and Madeline Sheplar, noting however, that more board members are still needed. The Friends October meeting will be their Annual Membership Meeting on October 15 from 1:00 p.m. to 3:00 p.m. at the Outlook Inn. Dr. Joe Massey will be the guest speaker.

Martha asked about the wine blending workshop. Phil said there were five people signed up. She asked if the workshop would be cancelled for low attendance. Phil will contact the presenter and find out.

Tom will be the Board Representative for the October meeting, Martha: November, and Regina: December.

**Tom left the meeting at 10:10 a.m. Regina took over as Chair.**

**REPORTS FROM ACTIVE COMMITTEES**

- **Resources and Programs:** None.
- **Community Relations:** None.
- **Facilities & Systems:** None.
- **Finance:** Nothing additional.
- **Policy & Personnel:** None.

**PUBLIC COMMENT** – None.

**OTHER** – **Trustee Recruitment:** Phil said that he will revise last year’s flyer and publicity and send the information to the Board.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:10 a.m.

Submitted by Mary Pugh.

Approved

______________________________
Library Board Vice-President Regina Zwilling convened the meeting at 8:35 a.m. in the Meeting Room of the Library. Also attending were Trustee Alexander Conrad; Library Director Phil Heikkinen, and staff members Nita Couchman and Mary Pugh; Library Board President Tom Fiscus attended by telephone.

WELCOME & INTRODUCTIONS – Regina thanked everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Phil would like to discuss a proposed art sculpture of a totem by Native American carvers under Other.

ROUTINE MATTERS

Minutes: The Board reviewed the minutes from September. Alex made a MOTION to approve the September 13 Minutes as presented; Tom seconded and the MOTION passed unanimously.

Vouchers and Payroll: Alex said he had reviewed the Vouchers and payroll.

- September 2017 Payroll $31,339.89
- Invoice Accounting Report 9/12/2017 (GF) $6,693.17
- Invoice Accounting Report 9/26/2017 (GF) $3,056.05
- Invoice Accounting Report 9/14/2017 (BF) $3,415.88
- Invoice Accounting Report 9/26/2017 (BF) $2,686.38

Alex made a MOTION to approve the September payroll in the amount of $31,339.89. Regina seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted Building fund vouchers in the amount of $6,102.26; Regina seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted General Fund vouchers in the amount of $9,749.22; Regina seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

FY 2018 BUDGET Discussion with Public Testimony:

The Board reviewed the draft 2018 General Fund budget. Regina asked why the staff and benefits were less than in 2017. Phil said that a staff person was retiring by the end of the year and the new hire would start at the beginning of the salary scale. He said that he has moved a Support Staff position to Library Associate with increased hours and responsibilities. Phil plans to wait on the additional positions until the end of the year, recognizing the drop in door counts and checkouts, and additional volunteers filling the evening shift. He felt it was appropriate to save the funds.

Regina asked how the carryover from 2017 is distributed. Phil said all unspent funds stay in the District and are rolled over into 2018. We will use them in collection or for finishing the remodel. Phil updated the COLA reported by the Department of Labor for the Seattle Metro area; it was 3% and is now 2.5%. Regina asked if it could stay at 3% or did it have to be reduced. Phil said it is the Board’s discretion to fix the amount of
COLA. Regina, Tom and Alex said they preferred to keep the COLA at 3%, stating that it would have a minimal impact on the budget.

Tom asked about the change in duties for staff and how that affects the staffing. Phil said that a staff member is moving from Support Staff into Library Associate which changes the pay scale. The additional hours also change the FTE for the employee.

Tom asked if Phil anticipated needing a budget amendment. Phil said he did not, unless substantial donations are received. Phil reminded the Board that in order to spend income it needs to be received into the budget by resolution.

The Board reviewed the Building Fund Budget. Phil said it will allow for the work necessary to finish the remodel. He said that any remaining funds will be transferred back into the General Fund.

The Board reviewed the Debt Service Fund Budget. Phil said the budget provides for the annual payment on the GO Bond.

**PLANNING & PRIORITIES**

- **Library Building Expansion:**
  - **Construction update:** Phil said the punch list still has the outside trellis and skylights to be remedied. HBHansen and an engineer were onsite inspecting the outside trellis. They felt the lack of a silicone bead was a major reason for the leakage. However, they cannot agree on a reason for the cracking, describing the panes and installation as “within tolerance.” HBHansen has agreed to replace the outside skylight panels.
  - HBHansen has not changed their position on the inside skylights, insisting the specification was faulty. They are offering an $8,000 donation toward landscaping and the skylights. The Library would be responsible for the remaining $8,000 to $9,000 for the replacement of the panels.
  - The HVAC roof design is inadequate to protect against rain. Phil recommends having the work done locally for less money, estimating $15,000.
  - Tom asked about the remodel. Phil said the existing carpet was cleaned and he feels it still shows excessive wear. The Library has some carpet tiles that will be used to improve the overall area. Phil said he is working to put a value on the surplus shelving and determine how much to keep. Additional items include: the magazine shelving needs to be moved to the east wall; the lobby needs one set of doors replaced with windows; and the landscape need to be installed. Tom added that it would be great to have everything done by the Holiday Tea.
  - **Financing: line of credit, loans, grants, donation, etc:** Phil said he and Martha are scheduled to meet with Harvey Himelfarb on October 25.
  - **Naming, Donor Recognition:** Phil said Ann Graves’ contract is waiting for her biography.

**NEW BUSINESS**

- **Relevant News and Issues:** None.
- **Director’s Report:** Phil took questions on his report. He said he will be at the WLA conference November 1-3 in Tacoma. Alex asked about the drop in door counts. Phil said the counters continue to have problems. He also believes the significant increase lobby book sales may be affecting the checkouts. Phil also said that the
traffic through the original doors included trips to use the restrooms, which would be included in the old totals.

Alex asked about the trustee recruitment; Phil said he had three applicants so far. Tom and Regina will review and interview the applicants.

- **Friends of the Library**: Phil said he will miss the Friends Annual Membership Meeting on October 15 from 1:00 p.m. to 3:00 p.m. at the Outlook Inn. Tom said he will attend.

**REPORTS FROM ACTIVE COMMITTEES**

- **Resources and Programs**: None.
- **Community Relations**: None.
- **Facilities & Systems**: None.
- **Finance**: The Fundraising Committee Proposal is tabled until the November meeting.
- **Policy & Personnel**: Phil would like to have the purchase policy updated by year’s end.

**PUBLIC COMMENT** – None.

**OTHER – Totem Art Sculpture**: Phil said Michael Riordan has been working to secure a Native American totem sculpture by the Lummi Native Carvers. The totem is presently on exhibit at the Carnegie Museum of Natural History in Pittsburgh. Michael asks the Library Board to consider accepting the sculpture for the community. He said that half of the cost will be raised by donations. Alex said it is a terrific opportunity; Regina the Library is honored to be considered and asked the duration of the placement. Phil said it would be a permanent placement. The Board agreed to send a letter expressing the Library’s interest.

- **Miró Quartet**: Phil said the event was well received; Nita said they are also playing Thursday.

Phil said he is traveling from October 13 to 23; the NW Directors meeting will be at the Library October 23; Poet Shin Yu Pei is visiting on October 14.

**ADJOURNMENT** – There being no further business, Regina made a MOTION to adjourn the meeting; Alex seconded and the MOTION passed unanimously. The meeting was adjourned at 9:37 a.m.

Submitted by Mary Pugh.

Approved  ____________________________
MINUTES November 8, 2017

ORCAS ISLAND LIBRARY DISTRICT

Regular Board Meeting
November 8, 2017

Library Board President Tom Fiscus convened the meeting at 8:35 a.m. in the Meeting Room of the Library. Also attending were Trustees Ben Luna, Martha Fuller, and Regina Zwilling; Library Director Phil Heikkinen, and staff member Mary Pugh; Trustee Alex Conrad arrived at 9:25 a.m.

WELCOME & INTRODUCTIONS – Tom thanked everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – The Routine Matters will be delayed until Alex’s arrival.

PUBLIC COMMENT – None.

FY 2018 BUDGET Discussion:

2018 GENERAL FUND BUDGET – Phil reviewed the changes to the October draft version of the 2018 General Fund Budget, including: an addition of two possible staff positions; a reduction in the YA collection with a corresponding increase to the Large Print collection; adjustment to the Debt Service Fund transfer amount to match the payment schedule; and an addition error in the Professional Services .41 category.

Tom read the resolution to approve the 2018 General Fund Budget. Ben made a MOTION to adopt Resolution 9-2017 Adopting the General Fund Budget For The Year 2018. Regina seconded and the MOTION passed unanimously.

2018 TAX LEVY – Tom read the resolution to adopt the 2018 Tax Levy. Regina made a MOTION to approve Resolution 8-2017 Adopting The Tax Levy For The Year 2018. Martha seconded and the MOTION passed unanimously.

2018 BUILDING FUND BUDGET – Phil reviewed the budget allowing for the completion of the building remodel. Tom wanted to make sure the OICF Building Expansion Fund would still be available to accept donations. Phil confirmed that the account would not change. In addition Phil noted that any funds remaining in the District’s Building Fund at the end of the remodel would be transferred into the General Fund. Ben made a MOTION to approve Resolution 10-2017 Adopting the Building Fund Budget for the Year 2018. Regina seconded and the MOTION passed unanimously.

2018 DEBT SERVICE FUND BUDGET – Mary explained that the change shows the payment amount based on the actual payment schedule for the G.O. Bond instead of an estimate. Tom read the resolution to approve the Debt Service Fund Budget. Martha made a MOTION to approve Resolution 11-2017 Adopting The 2018 Debt Service Fund Budget. Ben seconded and the MOTION passed unanimously.

PLANNING & PRIORITIES

Trustee Recruitment: Phil said that the applicants’ information was forwarded to all the Trustees. Tom said that there were five applicants, all of whom were well qualified, engaging, and willing to help the Library. He and Regina interviewed all applicants and Regina said they all would be wonderful additions to the Board. She acknowledged only having one position available. Tom said he would like to call all the applicants after the Board makes a recommendation to the County Council for approval. Tom said Teresa Patrick was the Nominating Committee’s
recommendation. Ben made a **MOTION** to recommend Teresa Patrick for appointment to the Library Board for a five-year term. Martha seconded and the **MOTION** passed unanimously.

- **Library Building Expansion:**
  - **Construction update:** Phil reviewed: the outstanding warranty items; the progress on the sliding doors; sale of the excess shelving to the Exchange for $500; carpet replacement; remodel of the former YA corner; meeting by phone on November 27; HVAC roofing addition; and landscaping.
  - Tom asked about the skylight warranty replacement. Phil said that HB Hansen has agreed to a donation of $8,000 to offset the cost of replacement. The replacement could begin as early as December.

**Trustee Alex Conrad arrived at 9:25 a.m.**

In addition Phil described the proposed change to the circle drive that will improve traffic flow for handicap drop-offs and parking access.

- **Financing: line of credit, loans, grants, donation, etc:** No report.
- **Naming, Donor Recognition:** Phil said he is waiting for the biography on Ann Graves. He said he ordered an additional bronze plaque for one of the outside benches. Tom asked about a plan for general donation recognitions. Phil said nothing has been developed yet, citing necessary wall placement. Martha said it would be good to sit down with Harvey Himelfarb and discuss the recognition of all donors.

**ROUTINE MATTERS**

- **Vouchers and Payroll:** Alex said he had reviewed the Vouchers and payroll.
  - October 2017 Payroll $32,574.46
  - Invoice Accounting Report 10/17/2017 (GF) $28,318.70
  - Invoice Accounting Report 9/14/2017 (BF) $3,554.23
  
  Alex made a **MOTION** to approve the October payroll in the amount of $32,574.46. Martha seconded, and the **MOTION** passed unanimously.

  Alex made a **MOTION** to approve the submitted General Fund vouchers in the amount of $28,318.70; Tom seconded, and the **MOTION** passed unanimously.

  Alex made a **MOTION** to approve the submitted Building fund vouchers in the amount of $3,554.23; Regina seconded, and the **MOTION** passed unanimously.

- **Minutes:** The Board reviewed the Minutes from the October 11 meeting. Regina made a **MOTION** to approve the Minutes from October 11, 2017 as presented. Tom seconded and the **MOTION** passed with the vote of Alex, Tom, and Regina.

  — **NEW BUSINESS**
  - **Relevant News and Issues:** None.
  - **Director’s Report:** Phil took questions on his report. Phil said that Michael Riordan is continuing to work on the donation from the Lummi Native Carvers of a nine-foot anthropocene totem pole. The pole is on tour for several year and funds are being raised for a permanent installation at the Library. Tom said there is another totem by the Lummi Native Carvers in the Congressional Cemetery in Washington D.C.
Phi said the Library will host an all-day training session with staff from Lopez and San Juan libraries on November 15.

- Friends of the Library: Tom attended the October 15 Friends’ Annual meeting at the Outlook Inn. He said they are now focused on the December Holiday Tea.

REPORTS FROM ACTIVE COMMITTEES

- Resources and Programs: Phil reported that they are working on the 2018 schedule of programs. He said that Skagit Valley College had 371 responses to their program survey, including 61 possible program presenters; in response, the committee hopes to develop future partnerships. Martha said the schedule requires dedicated staff time for organization and logistics.

- Community Relations: None.

- Facilities & Systems: Ben said that the committee had a good meeting with Emily Ering of KaBloom on the grounds design. Phil said that Katie and Carolyn are working on seeding the west slope for stability and fencing to keep the deer off the plants. Phil said he is still looking for someone to install the bike racks. Tom asked about the Henigson lot restoration.

- Finance: Martha said she is still working on the formation documents for the fundraising committee. Tom said he had not received any feedback from Joe Cohen.

- Policy & Personnel: Phil will have the purchase policy update at the December meeting.

PUBLIC COMMENT – None.

OTHER – Tom would like to begin work on the Director’s annual review, using the same format as last year. The Board would generate the overall evaluation and set goals for 2018. He will send the evaluation forms and asks that they be returned to him for consolidation.

ADJOURNMENT – There being no further business, Alex made a MOTION to adjourn the meeting; Martha seconded and the MOTION passed unanimously. The meeting was adjourned at 10:15 a.m.

Submitted by Mary Pugh.

Approved
Library Board President Tom Fiscus called the Special Meeting to order at 1:04 p.m. in the Library’s Maria’s Room meeting room. Also attending were Trustees Alexander Conrad and Regina Zwilling; and Library Director Phil Heikkinen.

1. Welcome: Tom welcomed everyone to the meeting.

2. Landscaping Pilot Project:
   - Phil discussed his proposal for undertaking a project to stabilize the west slope of the Library grounds, as well as shaping and planting the southwest corner of the grounds, focusing around the Library Park stairs. This would be based on plans submitted by Emily Aring (Kabloom Landscaping), and working with Monty Coffee (The Woodsmen) and Emily on the execution of the plans.
   - Alex asked Phil for a discussion of how this landscaping would fit into the overall plans for the grounds; and comparing the cost breakdown to the original landscaping plans that were a deferred part of the recent building project.
   - Attendees agreed that this would be a useful way to begin implementation and assessment of the design philosophy being recommended by the Library’s Landscaping Committee, featuring a variety of grasses and low-maintenance, hardy plants. We would also continue to emphasize edible or useful native plants; and to incorporate an educational component to allow self-guided tours.
   - Once the pilot project is complete, then the Library will undertake a process, per Library policies, for soliciting proposals for further phases of landscaping work, assuming funding has been secured from budget dollars and donations.
   - Alex made a MOTION to approve up to $20,000 in expenditures for the Landscaping Pilot Project; Regina seconded, and the MOTION passed unanimously.
   - Phil will draft an agreement with the landscapers based on the Board direction.

3. Adjournment: There being no further business, the meeting was adjourned by the President at 1:28 p.m.

Submitted by Phil Heikkinen.

Approved: ________________________________
Library Board President Tom Fiscus convened the meeting at 8:40 a.m. in the Meeting Room of the Library. Also attending were Trustees Ben Luna, Martha Fuller (via telephone), and Regina Zwilling; Library Director Phil Heikkinen, and staff member Mary Pugh. Trustee Alex Conrad arrived at 8:45 a.m. Also attending was Trustee-Elect Teresa Patrick.

WELCOME & INTRODUCTIONS – Tom thanked everyone for attending. He introduced Teresa Patrick.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Phil said that Emily Aring of KaBloom Landscaping and Monty Coffee of The Woodsmen will lead a tour of the recently installed landscaping.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from the November 8 and November 17 meetings. Ben made a MOTION to approve the Minutes from November 8, 2017 as presented. Regina seconded and the MOTION passed unanimously. Tom made a MOTION to approve the Minutes from November 17, 2017 as presented. Alex seconded and the MOTION passed unanimously with the vote of Alex, Tom, and Regina.

Vouchers and Payroll: Alex said he had reviewed the Vouchers and payroll.

Alex made a MOTION to approve the October payroll in the amount of $32,284.76. Regina seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted General Fund vouchers in the amount of $23,512.68; Regina seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted Building fund vouchers in the amount of $4,162.94; Regina seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

- Trustee Appointment: Tom said that the San Juan County Council appointed Teresa Patrick to the Library Board to serve a five-year term beginning January 2018.

- Library Building Expansion: Phil said he is working with HBHansen on the final payment application, noting some warranty items. Phil said that Katie, with volunteer
Joan Vader, moved the magazine shelving to the east reading room wall. This opened up the seating space and shows the age of the existing furniture. Tom asked about the HVAC roof: Phil said he is waiting for Clyde Duke to call back. Tom also asked about the carpet replacement: Phil said we are getting a quote. Alex thanked the Library for allowing the Fire Department to perform a night-time training exercise to familiarize themselves with the new floor plan.

- **NEW BUSINESS**

  - Relevant News and Issues: None.

  - Library Board Retreat Agenda: Tom confirmed the retreat date of January 24. He and Phil suggested some items for discussion: Board self-evaluation; mission and service goals; priorities; and a team building exercise. Alex mentioned that OICF is hosting a board training for non-profits.

  - Director’s Report: Phil took questions on his report. Phil said Kathy Lunde retired on December 1st after twenty-six years. She indicated she wanted a quiet departure with no retirement celebration. Phil is posting a part-time position opening. Tom asked about the door count statistics. Phil said a bad power supply was responsible, in part for the faulty numbers; he also felt the Friends’ bookstore might be having an effect, also the placement of the door counter compared to how it was placed in the former entrance. Alex asked what percentage of users that were coming through the south vestibule. Phil said about 20%.

    - Camera suggestion from Sheriff’s Department—Phil said that at the staff training, Orcas Deputy Sergeant Herb Crowe suggested installing cameras as a security measure, noting the ability to more easily identify persons of interest allowing for a quicker resolution of issues. Phil said he was inclined, if we have cameras at all, to have views of the outside entry only. Alex said he would leave the decision up to the Director. Ben said he would not want cameras in the interior areas. Regina said she is not in favor of cameras, noting liability issues of not responding to incidents recorded. Teresa asked what the response time from the Sheriff’s Office is: Phil said about fifteen minutes if they are in the area.

  - Landscape Report: Emily Aring of KaBloom Landscaping and Monty Coffee of The Woodsmen arrived, and at 9:40 a.m. the Board moved outside and received a tour of the west slope and stairway gardens, discussing how the hillside was stabilized, what was planted, and the maintenance of the plants. Phil said that the entire proposal for landscaping the entire grounds is for $120,000 and this installation was $13,000 of that total. The Board previously approved the pilot project for the west slope and stairway garden to take advantage of the good planting conditions. Alex asked about the bidding process for the next phase. Phil said the purchasing policy allows for a formal or informal process depending on the value of the project. The remaining landscape project, estimated at over $100,000 will require a formal RFQ or RFP process.

  - Friends of the Library: Harold reported on the 2017 Holiday Tea, commenting that the expansion added a new spaciousness to the event. The Friends presented the 2018 grant for $15,500. Harold said that Ken Gibbs is the new board president and Madeline Sheplor is the vice-president. The winter book sale will be March 10 at the school cafeteria. Harold said he is learning how to do the eBay book sales, commenting on the work necessary to maintain the collection. Ben asked if the Friends have a relationship with the Exchange to receive the unsold books. Harold said no; the current process sells the unsold books to a remarketing vendor.
REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: Phil reported on the 2018 schedule of programs. Ben asked about outside programs. Phil said the lawn areas needed some work before being able to host programs.

Exhibiting Artwork: Phil reported that the Art Committee placed photographs by Dave Kosiur. They are working on a plan for permanent and temporary displays.

Community Relations: None.

Facilities & Systems: None.

Policy & Personnel: Purchasing Policy Update: Tom reviewed the proposed updates to the policy indicating the review of policies from other libraries. Phil said the State Auditor felt the existing policy was too generalized. Ben asked if the new policy would allow the Board discretion to use a more formal process. Tom said that within the policy the Board has the authority to make adjustments; noting a concern only for a sole vendor solicitation. Phil said some preferences could be given for local vendors. Regina said an RFP process could be expensive with the cost of advertising. Ben made a MOTION to adopt the revised Purchasing Policy. Alex seconded, and the MOTION passed unanimously.

Harold left the meeting at 10:05 a.m.

Salary Survey – Phil said the completed salary survey by Mallory Hagel showed that most of the District’s wages were in the ball park based on a comparison of regional libraries. He is recommending a $4.00 per hour increase to two existing staff, taking into account job descriptions, the survey, and the Boards desire for a living wage. Alex said the Board asked for the survey because it was troubled the low-end wages did not sync with the impression of a top-notch staff reflecting some of the highest per capita statistics in the state. Ben and Regina both agreed. Tom said the survey methodology looks good and the new rate would be competitive and allow the District to retain staff. Alex made a MOTION to adopt the salary schedule presented and recommended by the Director. Ben seconded, and the MOTION passed unanimously. Regina asked if the survey calculated what a living wage on Orcas Island would be. Phil said about $23.60 per hour. Tom noted that Orcas Center has raised the salary schedule and offer bonuses to retain their staff.

Finance: Phil said the committee meeting with Martha and Harvey Himelfarb discussed an annual campaign, recognizing the possible sensitivity of the community to fundraising in addition to the recent tax levy lid lift. Tom agreed, noting a quiet approach continuing the naming campaign, and not aggressively seeking funding for operations. Alex suggested coordinating with OICF to foster legacy giving.

PUBLIC COMMENT – None.


EXECUTIVE SESSION for the review of the Director: The Board moved into Executive Session at 10:30 a.m. The Board returned at 10:45 a.m. No action was taken.

ADJOURNMENT – There being no further business, the meeting was adjourned at 10:45 a.m.

Submitted by Mary Pugh.

Approved ____________________________________