The meeting was convened at 8:37 a.m. in the Meeting Room of the Library. Attending were Trustees Alex Conrad, Martha Fuller, Teresa Patrick, and Regina Zwilling; Library Director Phil Heikkinen, and staff member Mary Pugh. Also attending were Friends Board Member Harold Lentzner, and Library Board nominee Jens Kruse.

**WELCOME & INTRODUCTIONS** – Vice-President Regina thanked everyone for attending. She introduced Jens and Harold. Phil said that Jens is attending as a possible replacement for Ben Luna’s vacated position.

**OFFICER ELECTION, COMMITTEE ASSIGNMENTS, AND CALENDAR**

- **Officer Election:** Martha nominated Regina for President; Alex seconded and the **MOTION** passed unanimously. Regina nominated Alex for Vice-President; Martha seconded and the **MOTION** passed unanimously. Regina nominated Martha for Secretary; Alex seconded and the **MOTION** passed unanimously.

- **Committee Assignments:** Regina asked for expressions of interest in the various Committees; and after discussion she appointed Alex to Finance, Martha to Facilities and Systems, Regina to Community Relations, and Teresa to Policies and Personnel. If approval by the BOCC Jens will chair the Resources and Programs Committee.

- **2018 Meeting Dates and Times; Agenda format** After discussion, the Board decided that the monthly meeting will be the 2nd Wednesday of each month at 9:00 a.m. No changes are needed to the agenda format. The Board will schedule a special meeting during any months when it is needed.

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

**ROUTINE MATTERS**

- **Minutes:** The Board reviewed the Minutes from the December meeting. Alex made a **MOTION** to approve the Minutes from December 13, 2017 as presented. Martha seconded and the **MOTION** passed unanimously, with Teresa abstaining.

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

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Alex made a **MOTION** to approve the December payroll in the amount of $29,533.35. Regina seconded, and the **MOTION** passed unanimously.

Alex made a **MOTION** to approve the submitted General Fund vouchers in the amount of $12,252.92; Regina seconded, and the **MOTION** passed unanimously.

Alex made a **MOTION** to approve the submitted Building fund vouchers in the amount of $16,652.90; Regina seconded, and the **MOTION** passed unanimously.
PUBLIC COMMENT – None.

PLANNING & PRIORITIES

- **Trustee Resignation and New Recommendation to BOCC:** Regina said that Ben Luna resigned from the Library Board for personal reasons. Phil said that he had discussed with Regina and Tom Fiscus of the Trustee Search Committee recommending Jens Kruse to complete the remaining four years of Ben’s term. Alex made a MOTION to recommend to the San Juan County Council that Jens Kruse be appointed to fill the vacant Board position term ending December 2021. Martha seconded and the MOTION passed unanimously. Phil said he will contact the Council’s Office to have the item added to their January 23rd meeting agenda.

- **Library Building Expansion:** Phil said HBHansen is waiting for better weather to finish warranty items. Regina asked about the progress of the sliding doors for the children’s and young adult areas. Phil said the engineering firm is designing the system that will hang the doors. The landscape RFP is waiting for the final pay-out to HBHansen. Teresa asked about potentially spending $100,000 on landscape when the interior seating and lighting still need finishing. Alex said the initial plan was to have space outside for programming. Teresa said there should be a balance between finishing the interior and exterior landscape. Phil agreed, noting some of the work already done. Martha suggested adding the topic to the retreat agenda.

- **Library Board Retreat Agenda for January 24:** Regina suggested 1) an ice breaker–getting to know you; 2) prioritize expenses; 3) 2018 goals; 4) resources and programs direction; 5) review of the mission statement.

- **NEW BUSINESS**

- **Relevant News and Issues:** The Board talked about books they are reading and additions to the “Staff Picks” in the catalog.

- **Director’s Report:** Phil took questions on his report. Phil reported on the hiring process for a new part-time staff person. He said he has reviewed the salary schedule change with staff.

- **Friends of the Library:** Teresa attended the January Friends’ meeting and recommended helping at the Winter Booksale. Harold reported on the Board changes and the 2017 income streams.

REPORTS FROM ACTIVE COMMITTEES

- **Resources and Programs:** Martha said the committee is meeting to finish a rough calendar for 2018, noting that it will leave room for additional programs that come up.

- **Community Relations:** None.

- **Facilities & Systems:** None.

- **Policy & Personnel:** Fixed Assets & Disposition Policy: Phil noted that assets and disposition was separate from the purchasing policy. Teresa suggested amending the draft to include posting public notice of asset disposal. Martha made a MOTION to adopt the Fixed Assets & Disposition Policy as amended. Alex seconded, and the MOTION passed unanimously.

- **Finance:** None.

PUBLIC COMMENT – None.

OTHER – None.

The Board took a break from 9:53 a.m. to 10:05 a.m.
EXECUTIVE SESSION for the review of the Director: The Board moved into Executive Session at 10:05 a.m. The Board returned at 10:40 a.m. No action was taken.

ADJOURNMENT – There being no further business, the meeting was adjourned at 10:41 a.m.

Submitted by Mary Pugh.

Approved ________________________________
Library Board President Regina Zwilling called the Board Retreat to order at 9:12 a.m. in the YMCA Camp Orkila Alumni House. Also attending were Trustees Alexander Conrad, Martha Fuller, Teresa Patrick, and Jens Kruse; and Library Director Phil Heikkinen.

1. Welcome, Introductions, and agenda changes, if any
   No agenda changes.
   As an introductory exercise, each attendee shared a value that they felt they brought to the world; and what soothes their spirit.

2. Review of Strategic Directions and Core Service Values
   After discussion, the Trustees agreed that the current statements were reflective of our current community vision and needs, and the Library’s service values; and agreed to revisit these statements on an annual basis.
   In implementing our plans and expressing our service values, the Trustees supported the construction, when funding permits, of a protected walkway from the parking lot to the new entrance; provision of one or more electric carts for handicapped users; and reminding people about their ability to obtain materials through purchase or interlibrary loan requests.

3. 2018 Priorities overall; and for building and grounds
   The Board discussed Phil’s draft list of priorities and added further details, per the attached document, “2018 Library and Director Priorities, January 24, 2018.”

4. Lunch at noon (provided) 12:15 to 12:45 pm

5. Program offerings in 2018
   The Trustees discussed the 2018 list of programs being maintained and updated by the Resources and Programs Committee. They agreed to invite additional ideas and offers from community members, to obtain the list of potential presenters developed by Skagit Valley College via a survey distributed in 2017, and to gather feedback and attendance figures; also, they offered program ideas to add to the RPC program list.

6. Format and content of the monthly Director’s Report
   The Trustees and Phil discussed the report, and agreed to remove the separate Priorities and Service Goals section (which was often redundant); to incorporate Collection Management into Resources and Programs (making report sections reflect the Board committee chair assignments); to continue trying to track online user sessions, including Wi-Fi; to stop tracking uptime stats unless we have unusual events; and to track door counts for the main and south entrances separately.

7. Trustee training topics
   Attendees discussed the mandatory online Board training available via the Secretary of State’s website; ALA’s United for Libraries resources; WebJunction, and the Washington State Library’s website, including the Trustee Wiki. Phil will share the links for people who had not previously received them.
8. Other
None

9. Adjournment
There being no further business, the meeting was adjourned by the President at 2:10 p.m.
Submitted by Phil Heikkinen.

Approved:__________________________
Library Board President Regina Zwilling convened the meeting at 9:02 a.m. in the
Community Meeting Room of the Library. Attending were Trustees Jens Kruse and
Teresa Patrick; Library Director Phil Heikkinen, and staff member Mary Pugh.

WELCOME & INTRODUCTIONS – President Regina thanked everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: There was not a quorum present of the January 10 meeting attendees,
in order to approve the January 10 Minutes. The Board reviewed the Minutes from the
January 24 Board retreat. Teresa made a MOTION to approve the Minutes. Jens
seconded and the MOTION passed unanimously.

Vouchers and Payroll: Regina said Alex (who was unable to attend today) had
reviewed the Vouchers and payroll and recommend approval.

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<td>Invoice Accounting Report 1/16/2018 (BF)</td>
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Regina made a MOTION to approve the January payroll in the amount of
$31,341.84. Teresa seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the submitted 2017 General Fund vouchers
in the amount of $10,427.38; Teresa seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the submitted 2018 General Fund vouchers
in the amount of $10,182.45; Teresa seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the submitted 2018 Building fund vouchers
in the amount of $60,150.16; Teresa seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

- **Library Building Expansion:** Phil said remaining warranty items are the skylight
  replacement; south trellis repair; and circle drive repair. He is also working with the
  Funhouse Commons on use of surplus shelving materials.

- **Library Board Retreat Follow-up:** Phil said that addressing the landscaping was one
  of the goals of the Board from the retreat. He said the estimate is $35,000 and falls
  under the purchasing category of an informal request for proposals. Teresa asked if
  there were local or state guidelines to follow. Phil said the Library’s recently-
updated purchasing policy follows the relevant guidelines. Teresa said she is concerned that the project would compete with funds for finishing the reading room remodel. Phil said that there are sufficient funds in the 2018 budget to at least start addressing priorities for both. Theresa recommended advertising an RFP and review of submitted proposals. Regina and Jens agreed. Regina asked if the process can be completed by the March meeting. Phil felt there was adequate time and will proceed with preparing the RFP.

Phil asked for Trustee interest in participating on the Art Committee; Theresa and Jens will join, pending availability. Teresa and Phil will review the displays and exhibits policy to make sure it best accommodates our new art displays.

NEW BUSINESS
Relevant News and Issues: None
Director's Report: Phil invited any questions about his report. He reported on our new hire, Lynn Johnson; and provision of condoms in the restrooms by the Island Reproductive Health Initiative. He asked for feedback on hosting a collection jar for the Food Bank at our service desk, and after discussion decided to remove it.
Friends of the Library: No Friends member was in attendance. Phil reviewed the most recent meeting. Jens said he would attend the March 13 Friends Board meeting, pending his availability.

REPORTS FROM ACTIVE COMMITTEES
Resources and Programs: Jens talked about current programs; said that his new literature class is going well; and the committee is looking for another community member. Phil said he is meeting with Skagit College Friday Harbor Director Randy Martin by phone to talk about last summer’s survey results about topics of interest, plus a list of possible presenters.
Community Relations: We will soon be receiving an electric scooter donation from the Lions Club to help people with mobility issues to more easily get to the new front door, and if necessary, to get around the building. The Board discussed the range of what could be considered reasonable accommodation.
Facilities & Systems: Martha and Phil will work on forming a Facilities Committee to help work on decisions regarding furniture and remodeling; the landscaping RFP is scheduled to go out this week, with a due date of March 2 for proposals; some of the priorities indoors include furniture, lighting, and remodeling the former lobby.
Policy & Personnel: Teresa and Phil will look at a possible update of our display policy, in light of now hosting rotating art exhibits. Mary and Phil still have in their to-do list an update of the Employee Handbook. Also, we continue considering possible meeting room policy updates, if needed for our new small group meeting rooms.
Finance: Alex, Harvey Himelfarb, and Phil will work on committee formation and moving forward with a development plan.

PUBLIC COMMENT – None.
OTHER – Phil mentioned WA Library Legislative Day and Library Boot Camp in Olympia, both available for any interested library trustees.
ADJOURNMENT – There being no further business, the meeting was adjourned at 10:24 a.m. **(MOTION by Jens; seconded by Teresa; and the MOTION passed unanimously.**)

Submitted by Phil Heikkinen.

Approved

____________________________________
Library Board President Regina Zwilling convened the meeting at 9:04 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Martha Fuller, Alexander Conrad, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen; and Friends Vice-President Madeline Sheplor.

WELCOME & INTRODUCTIONS – President Regina thanked everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from the January 10 Regular Board Meeting. Teresa made a MOTION to approve the Minutes; Martha seconded and the MOTION passed unanimously among the Trustees who attended that meeting. The Board reviewed the Minutes from the February 14 Regular Board Meeting. Teresa made a MOTION to approve the Minutes; Jens seconded, and the MOTION passed unanimously.

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

February 2018 Payroll $31,580.23
Invoice Accounting Report 1/30/2018 (2017 GF) $8,618.80
Invoice Accounting Report 2/13/2018 (GF) $12,376.11
Invoice Accounting Report 2/26/2018 (GF) $17,560.94
Invoice Accounting Report 1/30/2018 (BF) $2,000.00
Invoice Accounting Report 2/26/2018 (BF) $791.83

Alex made a MOTION to approve the February payroll in the amount of $30,580.23. Teresa seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 General Fund vouchers totaling $38,555.85; Jens seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 Building fund vouchers totaling $2,791.83; Teresa seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – Madeline said the Library is doing a great job.

PLANNING & PRIORITIES

Library Building Expansion Update: Phil discussed HBHansen’s completion of the skylight replacement: also, the delay in replacing the glazing for the south trellis due to the manufacturer specifying the incorrect glazing size. HBHansen has submitted a retainage bond, which Phil and Mary are processing with input from Owner’s Rep Liz LeRoy, as well as checking in with HCMP attorneys Dan Gottlieb and Alex Wu to make sure we are proceeding correctly. Phil will send an update after talking with Dan and Alex.
Landscaping Project: Teresa and Martha asked about details, such as lists of plants, quantities, and phasing. Alex suggested scheduling a special meeting, including an invitation to Emily and Monty, accompanied by more detailed information. Martha made a MOTION to schedule a special meeting soon with Monty and Emily; Teresa seconded; discussion included best dates; and the MOTION passed unanimously. Phil will check with Monty and Emily on their availability for 9 am on the 20th, 21st, or 22nd and then get back to the Board with confirmation. Teresa suggested approaching groups such as the Garden Club for help with maintenance.

Review of Artwork and Landscaping Hardscape offers: Phil reviewed an offer for support in building a fire pit surrounded by decorative stonework, and said that he and the Art Committee had concerns about safety, operations, and loss of some of our small south lawn area. Through discussion, the Board also expressed not supporting this idea, for much the same reasons. Phil will discuss our decision with the person who proposed it; and Martha said she’d also be available to discuss it if that would be helpful. Also, Phil reviewed a recent offer of a large Abe Lincoln relief sculpture, which the Art Committee had also discussed. Due to the Library not being able to offer an adequately prominent, monitored, permanent location, per the stipulations of the donation, the artist withdrew the offer.

Alex discussed the idea of offering artwork on loan to library users: Phil said that some libraries have done this, and that it can work, although one of the challenges is finding enough space to store and display the art collection. We will keep this in mind as an option.

NEW BUSINESS

Relevant News and Issues: None

Director’s Report: Phil invited any questions about his report. He highlighted that the door count and checkouts trended higher than during the past several months. Alex reintroduced a topic discussed previously, which was to make a hot dog cart available to library users: we will keep this in mind, along with a coffee service. Phil and the Board discussed the use of the large video screen in the YA area; staff is researching other libraries’ experiences and policies; Teresa said it was important to keep in mind whether we are meeting the needs of all kids.

Friends of the Library: Madeline, the Friends VP, reported an estimated net income of about $3,600 from the Winter Book Sale: the rowing club helped a lot both with setup and takedown; sales remain good in the lobby; and there is a new Treasurer, Iris Hanson-Tate.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: Jens and Phil reviewed that the calendar is largely in place for 2018; and there may soon be a new member.

Community Relations: No report.

Facilities & Systems: Martha discussed committee formation, saying that currently it looks like we may have four community members, plus Martha and Phil. She said that in addition to adding lighting and furnishings, and remodeling as appropriate, the committee will look at maintenance as well; and it would be good to recruit someone familiar with maintenance issues and practices. Phil said that it may be time to update our reserve study, which was created in 2003. Martha reviewed that our financial plan is to restore our reserve funds once the WAFed loan is paid off.
Finance: Phil outlined savings from last year’s BF (about $30,000) and GF (about $25,000) compared to estimates in the 2018 adopted budget; this will help us to better accomplish the landscaping and interior projects under consideration.

Policy & Personnel: Teresa and Phil are reviewing our display policy, so that it will incorporate artist agreements for our temporary art displays; also, our policy on gifts. Phil said we are updating our interlocal agreement with SJC, intended mostly to allow the County to do work for us; and he’ll share the draft with the Board.

PUBLIC COMMENT – None.

OTHER -- None.

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 Vice-President Alexander Conrad called the Special Meeting to order at 9:06 a.m. in the Library’s Community Room. Also attending were Trustees Martha Fuller, Teresa Patrick, and Jens Kruse; Library Director Phil Heikkinen; guests Monty Coffey (The Woodsmen) and Emily Aring (Kabloom Landscaping); and community members Leith Templin and Pierrette Guimond.

1. Welcome: Alex welcomed everyone to the meeting.

2. Additions and Modifications to the Agenda: Alex added a Public Comment agenda item due to attendance by two community members.

3. Public Comment: Pierrette expressed support for the landscaping project, though also concerns about maintenance, watering, and overall budget impact.

4. Landscaping Proposal:
   - Phil gave an overview of the RFP process, proposal from Emily and Monty, and request by the Board at the March 14 meeting for more details, especially a plant list.
   - Emily discussed the planting philosophy, including hardy plants that would look good year-round; low watering needs; preserving views; moving from smaller plants near the building to larger plants farther away. We would need to water for the first summer or two until plants were established; afterward, the plants would survive dry periods, though would flourish more with some supplemental watering. Heavy mulching will help with moisture retention.
   - Attendees discussed alternatives for watering when needed, including hand watering, soaker hoses, and drip irrigation.
   - Discussion continued about plant choices, sizes, types of pots near the entrance, and timeframe for planting during April.
   - Different options and timeliness for planting and maintenance were discussed for restoring the grassy areas, whether through reseeding, hydroseeding, or using sod. This topic will be passed along to the Landscaping Committee for consideration and recommendation.
   - Discussion moved into budgeting, initial and ongoing maintenance, and possible use of volunteers.
   - Monty and Emily confirmed that they will provide the materials of the type and quantity they described, and the labor to do the work they described, for no more than $46,725, barring extreme unforeseen circumstances.
• Martha nominated Teresa to the Landscaping Committee for consideration by the President.

• Emily will send Phil a Pinterest link to share with the Board, showing photos of plant categories to be used for the project.

5. Public Comment: Leith talked about traffic flow around the Library entrance and financing for the landscaping project. Pierrette recommended issuing a public update on the landscaping plans.

6. Martha made a MOTION to approve the landscaping proposal as submitted by Kabloom and The Woodsmen, totaling up to $46,725: Alex seconded, and the MOTION passed unanimously.

7. Adjournment: There being no further business, the meeting was adjourned by the Vice-President at 10:27 a.m.

Submitted by Phil Heikkinen.

Approved: ________________________________
Library Board President Regina Zwilling convened the meeting at 9:04 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Martha Fuller, and Teresa Patrick; Library Director Phil Heikkinen; Staff Mary Pugh; and Friends President Ken Gibbs.

WELCOME & INTRODUCTIONS – President Regina thanked everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from the March 14 Regular Board Meeting. Martha made a MOTION to approve the Minutes; Alex seconded and the MOTION passed unanimously. The Board reviewed the Minutes from the March 21 Special Board Meeting. Martha made a MOTION to approve the Minutes; Alex seconded, and the MOTION passed unanimously among the Trustees who attended that meeting.

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

March 2018 Payroll $29,515.95
Invoice Accounting Report 3/14/2018 (GF) $14,736.78
Invoice Accounting Report 3/28/2018 (GF) $9,362.52
Invoice Accounting Report 3/14/2018 (BF) $21,211.98
Invoice Accounting Report 3/28/2018 (BF) $105.26

Alex made a MOTION to approve the March payroll in the amount of $29,515.95. Teresa seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 General Fund vouchers totaling $24,099.30; Martha seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 Building fund vouchers totaling $21,317.24; Martha seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion Update: Phil discussed HBHansen’s plan to replace any cracked glazing for the south trellis as soon as weather permits. He said the one year anniversary of the major construction completion is June 19 and will complete the warranty period. There are a few minor issues including a leaky faucet, door adjustment, south trellis, and circle drive asphalt. We have received as-built drawings and the operation and maintenance manuals. Phil reviewed the landscaping work including elevation grading and stabilization. Teresa suggested a walk around at the May meeting. She asked how the community education portion of the project was developing. She would like to get a better understanding of ongoing cost versus volunteer involvement. Phil said the Library has one paid
position for maintenance. He suggested developing a professional "adopt-a-bed" program allowing landscaping professionals the ability to have a plaque naming their business. Also discussed was the remodel of the old lobby with a "café" feel allowing food and beverages, thus creating a relaxed atmosphere.

- **NanaWall contract**: Phil discussed with the Board the cost and installation, including a contingency. The project will additionally require a local contractor to prepare the opening to receive the NanaWall panels at an approximate cost of $5,000 to $6,000. Phil reviewed the breakdown of the project financing. Martha made a **MOTION** to approve the project including $6,000 for the opening preparation, $43,000 for the door panels, $8,200 for installation, and $6,000 contingency. Alex seconded, and the **MOTION** passed unanimously.

**NEW BUSINESS**

- **Relevant News and Issues**: Phil commented on a retired librarian moving to Orcas.
- **Director’s Report**: Phil invited any questions about his report. He commented on the Caroline Buchanan art exhibit and reception, and the popularity of the genealogy classes.
- **Friends of the Library**: Friends President Ken Gibbs suggested installing an AED device and he will recommend the Friends purchase one for the Library. Ken reminded the Board that the Smile Amazon program donates a portion of purchases to a charity and recommended adding the Friends as their charity. Ken said the August Library Fair is fast approaching and there is a sign-up sheet in the Friends Corner Bookstore. Teresa will attend the May meeting.

**REPORTS FROM ACTIVE COMMITTEES**

- **Resources and Programs**: None.
- **Community Relations**: Public Comment Procedures: Martha said that some of the public comment at the Board’s meetings has been inconsistent with the written policy. She felt agenda items were being interrupted by public comment and would like a return to the written policy for public comment during the Board’s meetings.
- **Facilities & Systems**: Martha said the committee was meeting today to begin developing project priorities and a maintenance plan.
- **Finance**: Phil said he hopes to meet soon with Alex and Harvey Himelfarb about fundraising.
- **Policy & Personnel**: Display Policy: Teresa said the current policy was established in 1993 and updated in 2007. She is recommending adding an exhibitor agreement detailing rights and responsibilities. Martha made a **MOTION** to adopt the exhibitor agreement and updated display policy as proposed. Alex seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**OTHER** – Teresa commented on the usage statics noting the checkouts of DVDs. Ken commented on our having fewer science books than cookbooks. Phil said staff is regularly soliciting input for non-fiction collections, noting that college and technical level items would have limited interest. Phil said we utilize inter-library loan and if staff feels a requested item would circulate here, then it is purchased. Teresa asked if there is a way to assess core collections. Phil said there are tools and guidelines on collections. He noted, however, that local interest plays a large part of the collection development. Teresa said that when she volunteers at the desk she will discuss
purchasing items with patrons, telling them “they will be first on the reserve list” when the item is available.

**ADJOURNMENT** – There being no further business, the meeting was adjourned by the President at 10:55 a.m.

Submitted by Mary Pugh.

Approved

______________________________
Library Board President Regina Zwilling convened the meeting at 9:38 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Alexander Conrad (via telephone), and Martha Fuller, and Library Director Phil Heikkinen; Staff Mary Pugh.

WELCOME & INTRODUCTIONS – President Regina thanked everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Regina tabled all agenda items except for Routine Matters.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from the April 11 Regular Board Meeting. Martha made a MOTION to approve the Minutes; Alex seconded and the MOTION passed unanimously.

Vouchers and Payroll: Regina said she had reviewed the vouchers and payroll.

April 2018 Payroll $32,856.38
Invoice Accounting Report 4/3/2018 (GF) $5,533.96
Invoice Accounting Report 4/17/2018 (GF) $12,285.97
Invoice Accounting Report 4/5/2018 (BF) $1,443.99
Invoice Accounting Report 4/17/2018 (BF) $14,221.38

Regina made a MOTION to approve the April payroll in the amount of $29,515.95. Martha seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the submitted 2018 General Fund vouchers totaling $17,819.93; Martha seconded, and the MOTION passed unanimously.

Regina made a MOTION to approve the submitted 2018 Building fund vouchers totaling $15,665.37; Martha seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

Library Building Expansion Update: Tabled

NEW BUSINESS

Relevant News and Issues: Tabled.

Director’s Report: Phil said he attended a meeting in Friday Harbor to discuss threat assessment with first responders, social services and other districts. The meeting concluded with all agencies agreeing to network with each other.

Friends of the Library: None.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: Tabled.
Community Relations: Tabled.


Finance: Phil said he hopes to present the Board with a budget update at the June meeting that may include budget amendments for both funds.

Policy & Personnel: Tabled.

PUBLIC COMMENT – None.

OTHER – None.

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 Regina Zwilling convened the meeting at 9:00 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Martha Fuller (arriving at 9:13 a.m.), Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen; Staff Mary Pugh; and Friends of the Library representative Lynn Carter.

WELCOME & INTRODUCTIONS – President Regina thanked everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from the May 9 Regular Board Meeting. Martha made a MOTION to approve the Minutes; Regina seconded and the MOTION passed unanimously by those attending the meeting.

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

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<td>$6,694.58</td>
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<tr>
<td>Invoice Accounting Report 5/14/2018 (GF)</td>
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<td>Invoice Accounting Report 5/28/2018 (BF)</td>
<td>$8,604.76</td>
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Alex made a MOTION to approve the May payroll in the amount of $31,842.18. Teresa seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 General Fund vouchers totaling $22,825.22; Teresa seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 Building fund vouchers totaling $42,907.86; Martha seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None.

PLANNING & PRIORITIES

- Library Building Expansion Update – One-Year Walkthrough: Phil said he had the one-year walk through with HKP representatives. The main issue is still with the south trellis light panes leaking. Other issues include a faucet leak in the kitchen, and the concrete finish in the new lobby entrance.

NEW BUSINESS

- 2018 General and Building Fund Budget Amendments: Phil reviewed the narrative for the amendments explaining that 2017 and 2018 additional revenue needs to be brought into the budget so that it can be properly expensed. The cash forward for the Building Fund consisted mostly of non-invoiced items from HBHansen and MTC.
Engineering. The cash forward for the General Fund consisted in large part of expense reductions including an unfilled staff position. Phil explained that expenses covered in the reading room remodel fall outside the original scope of the expansion and are included in the General Fund. Regina commented that both amendments seemed straightforward. She asked about the status of the landscaping project. Phil said that the current project is 100 percent complete; although he wants to schedule a meeting with Emily Aring to discuss maintenance. He said Caroline Wiltz is continuing her role in grounds maintenance and has been hired as the additional custodian.

Alex made a MOTION to approve Resolution 01-2018 Amending the 2018 Building Fund budget. Martha seconded and the MOTION passed unanimously.

Alex made a MOTION to approve Resolution 02-2018 Amending the 2018 General Fund budget. Teresa seconded and the MOTION passed unanimously.

- Custodial Services Contracts: Phil said the Library has had only one custodian for over a month. He has approved Caroline Wiltz to be the additional custodian. Phil said he also is recommending a small rate increase for Mike Larkins. Alex made a MOTION to approve custodian contracts for Mike Larkins and Caroline Wiltz. Martha seconded and the MOTION passed unanimously.

- Washington Voters Rights Act: Phil said he had emailed the Board information from the San Juan County Auditor about the initiative. Teresa suggested we will do well to continue making sure the board composition is reflective of the entire community. Phil said there are occasional instances where a board does not have candidates for an election. Jens asked if the officials elected are compensated. Martha said there is usually a stipend, but it can be declined. Phil said he will monitor the issue.

- Relevant News and Issues: None.

- Director’s Report: Phil said that long-time Holiday Tea musician Katie Jensen had passed away. Phil reviewed maintenance on the HVAC system, an inter-local agreement with San Juan County; CPR training for staff; collection statistics and the donation of an AED unit by the Friends of the Library.

- Friends of the Library: Lynn said she is training the new Friends’ Treasurer. She mentioned a $2000 donation for the library. Lynn had sign-up sheets for the Library Fair. Phil asked if the Board wanted to host a table at the Fair. The Board felt a thank-you sign would be appropriate. Regina asked how the bookstore was doing; Lynn said they are looking at making up to $6000 this year.

REPORTS FROM ACTIVE COMMITTEES

- Resources and Programs: None.
- Community Relations: None.
- Facilities & Systems: Martha said the committee is developing the proposal for the old lobby remodel and for additional lighting and soft seating. She will have a report at the July meeting.
- Phil asked the Board’s opinion on the street side sign, including the size of the letters, the wording, and the backing.
- Finance: Phil said Harvey Himelfarb had to reduce his time commitment to the fundraising committee. Phil and Alex would like to develop a capital campaign.
Policy & Personnel: Regina discussed the staffing levels, noting how busy the desk staff is; commenting on helping patrons first and tasks second. She said that the Co-op saw customer service improved with additional staff training. The Co-op also did a staff survey, costing $4500, and received 100 percent staff participation. Jens noted that as a volunteer it is difficult to know where his duties end and staff duties begin. As an example, he wondered if volunteers were allowed to replenish the copy machine paper. Phil said that different volunteers had different skill levels and their staff supervisor would work with them to determine the best fit.

PUBLIC COMMENT – None.

OTHER – Phil said that the Library would have to have another audit for 2017 because the district exceeded the revenue cap of $2 million per year, explaining that all funds received, including donations to the Building Fund are included. With the completion of the project the district should return to a three-year schedule.

ADJOURNMENT – There being no further business, the meeting was adjourned by the President at 10:37 a.m.

Submitted by Mary Pugh.

Approved ______________________________
Library Board President Regina Zwilling convened the meeting at 9:05 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Martha Fuller (via telephone), Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen; Staff Mary Pugh; and Friends of the Library President Ken Gibbs.

**WELCOME & INTRODUCTIONS** – President Regina thanked everyone for attending.

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

**ROUTINE MATTERS**

- **Minutes**: The Board reviewed the Minutes from the June 13 Regular Board Meeting. Theresa made a **MOTION** to approve the Minutes; Alex seconded and the **MOTION** passed unanimously.

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

  - June 2018 Payroll $30,823.36
  - Invoice Accounting Report 6/6/2018 (GF) $7,400.42
  - Invoice Accounting Report 6/20/2018 (GF) $8,896.19
  - Invoice Accounting Report 6/202018 (BF) $13,703.60

  Alex made a **MOTION** to approve the June payroll in the amount of $30,823.36. Regina seconded, and the **MOTION** passed unanimously.

  Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers totaling $16,296.61; Regina seconded, and the **MOTION** passed unanimously.

  Alex made a **MOTION** to approve the submitted 2018 Building fund vouchers totaling $13,703.60; Regina seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**PLANNING & PRIORITIES**

- **Library Building Expansion Update – One-Year Walkthrough**: Phil said the circle drive paving had been repaired and the drainage is working well. The south trellis structure was repaired but some locations are still leaking. Other issues include a faucet leak in the kitchen, and the concrete finish in the new lobby entrance. Phil reported that he has had a complaint from a patron with environmental sensitivities who is unable to use the library perhaps, because of VOC emissions. The Board discussed testing options, and Alex volunteered to use the Fire Department’s emissions tester to see if any substances showed up. Additionally Phil said the measurements for the sliding doors for the children’ and YA rooms had been sent to the manufacturer, and our order has been placed.
NEW BUSINESS

- **Relevant News and Issues**: None.
- **Director's Report**: Phil said the AED unit donated by the Friends of the Library has arrived and he is working on getting it mounted in an easily accessed area. Phil reported that Mary was working on a letter recognizing the one-year anniversary of the building expansion to be sent to sponsors and donors, together with a thank you wildflower seed packet. Regina noted the usage increase, and asked about the mobility scooter. Phil said that Tony was working on the battery replacement and it would be deployed when he was finished.

Phil said he had a request to install an electronic vehicle charging station in the Library’s parking lot. The Board discussed the features and benefits of offering a EV station. The main concern is that it would remove a parking space from general use, or a general use vehicle would occupy the space. The Board asked if the charging station could be installed at a street side location. Phil will get more information.

Phil asked for discussion and feedback about the word options for the entrance sign; it was decided “Orcas Library” was appropriate.

- **Friends of the Library**: Ken said the Friends are working on the upcoming Library Fair, noting that they are not actively seeking off-island vendors because most prefer the Village Green location. He said there will be a special Friends Board meeting on August 7 to discuss the Fair logistics. He said donations keep coming in and they were having trouble keeping up. Phil said he will ask Volunteer Coordinator Jenny DeGroot to mention the Friends when she interviews people interested in volunteering. Ken said they were averaging two eBay sales a day and estimate $4000 annual revenue from those sales. Teresa said patrons are excited about the Friends’ sponsored Summer Reading Program and a lot of registrations are being taken. Ken said the Friends annual meeting will be in October and he is working on a program for the event. Ken also said that as a front desk volunteer he hears how much the patrons really like the library.

REPORTS FROM ACTIVE COMMITTEES

- **Resources and Programs**: None. Jens said he is speaking with an author about a program in the fall.
- **Community Relations**: None.
- **Facilities & Systems**: Martha said committee members are researching lighting and furniture, and will be looking into costs for remodeling the former lobby.
- **Finance**: None.
- **Policy & Personnel**: **Staff Air Transport Benefit**: Phil said that the benefit currently has one vendor, and by utilizing a group purchase, we have reduced the overall expense of the benefit. He is recommending adding a second vendor in order to cover both helicopter and fixed-wing transport services, also utilizing a group purchase. The current annual expense is budgeted for $789 and if approved the amount would increase to a maximum of $972 annually for both vendors for all employees at current rates. Alex made a **MOTION** to add the second vendor to the air transport benefit for all staff. Jens seconded, and the **MOTION** was approved unanimously.

**PUBLIC COMMENT** – None.

**OTHER** – None.
ADJOURNMENT – There being no further business, the meeting was adjourned by the President at 9:51 a.m.

Submitted by Mary Pugh.

Approved  ___________________________
Library Board President Regina Zwilling convened the meeting at 9:03 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen; Staff Mary Pugh; and volunteer Margaret Payne.

WELCOME & INTRODUCTIONS – President Regina thanked everyone for attending.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from the July 11 Regular Board Meeting. Teresa made a MOTION to approve the Minutes; Alex seconded and the MOTION passed unanimously.

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

July 2018 Payroll $32,422.26
Invoice Accounting Report 7/3/2018 (GF) $5,404.36
Invoice Accounting Report 7/17/2018 (GF) $6,667.18
Invoice Accounting Report 7/3/2018 (BF) $642.92

Alex made a MOTION to approve the July payroll in the amount of $32,422.26. Teresa seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 General Fund vouchers totaling $12,071.54; Regina seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 Building fund vouchers totaling $642.92; Regina seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – Margaret Payne said how glad she is with the building expansion.

PLANNING & PRIORITIES

Library Building Expansion Update – Phil said that Nana Wall expects shipment by the end of August. We will have to store the door panels and materials until the inside work is completed sometime in October. A big thank you goes to Madeline Sheplor and Orcas Freight for storing the units for us. Phil said he is working on scheduling for the prep work.

NEW BUSINESS

Relevant News and Issues: None.

Potential Art Gift: Phil said Rivkah Sweedler has offered the Library her art sculptures and prints currently on display. Margaret Payne of the Library’s Art Advisory Committee reviewed the display based on the Rivkah’s book Wishy Washy’s Wish. The Board discussed a number of issues including display, security, maintenance, and future storage. After discussion the Board requested Margaret to decline the offer.
Director's Report: Phil said we have joined with Lopez and San Juan libraries for the Coast Salish Speakers Series for a program in the spring. A funding proposal has been submitted to the San Juan County Lodging Tax Advisory Committee grant program.

Phil updated the Board on a proposal for an electronic vehicle charging station in the Library’s parking lot or on Rose Street. He said installation cost would run between $1000 and $1600 depending on the location and the electricity would be charged to the Library. The Board also discussed the benefits of a solar array. Phil will continue to explore options.

Phil updated the Board on the facilities committee work for additional seating and lighting remodeling the former lobby.

Alex asked that Phil add volunteer hours to the monthly reports. Teresa asked if we planned on a volunteer reception. Phil said we had a reception in 2017 and plan them for the future; there are currently about 45 to 50 volunteers.

Friends of the Library: Phil reminded the Board of Saturday’s Library Fair and invited them to arrive about 9:00 a.m to help with the book sale.

Reports from Active Committees

Resources and Programs: Jens said he invited Ben Montgomery for an author visit in the fall. His book The Man Who Walked Backward: An American Dreamer's Search for Meaning in the Great Depression will be published in September.

Community Relations: None.

Facilities & Systems: Martha said committee members are researching lighting and furniture, and will be looking into costs for remodeling the former lobby. Phil said he is speaking with the Master Gardeners about helping to maintain the grounds. Alex asked about the hydro-seeding; Phil said it will happen in the fall.

Finance: Phil said he is looking into designs for a donor plaque. Phil reported that Harvey Himelfarb has said he needs to withdraw from the fund raising committee because of other commitments. Alex noted that there were no new naming opportunities currently planned. Phil said he and Mary will be developing the 2019 budgets and meeting with Alex.

Policy & Personnel: Teresa said the purchase policy may need to be reviewed to address additional furniture purchases.

Public Comment – Margaret Payne commented that she is opposed to an EV charging space because of the limited parking currently available. In addition she commented on the remodeling of the old lobby, recommended new furniture versus reupholstering old furniture; and is very happy with the landscaping. Alex thanked Margaret for her continued involvement and support.

Other – None.

Adjournment – There being no further business, the meeting was adjourned by the President at 10:22 a.m.

Submitted by Mary Pugh.
Library Board President Regina Zwilling convened the meeting at 9:08 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Martha Fuller, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen; and Friends Board Secretary Michael Armenia.

WELCOME & INTRODUCTIONS – President Regina Zwilling welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Board reviewed the Minutes from the July 11 Regular Board Meeting. Teresa made a MOTION to approve the Minutes; Alex seconded and the MOTION passed unanimously.

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

- August 2018 Payroll $32,008.86
- Invoice Accounting Report 8/1/2018 (GF) $6,365.12
- Invoice Accounting Report 8/14/2018 (GF) $5,293.44
- Invoice Accounting Report 8/29/2018 (GF) $36,396.93
- Invoice Accounting Report 8/1/2018 (BF) $1,732.34
- Invoice Accounting Report 8/14/2018 (BF) $2,738.23
- Invoice Accounting Report 8/28/2018 (BF) $23,085.00

Alex made a MOTION to approve the August payroll in the amount of $32,008.86. Jens seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 General Fund vouchers totaling $48,055.49; Martha seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 Building fund vouchers totaling $27,555.57; Jens seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None

PLANNING & PRIORITIES

- **2019 Budget – Initial Draft**: Alex reviewed the budget process and timeline, with the goal of a hearing as part of the October monthly meeting and approval at the November monthly meeting. Personnel changes this year and next may affect final estimates. The Board discussed salary increases; changes in salaries when filling vacant positions; whether salary increases in one position were partly due to increased hours, in addition to COLA and the standard raise; estimates for various collection expenditures; and use and budgeting for the new Kanopy streaming video service. For the next presentation, Phil and staff will update the spreadsheet to include a column for 2018 expenditures to date; and will review figures for all line items, as well as for salary changes for all staff positions.

- **NEW BUSINESS**
Naming Proposal – Graves Magazine Reading Area: Phil shared the proposed naming agreement and donor biographical information. Alex made a MOTION to approve the proposed naming agreement; Jens seconded, and the MOTION passed unanimously.

Trustee Recruitment for 2019: The Board discussed the timeline as being similar to last year’s recruitment process: goal of diversity of expertise and demographics; awareness of children’s library needs, and offering balanced services and resources for all residents; the need to invite recommendations from Board, staff, and others; in our publicity inviting people to nominate either themselves or others. Regina and Alex will conduct interviews. Phil will send a draft ad to the Trustees, who will individually give him feedback.

Relevant News and Issues: None

Director’s Report: Phil highlighted opportunities at upcoming WLA and ALA conferences for board training; gave an update on installation of the “Orcas Library” street sign; shared a proposal by welder Pete Welty to include steel facsimiles of books at each end of the sign, with discussion resulting in agreement to put that idea on hold until the sign is installed as is; invited feedback on the lists of advisory committee members that he had emailed previously; and responded to questions about how we cooperate with other libraries to offer lectures and other programs.

Friends of the Library: Michael Armenia discussed the August 11 Library Fair, with estimated revenues between $9,000 and $10,000; lobby and eBay sales totaling about $600 each last month; and the upcoming Annual Meeting, scheduled from 1 to 3 pm on October 21 at Outlook Inn.

REPORTS FROM ACTIVE COMMITTEES

Resources and Programs: Jens said that as discussed before we may host a visit by author Ben Montgomery this fall.

Community Relations: Phil discussed a recent incident in which someone camped overnight on our lawn.

Facilities & Systems: Martha discussed efforts to estimate costs for remodeling the former lobby; research into furniture and lighting; the idea of a long counter or bar looking out through the windows to the north; and removing the north doors for the former lobby.

Finance: Alex discussed wanting to establish options for legacy giving; and a coffee cart as a fundraiser.

Policy & Personnel: Teresa discussed the draft updated meeting room policy. After questions and discussion about responsibility for cleanup, parameters for serving alcoholic beverages, inclusion of language about vaping being prohibited as well as smoking, and putting furniture back in order, Phil said that he would share the meeting room agreement form with the Board and edit the proposed policy to incorporate items raised during discussion, for addition to the October monthly meeting agenda.

PUBLIC COMMENT – None.

OTHER – None.

ADJOURNMENT – There being no further business, the meeting was adjourned by the President at 10:58 a.m.

Submitted by Phil Heikkenen.

Approved ________________________________
Library Board Trustee Teresa Patrick convened the meeting at 9:04 a.m. in the Community Meeting Room of the Library. Also attending were Trustees, Martha Fuller (via telephone) and Jens Kruse; Library Director Phil Heikkinen and staff member Mary Pugh; and Friends Board Secretary Madeline Sheplor.

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

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Teresa said items not discussed would be tabled until the November meeting.

**ROUTINE MATTERS**

- **Minutes**: The Trustees reviewed the Minutes from the September 12 Regular Board Meeting. Jens made a **MOTION** to approve the Minutes; Martha seconded and the **MOTION** passed unanimously.

- **Vouchers and Payroll**: Teresa said Alex had reviewed the vouchers and payroll and recommended approval.
  
  September 2018 Payroll: $32,934.91
  
  Invoice Accounting Report 9/11/2018 (GF): $11,086.09
  
  

  Teresa made a **MOTION** to approve the September payroll in the amount of $32,934.91. Jens seconded, and the **MOTION** passed unanimously.

  Teresa made a **MOTION** to approve the submitted 2018 General Fund vouchers totaling $15,574.22; Jens seconded, and the **MOTION** passed unanimously.

  Teresa made a **MOTION** to approve the submitted 2018 Building fund vouchers totaling $1,623.58; Jens seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None

**PLANNING & PRIORITIES**

- **2019 General Fund Budget**: Phil reviewed the narrative and spreadsheet, and discussed likely revisions to the end of year carryover. He said he was notified by the State Auditor’s Office that the District will not have an audit for the 2017 budget year, saving $3800. Phil asked about the rate for COLA explaining that it is the Board’s policy to review a rolling twelve-month cost-of-living rate for the Seattle metro area. The current figure is at 3.2% down from the previous month’s figure of 3.6%. The change is an approximate reduction of $800 in personnel costs. It was the consensus of the attending Trustees to keep the 3.6% rate in the 2019 budget.

  Phil said the budget would be adjusted based on the estimated timeline for remodeling the original reading room and could increase the 2018 end of year carryover amount.

- **2019 Building Fund Budget**: Phil said the single entry for the Building Fund Budget would be the transfer of unspent funds into the General Fund.

- **2019 Debt Service Fund Budget**: Phil reviewed the payment schedule for the Deb Service Fund and said the entries match the scheduled payments for 2019.
The Board asked Phil to update the budgets based on discussions and prepare a final draft for the November meeting.

The Board took a break at 9:20 a.m. and resumed the meeting at 9:25 a.m.

- **NEW BUSINESS**
  - **Trustee Recruitment for 2019**: Phil said he has publicized the opening for a Trustee and is awaiting applicants.
  - **Relevant News and Issues**: None
  - **Director’s Report**: Phil referred to his written report.
  - **Friends of the Library**: Madeline invited the Trustees to the Friends’ Annual Meeting October 21 from 1 p.m. to 3 p.m. at the Outlook Inn. Photographer Bob Dash will be the guest speaker.

**REPORTS FROM ACTIVE COMMITTEES**

- **Resources and Programs**: Tabled.
- **Community Relations**: Tabled.
- **Facilities & Systems**: Tabled.
- **Finance**: Tabled
- **Policy & Personnel**: Hiring Process Update: Phil reported on the advertising for the positions of children’s librarian and administrative services coordinator. He discussed the composition of the hiring committees, and the Board discussed having different people based on the skill set of the positions. The Board discussed having a Trustee review the final applicants; Martha said the final decision should reside with the Director.

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

**PUBLIC COMMENT** – None.

**OTHER** – Teresa asked about the checkout and overdue policy. She expressed concern on the number of items a patron could checkout and the number of items overdue. Phil discussed the procedures with the Board; Teresa suggested changing the policy to tighten-up on habitual problem patrons. Madeline said that the Bellingham Library allows fifty items to be checked out.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:47 a.m.

Submitted by Mary Pugh.

Approved
Ministry November 14, 2018

ORCAS ISLAND LIBRARY DISTRICT

Regular Board Meeting

November 14, 2018

Library Board President Regina Zwilling convened the meeting at 9:02 a.m. in the
Community Meeting Room of the Library. Also attending were Trustees, Alexander Conrad,
Martha Fuller, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and staff
members Janet Marlow and Mary Pugh; and Friends Board Secretary Madeline Sheplor.

WELCOME & INTRODUCTIONS – Regina welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Trustees reviewed the Minutes from the October 10 Regular Board
Meeting. Teresa made a MOTION to approve the Minutes; Martha seconded and the
MOTION passed unanimously by the attending Trustees. Abstaining were Regina and Alex.

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

October 2018 Payroll $32,147.15

Invoice Accounting Report 10/2/2018 (GF) $12,037.87
Invoice Accounting Report 10/10/2018 (GF) $2,310.00
Invoice Accounting Report 10/16/2018 (GF) $19,839.11
Invoice Accounting Report 10/30/2018 (GF) $13,080.17

Invoice Accounting Report 10/2/2018 (BF) $283.39

Alex made a MOTION to approve the October payroll in the amount of $32,147.15.
Teresa seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 General Fund vouchers
totaling $47,267.15. Alex asked about the recent work on the stain and painting of the
original building siding. Jens seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 Building fund vouchers
totaling $283.39; Jens seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None

PLANNING & PRIORITIES

2019 General Fund Budget: Phil said there were a few changes from the October
budget presentation. He has increased the amount of the carryover. Mary said the tax
revenue was increased based on the Assessor’s highest allowable property tax collection.
Phil reviewed the Bureau of Labor Statistics for COLA in the Seattle metro area. The rate
decreased slightly from 3.6% in August to 3.2% in September. He said based on the Board’s
discussion at their October meeting the 2019 budget proposal reflects the 3.6% COLA. Phil
referenced his email about the State Legislature passage of a mandatory sick and long-term
disability insurance program for all employees beginning in 2019. It is his recommendation
that the Library pay 100% of the 0.4% (of gross wages paid) cost of coverage for the staff.
Alex asked if there were any additional questions. Alex read Resolution 3-2018 Adopting the Tax Levy for the Year 2019. Alex made a MOTION to adopt Resolution 3-2018; Jens seconded and the MOTION passed unanimously. Alex gave the Levy Certification to Regina to sign on behalf of the Board.

Alex read Resolution 4-2018 Adopting the General Fund Budget for the Year 2019 in the amount of $1,215,323.00. Alex made a MOTION to adopt Resolution 4-2018; Jens seconded and the MOTION passed unanimously.

2019 Building Fund Budget: Phil reviewed the Building Fund Budget transferring any unspent funds into the General Fund. Alex read Resolution 5-2018 Adopting the Building Fund Budget for the Year 2019 in the amount of $30,000.00. Alex made a MOTION to adopt Resolution 4-2018; Teresa seconded and the MOTION passed unanimously.

2019 Debt Service Fund Budget: Phil reviewed the Debt Service Fund transferring the funds necessary for the scheduled payments for 2019. Alex read Resolution 6-2018 Adopting the Debt Service Fund Budget for the Year 2019 in the amount of $110,500.00. Alex made a MOTION to adopt Resolution 6-2018; Martha seconded and the MOTION passed unanimously.

➢ NEW BUSINESS

➢ Trustee Recruitment for 2019: Regina said that the Trustee Recruitment Committee recommended Madeline Sheplor as a Library Trustee. Alex said all the applicants were qualified and the two finalists were well qualified and interesting. Regina made a MOTION to recommend Madeline Sheplor to the San Juan County Council for a position on the Library Board. Alex seconded, and the MOTION passed unanimously. Regina will forward the recommendation to the County Council. She expects the Council to include the recommendation to the upcoming December meeting agenda.

➢ Relevant News and Issues: None

➢ Director’s Report: Phil referred to his written report. He discussed with the Board the possibility of installing a back-up generator for power outages. They discussed size, output capacity, ability to keep the building’s septic system operating during an outage; the Library as a secondary shelter facility. Phil discussed the possibility of adding solar panels on the Library’s south roof, suggesting it could be an alternative to a generator if it is off-grid and has battery storage. He indicated there was grant money available for part of the project. Alex prefers a generator and thought there might be FEMA grant funds available; he recommended a discussion with Dave Halloran, San Juan County’s EMS manager. Teresa is not sure it is appropriate for the Library to be a secondary shelter facility.

Phil discussed with the Board the problem of overdue materials and how best to either get the items returned or paid for. Discussion included notices, fines, letters, collection agencies, blocking patron accounts, signage to raise awareness, check-in error rate, and including information in the newsletter. Phil will bring more information to the December meeting.

➢ Friends of the Library: Madeline said the Friends had $1000 in book sales for October. She said Sue Kosiur is the new Friends’ Treasurer, and the winter booksale will be in March. She invited the Trustees to pour tea at the Holiday Tea on December 2 between 12:00 pm and 3 pm.

REPORTS FROM ACTIVE COMMITTEES
Resources and Programs: Phil said it will be good to have a dedicated staff person (Mary Pugh) in charge of programming. Theresa said she was impressed by the programs that the San Juan Library has and asked for programs in natural history.

Community Relations: None.

Facilities & Systems: Phil discussed the Nanawall project reviewing the solicitation of bids from local contractors with only one giving a written bid. The bid came in higher than the estimate from Henry Klein Partnership (the building expansion architects) for the installation work. The Board discussed the scope of the project and whether it was still needed. Phil said it was included in the original drawing for the expansion but was removed to save money. The noise abatement is still necessary, especially when large numbers of children and young adults are in the rooms. Teresa expressed concern that the quote did not guarantee the work and Martha felt the quote was not detailed enough to fulfill the prevailing wage and bidding requirements. Phil said it is possible to start over and develop an RFQ, however he estimated that it would add six months to the project. He added that we would have safeguards about the quality of work. It was acknowledged that the doors are a small project and contractors are very busy and not interested in small projects. The Board questioned the feasibility of putting a hold on the project until more favorable conditions.

Phil said that the door panels have already been built to specifications and are being stored through the generosity of Orcas Island Freight. He felt that waiting would only add to the cost.

Alex said that he has had more comments about finishing the old lobby than the doors and he wondered about bundling the remaining projects into one bid process. Phil said he could ask Liz Leroy about managing a combined project. He will have more information for the Board at the December meeting.

Finance: Nothing in addition to the budget discussion.

Policy & Personnel: Meeting Room Policy: Phil said the update to the policy adds language about the new smaller meeting rooms. After review Martha made a MOTION to adopt the revised Meeting Room Policy. Jens seconded and the MOTION passed unanimously.

Materials Loan Policy: The Board reviewed the updates to the Materials Loan Policy. Teresa suggested that the policy should be handed out to new patrons so they are aware of the loan period, lost, and damaged portions of the policy. Phil agreed that the staff could be more proactive. Teresa made a MOTION to adopt the revised Materials Loan Policy. Alex seconded and the MOTION passed unanimously.

Purchasing Policy: Phil reported on the use of a small works roster and contracting with Municipal Resources and Services Center (MRSC) to provide the registration and database hosting of contractors interested in participating in the small works roster. He said he has not yet heard back from the District’s attorney on clarifying some language of bidding thresholds and options if we have only one bidder in the resolution provided by MRSC. Martha asked about the advantage of using MRSC: Phil said staff would not have to maintain the records of the contractors and other contractors on the list could be used. He noted the December 1 deadline to contract with MRSC. The Board preferred to have a special meeting before the deadline just to finalize the resolution and contract.

Hiring Process Update: Phil said that the Administrative Services Coordinator position had a successful application period, with the committee interviewing three finalists. He said that after interviews the committee unanimously chose Janet as the successful candidate. Alex said Janet was the right fit for the Library.

Phil said there were twenty-one applicants for the Children’s Librarian position. The committee interviewed six and requested a video storytime presentation. Teresa said there
were many good candidates. Phil said one candidate withdrew because of the housing situation. The remaining interviews will be concluded by November 21.

**PUBLIC COMMENT** – None.

**OTHER** – Phil said that there will be a retirement celebration for Nita on Thursday December 20. He will keep the Board informed as more details are worked out.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:59 a.m.

Submitted by Mary Pugh.

Approved ________________________________
Library Board President Regina Zwilling called the Special Meeting to order at 11:15 a.m. in the Library’s Community Room meeting room. Also attending were Trustees Teresa Patrick and Martha Fuller (via telephone); Library Director Phil Heikkinen and staff members Janet Marlow and Mary Pugh.

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

2. **Purchasing Policy Update**: After review Teresa made a **MOTION** to adopt the revised Purchasing Policy. Regina seconded, and the **MOTION** passed unanimously.

3. **Resolution to Contract with Municipal Resource & Services Center**: Regina reviewed the resolution and contract. Regina made a **MOTION** to adopt Resolution 7-2018 TO CONTRACT FOR USE OF MUNICIPAL RESEARCH AND SERVICES CENTER OF WASHINGTON SMALL PUBLIC WORKS, CONSULTING SERVICES AND VENDOR SERVICES ROSTERS. Teresa seconded and the **MOTION** passed unanimously.

4. **Other**: None

5. **Adjournment**: There being no further business, the meeting was adjourned by the President at 11:18 a.m.

Submitted by Mary Pugh.

Approved: ________________________________
Library Board President Regina Zwilling convened the meeting at 9:02 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Alexander Conrad, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and staff members Janet Marlow and Mary Pugh; and Friends Board Vice President Madeline Sheplor.

WELCOME & INTRODUCTIONS – Regina welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

Minutes: The Trustees reviewed the Minutes from the November 11 Regular Board Meeting and the November 23 Special Board Meeting. Regina made a MOTION to approve the Minutes; Alex seconded and the MOTION passed unanimously by the attending Trustees.

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

November 2018 Payroll $33,140.11
Invoice Accounting Report 11/1/2018 (GF) $13,080.17
Invoice Accounting Report 11/13/2018 (GF) $8,162.51
Invoice Accounting Report 11/27/2018 (GF) $12,751.30

Alex made a MOTION to approve the November payroll in the amount of $33,140.11. Teresa seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 General Fund vouchers totaling $33,993.98. Jens seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None

PLANNING & PRIORITIES

 Trustee appointment: Phil said that he had not yet received official notice from the County confirming the appointment of Madeline Sheplor, however the meeting was scheduled for December 10, so confirmation was expected soon.

 NEW BUSINESS

 Relevant News and Issues: Regina said that the kids’ holiday fair held December 8 was successful. Phil mentioned that it was a library program sponsored by the Friends due to its educational nature. He agreed that it was a success and said that he thought it was a great venture to continue as the organizers and participants were pleased with the event. Teresa added that the event also gets more people into the library.

 Library Board Retreat Agenda: Alex suggested that the Board table the topic and revisit at the January Meeting. The Board agreed to come with ideas in January.

 Director’s Report: Phil referred to his written report and added that the Holiday Tea was well-attended with an estimated attendance of more than 600. Alex asked about the Door Count figures being down for the month and asked if the cause was known. Phil replied that it is often affected simply by the weather. Also there could be other factors such
as demographic changes. Alex asked if we could install a counter between the sections of the library. He added that there is a perception that the old section is under used. The Board discussed that the two areas serve different functions.

**Overdue Materials Update**: Phil had previously provided the Board information regarding other libraries’ use of collection agencies, and Regina said it looks like there are mixed reviews regarding the use of collection agencies. Phil said that there are persuasive arguments against using collection agencies. Regina expressed concern about the high cost of collections relative to the value. There was general concern from the Board about the optics of using a collection agency. Alex asked for a specific overdue report with estimated replacement costs and a comparison with other libraries to see how our loss rate compares to average. Regina asked if we could block people from checking out earlier. Teresa pointed out that even while they’re blocked, they’re allowed to check out under other family members. Alex asked if the library staff makes judgment calls on the true value of the book if someone is paying. Phil said that, yes, it can depend on the newness of the book or whether it’s already had a long life. Regina asked that this discussion be continued in January.

- **Friends of the Library – Trustee Representative for Upcoming Meetings**: Alex volunteered to represent the Board at the January 8 meeting. Teresa volunteered to represent the Board at the February 12 meeting.

**REPORTS FROM ACTIVE COMMITTEES**

- **Resources and Programs**: Mary said that programs had slowed down with the end of the year but reminded everyone that Nita’s Retirement Party would be on December 20, and that a February Black History Month program is being planned.
- Community Relations: None.
- **Facilities & Systems**: NanaWall and Reading Room Remodel: Phil had sent the Board a proposal for developing designs and bids, and for construction administration. There was discussion of the existing bid. Phil asked if he could get the Board’s approval to move forward with the design and bid phase through HK Management. Alex asked if we could see one summary proposal for all three steps: (1) Design and Bid; (2) Project Management; and (3) Construction. Phil said that we cannot have this complete picture until we have bids as a result of the first step. Alex proposed the Board give Phil authority to move forward with the Design and Bid portion, but asked that an addendum be attached to the bid with a memo from the Facilities Committee detailing expectations for the lobby. Alex made a **MOTION** to enter into an agreement with HKP Architects for the Design and Bid portion of the project at a cost of $11,144. Jens seconded, and the **MOTION** passed unanimously.

- **Policy & Personnel**: **Hiring Process Update**: Phil announced that Jenny De Groot was hired to take over the Children’s Librarian position, effective with the December pay period. Teresa added that there was a lot of competition of very well qualified applicants, but the entire hiring committee thought Jenny was the best choice. Phil said that Jenny’s vacated position had been posted and will close on December 13, but they had already received more than ten applications and were scheduled to start interviews on December 14, with the hopes of hiring someone to start before the end of December.

  - **Policy on Outside Employment/Activities**: Phil explained that this topic arose during the hiring process, and while the library doesn’t have any problems at this time, having a policy in place might reduce future problems. Teresa made a **MOTION** to adopt the Policy on Outside Employment/Activities. Alex seconded, and the **MOTION** passed unanimously.
An additional Personnel topic was mentioned regarding the possibility of adding the custodians to staff rather than having them as contractors. The Board discussed the possibility in general and agreed to add it to the January agenda with a fully formed plan and cost.

➤ **Finance**  None.

**PUBLIC COMMENT**  – None.

**OTHER**  – Alex presented Resolution 8-2018 Recognizing the Achievements of Board President Regina Zwilling. Alex made a **MOTION** to adopt Resolution 8-2018. Jens seconded, and the **MOTION** passed unanimously.

**EXECUTIVE SESSION for the review of the Director**  – The Board moved into Executive Session at 10:23 a.m. The Board returned at 10:35 a.m. No action was taken.

**ADJOURNMENT**  – There being no further business, the meeting was adjourned at 10:36 a.m.

Submitted by Janet Marlow.

Approved  ________________________________