The meeting was convened at 9:05 a.m. in the Library’s Community Room. Attending were Trustees Alexander Conrad, Madeline Sheplor, Martha Fuller, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow; and Friends Board President Kenneth Gibbs. Martha arrived at 9:10 a.m. and was therefore not present to vote on Routine Matters.

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

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Alex moved Routine Matters to the beginning.

**ROUTINE MATTERS**

**Minutes:** The Trustees reviewed the Minutes from the December 12 Regular Board Meeting. Madeline had one revision to her previous Friends of Library Board title. Alex made a MOTION to approve the Minutes; Teresa seconded and the MOTION passed unanimously.

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

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<th>Description</th>
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<tr>
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Alex made a MOTION to approve the December payroll in the amount of $38,237.89. Madeline seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 General Fund vouchers totaling $19,755.80. Teresa seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 Building Fund voucher of $677.03. Jens seconded, and the MOTION passed unanimously.

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

- **Officer Election:** Martha nominated Alex for President; Teresa seconded. Alex nominated Martha for Vice-President; Madeline seconded. Alex nominated Madeline for Secretary; Teresa seconded. Alex made a MOTION to approve this slate of candidates. Jens seconded, and the MOTION passed unanimously.

- **Committee Assignments:** Alex asked for expressions of interest in the various Committees; and after discussion the Board appointed Martha to Finance, Madeline to Facilities and Systems, Jens to Resources and Programs, Teresa to Policies and Personnel, and Alex to Community Relations. Alex made a MOTION to approve this slate of committee chairs. Martha seconded, and the MOTION passed unanimously.

- **2019 Meeting Dates and Times; Agenda format:** After discussion, the Board decided that the monthly meeting will remain at the current schedule of the 2nd Wednesday of each month at 9:00 a.m. The Board agreed to focus on having concise meetings. Phil recommended that the agenda format be streamlined by removing “Planning &
Priorities,” and including these topics under other sections of the agenda. The Board agreed and will look at it as a possible bylaw revision.

PUBLIC COMMENT – None

PLANNING & PRIORITIES

- **Library Board Retreat Agenda, Date & Time:** Alex said that he would like to have this year’s retreat be more inclusive and have some staff and volunteers attend. Madeline asked that the Friends of the Library be invited as well. The Board agreed. After discussion, the Board agreed to have the retreat on the date of the February Regular Board Meeting, February 13. The Regular Board Meeting will start at 8:30 a.m. and will be an abbreviated version. The retreat will then be from 9:00 a.m. to 1:00 p.m. in the OICF Volk Family Meeting Room, with the staff, volunteers, and other guests in attendance from 11:00 a.m. to 1:00 p.m.

NEW BUSINESS

- **Relevant News and Issues:** None.
- **Director's Report:** Phil referred to his written report. He pointed out that the overdue study is an ongoing topic, and that no other libraries have anything they've been able to share regarding their loss rate. He added that Martin estimates replacement costs to be between $5,000 and $6,000 per year. The Board discussed the year-end statistics which show that while the 2018 door count was nearly identical to 2017, checkouts increased 3% due to an increasing reliance on online checkouts. Teresa asked that the e-downloads be promoted, as she had the sense some people were unaware of the option. The Board discussed how the post-expansion library building is being used heavily by telecommuters and meetings.
- **Friends of the Library:** Ken reported that the Friends Winter Book Sale would be March 9, 10:00 a.m. to 3:00 p.m. in the school cafeteria. Lobby sales for the month of December were $650, with eBay sales about the same, and the Friends Board had presented a check to the Library of $16,000 for the 2019 grant.

REPORTS FROM ACTIVE COMMITTEES

- **Resources and Programs:** Alex asked about a sculpture planned from Michael Reardon through the Art Committee. Phil said that he would find out when it is coming in. Jens and Phil reminded the Board that two February Black History Month programs are being planned.
- **Community Relations:** None.
- **Facilities & Systems:** The committee plans to go look at furniture as well as possibly a coffee machine in Burlington. Phil mentioned that he was approached by a local barista with a coffee proposal, and it could be reviewed later. Martha asked Phil for a summary of the process of the remodel project and small works roster. Phil discussed the packaging of multiple projects together as well as a brief description of the roster.
- **Policy & Personnel:** **Hiring Process Update:** Phil announced that Lovella Daoust was hired as the new Library Support Staff, effective with the January pay period, and that, as a former volunteer, she was learning very fast. Madeline suggested to start bringing staff members to board meetings individually. The Board agreed. **Custodial Staff Proposal:** The Board reviewed four scenarios of hours and wages of bringing the two current contracted custodians onto staff. Phil requested Board approval to move forward with Scenario Three, scheduling each custodian at 16 hours per week. Alex made a **MOTION** to adopt Scenario Three and empower Phil to make the changes to the staff. Martha seconded, and the **MOTION** passed unanimously.

MINUTES January 9, 2019 Page 2
Finance: None.

PUBLIC COMMENT – None.

OTHER – None.

The Board took a break from 10:28 a.m. to 10:34 a.m.

EXECUTIVE SESSION for the review of the Director: The Board moved into Executive Session at 10:34 a.m. to discuss the review of the Director. The Board returned at 11:15 a.m. The Board agreed to have a Special Meeting on Friday, January 18, at 11:00 a.m. for the annual review of the Director.

ADJOURNMENT – There being no further business, the meeting was adjourned at 11:15 a.m.

Submitted by Janet Marlow.

Approved ____________________________________
Library Board President Alex Conrad called the Special Meeting to order at 11:04 a.m. in the Library’s Community Room. Attending were Trustees Teresa Patrick, Martha Fuller, Jens Kruse, and Madeline Sheplor; and Library Director Phil Heikkinen.

1. Welcome: Alex welcomed everyone.
2. Executive Session for Annual Review of the Director: The Board moved into Executive Session at 11:04 a.m. The Board returned at 11:48 a.m. No action was taken. The Board agreed to discuss 2019 priorities at the February 13 Board Retreat.
3. Adjournment: There being no further business, the meeting was adjourned at 11:50 a.m.

Submitted by Phil Heikkinen.

Approved: ________________________________
Library Board President Alex Conrad convened the meeting at 9:04 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow; and Friends Board President Kenneth Gibbs.

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

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

**ROUTINE MATTERS**

*Minutes*: The Trustees reviewed the Minutes from the January 9 Regular Board Meeting and the January 18 Special Board Meeting. Alex made a MOTION to approve the Minutes; Teresa 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.

- January 2019 Payroll $36,002.01
- Invoice Accounting Report 7/17/2018 (BF) $4,713.38
- Invoice Accounting Report 1/7/2019 (GF – 2018 13th Month) $2,484.42
- Invoice Accounting Report 1/14/2019 (GF) $4,269.02
- Invoice Accounting Report 1/22/2019 (GF) $4,829.58
- Invoice Accounting Report 1/28/2019 (GF) $11,568.20

Alex made a MOTION to approve the submitted 2018 Building Fund voucher totaling $4,713.38. Jens seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2018 13th Month General Fund voucher totaling $2,484.42. Madeline seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the submitted 2019 General Fund vouchers totaling $20,666.80. Jens seconded, and the MOTION passed unanimously.

Alex made a MOTION to approve the January payroll in the amount of $36,002.01. Teresa seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None

**PLANNING & PRIORITIES**

- **Library Board Retreat Rescheduling**: The Board discussed rescheduling the Retreat which was postponed from February 13 due to snow. The Board agreed to hold the retreat on March 13 in conjunction with the Regular Board Meeting in the Library Community Room. The Board Meeting will start at its normal time of 9:00 a.m., and the retreat will start directly after and run from 9:30 a.m. to 1:30 p.m.

**NEW BUSINESS**

- **Bylaws Modification – Meeting Agenda Structure**: Phil introduced a resolution modifying the portion of the Bylaws which detail the agenda structure of Regular Board Meetings. He explained the resolution was an administrative measure to align the bylaws
to the Board's current agenda structure and committee names. Alex read Resolution 1-2019 Amending the By-Laws of the Board of Trustees. Teresa made a MOTION to adopt Resolution 1-2019; Jens seconded and the MOTION passed unanimously. The Board then signed the amended version of the By-Laws.

- **Director’s Report:** Phil referred to his written report, and there was added discussion of the impact of the previous week’s snow on open hours and parking lot.

- **Friends of the Library:** Ken discussed the logistics of the upcoming Winter Book Sale which will be held on March 9. Madeline volunteered to represent the Board at the Friends’ March 12 meeting.

**REPORTS FROM ACTIVE COMMITTEES**

- **Resources and Programs:** Jens and Phil discussed the three upcoming programs for February: Black History Month AAWA Poets on February 21; “Manuscripts, Memoirs & Movies” with authors Ayn and Sam Gailey on February 24; and “Let’s Talk About Race” with author Clyde Ford on February 27. Additionally, Jens informed the Board that he was teaching a multi-week library program on Kafka starting on March 7.

- **Community Relations:** None.

- **Facilities & Systems:** Madeline updated the Board on the discussion from the Facilities & Systems Committee meeting that was held on February 5. The meeting brought the committee members up to date on the current open issues, including the NanaWall prep work, acoustics, the northwest mechanical room roof, and the former lobby. Madeline said that the committee is also looking at chairs, lamps, and the idea of a community table near the periodicals. There was discussion amongst the Board of whether a community table would lead to the “quiet area” being less quiet.

- **Policy & Personnel:** Phil told the Board that the custodial staff had officially started as employees since the last meeting.

- **Finance:** None.

**PUBLIC COMMENT** – None.

**OTHER** – None

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:50 a.m.

Submitted by Janet Marlow.

Approved

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Library Board Vice President Martha Fuller convened the meeting at 9:09 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow. Board President Alex Conrad joined the meeting at 9:15 a.m.

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

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – The Board agreed to remove the “Planning and Priorities” item from the agenda, in following the format as specified in the recently amended bylaws.

**ROUTINE MATTERS**

- **Minutes:** The Trustees reviewed the Minutes from the February 19 Regular Board Meeting. Teresa made a MOTION to approve the Minutes; Madeline seconded, and the MOTION passed unanimously by the attending Trustees.
- **Vouchers and Payroll:** Martha said she had reviewed the vouchers and payroll and recommended approval. There was discussion of HKP Architects work product and timing of their invoicing.
  
  
  
  
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  Martha made a MOTION to approve the submitted 2019 General Fund vouchers totaling $30,878.69. Jens seconded, and the MOTION passed unanimously.

  Martha made a MOTION to approve the January payroll in the amount of $35,273.30. Madeline seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None

Alex Conrad joined the meeting at 9:15 a.m.

**NEW BUSINESS**

- **Director’s Report:** Phil referred to his written report and informed the Board that he had attended a FEMA meeting the day before regarding disaster response. The Board discussed the possibilities of the library’s role as a community resource in an emergency and agreed to table the topic until the Board Retreat. Phil highlighted the successful attendance at the February programs, and the successful community outreach at the Doe Bay Potluck. He also explained that, on the Selected Activity Measures Report, the Daily Checkouts figure for February is elevated, maybe in part due to the snow closures during the month. Additionally, he updated the Board that Monty Coffey was going to create a plaza in the southwest corner of the property out of the existing flagstone, for a total cost of $1800, plus tax.

- **Friends of the Library:** Madeline updated the Board on the success of the Friends’ Winter Book Sale which was held the previous Saturday, estimating total gross revenue to
be approximately $4800. Martha volunteered to represent the Board at the April meeting; Madeline volunteered for May.

REPORTS FROM ACTIVE COMMITTEES

- Resources and Programs: Phil informed the Board that, in honor of the 50th Anniversary of the moon landing, the Summer Reading Program for 2019 would focus on space and the hope is to involve local astronaut Bill Anders. Additionally, programs are being planned for the celebration of National Poetry Month in April.

- Community Relations: None.

- Facilities & Systems: The Board briefly discussed the possibility of adding coffee service and an electric-vehicle charging station and agreed to table discussion until the Board Retreat. Madeline explained that the top priorities defined by the Committee are the items included in the bid package, lighting, and furniture. Regarding lighting, the committee is specifically looking into the possibilities for table lamps around the library and are trying to determine how to have dedicated power outlets while still ensuring the space flexibility needed to host programs.

- Policy & Personnel: Phil told the Board that the Library policy manual had been updated with all of the latest policy revisions and that they would receive it in email.

- Finance: None.

PUBLIC COMMENT – None.

OTHER – Teresa asked if past meeting space discussion ever considered the option of combining the former lobby with the Community Room to create one large space. Martha and Phil confirmed that, yes, the idea had been considered in the past, but budget and physical constraints prevented the idea from moving forward.

ADJOURNMENT – There being no further business, the meeting was adjourned at 9:44 a.m.

Submitted by Janet Marlow.

Approved ________________________________
Library Board President Alex Conrad called the Board Retreat to order at 10:07 a.m. in the Orcas Island Library Community Room. Also attending were Trustees Martha Fuller, Teresa Patrick, Jens Kruse, and Madeline Sheplor; Library Director Phil Heikkinen and staff member Janet Marlow.

Alex opened the Retreat by stating that the Library expansion slogan was “Books and Beyond,” and that he would like the Board to focus on defining the “Beyond” during the retreat.

The Board began with topics tabled at the Regular Board Meeting:

Coffee Service: The Board discussed the options for the use of the former lobby, including the possibility of coffee service, with the general consensus that it will depend on health department regulations as well as the finances involved in the installation and operation of the possibilities. Alex stated that he wanted to go out for proposal once the Board and Library stakeholders decide what was wanted, not in response to a vendor request. Collectively, the Board agreed on the following options to present for input at the next portion of the Retreat:

a. A cart/kiosk
b. A truck/vehicle
c. Built-in cafe with modifications to existing library infrastructure
d. Vending machines
e. Simple coffee/beverage service, such as a hot water pot and/or Keurig machine
f. Do not pursue a coffee/beverage/food service

Alex agreed to contact the Health Department to fully understand the regulations.

Electric-Vehicle (EV) Charging Station: The Board discussed the possible addition of an EV charging station at the Library. The general opinion of the Board is that spots in the current parking lot are too scarce at times to dedicate one for EVs, however one possibility could be to include it for street parking on Rose Street. Martha volunteered to discuss the topic with Island Market in order to understand their experiences.

Position Descriptions: Alex asked that all Library position descriptions be reviewed and updated as necessary. Janet agreed to distribute the current descriptions to the Board, and they will be reviewed by the Policy & Personnel Chair, Teresa, with assistance from Madeline.

The Board agreed on the following discussion topics for the second half of the Board Retreat with Library stakeholders: (1) Use of the Building Post Expansion; (2) Former Lobby – Ideas for Use; (3) Acoustics & NanaWalls; (4) Use of Outdoor Spaces; (5) Coffee Service; (6) Expanded Nontraditional Collections; (7) Service Hours; (8) Library’s Role in Emergency Response; (9) Other Stakeholder Concerns.

The Board took a break from 11:03 a.m. to 11:30 a.m.

Library public stakeholders, including members of staff, volunteers, and Friends of the Library joined the Board at 11:30 a.m. for the second portion of the Retreat. Lunch was provided, and its service occupied the first 15 minutes.
Library Board President Alex Conrad called the public portion of the Retreat to order at 11:45 a.m. and facilitated introductions. He introduced the topics defined above, and asked the group to provide their input on each.

1. **Use of the Building Post Expansion**
   - Attendees mentioned the success of having a dedicated staff member for programming but felt that the space allocated for programs is too long and narrow.
   - There was an idea of taking out one row of books closest to the periodicals in order to accommodate larger groups. A staff member mentioned that the last row of shelving could be transformed into something movable.
   - Another participant mentioned that the speaker and screen should be elevated to increase visibility.

2. **Former Lobby – Ideas for Use**
   - The participants agreed that they would like to see the lobby be transformed into a vital part of the library.
   - Trustee Martha Fuller explained the Facilities Committee’s vision of a coffee bar.
   - There was concern from some participants that noise in the former lobby area negatively impacts any function ongoing in the Community Room, particularly for the hearing-challenged. Participants brainstormed possible solutions, including adding a second set of doors or removing the doors entirely.

3. **Acoustics and NanaWalls**
   - Related to the noise of the former lobby, Phil explained that an improvement to the acoustics of the Community Room is currently in a bid package of improvements.
   - Alex explained the NanaWall moveable walls to the attendees and asked the group if they felt the walls were necessary.
   - Children’s Librarian Jenny DeGroot pointed out that she could have more children’s programs, including those involving music, if she could close off the space. She also mentioned that the NanaWalls would allow parents to let toddlers explore their area freely without fear of wandering.
   - The general consensus of the participants was that the teen area is often noisy and sometimes disruptive after school, and one participant wondered if they would get even louder with a wall. There was a discussion of videogames, with one participant wondering if the library should limit times that videogames could be played. Several participants pointed out that this is a good problem to be having, in conjunction to the programs being very well attended – this means that people are using the building.
   - Alex asked if we could get teen participation on our advisory committees to give input and/or shadow the Board to learn about governance. The consensus of the group was that this is an excellent idea.
   - The Board asked participants what should have priority if necessary: acoustical improvements in the Community Room or the NanaWalls, but there was no determination.

4. **Use of Outdoor Space**
   - Alex introduced the topic and asked if the amphitheater area is underutilized.
   - Jenny DeGroot said that she uses it for Children’s story times when the weather is good.
   - One participant felt that it’s under-landscaped to facilitate use, and that it would probably need carved-out seating to be fully functional, and perhaps more shade features.
   - Phil informed the group that the Library would likely be offered a 16-ft totem pole next year for permanent exterior display and wondered if the participants had input on where it would go.
should be placed. One participant suggested that, since it was carved by the Lummi, the Library should consult with one or more members of the Lummi Nation to advise regarding proper placement.

- The south plaza lawn is being used regularly, though perhaps it needs sturdier umbrellas. Also, a chess board (either oversized on the ground or inset in a table) might be an attractive feature.

5. **Coffee Service**

- Alex introduced the topic as well as the six options the Board proposed per above in the Board portion of the Retreat.
- One participant had specific concerns regarding the appropriateness of a coffee service in a library, the competition with existing community coffee businesses, and the use of any tax funding to support the idea; she suggested that the community be surveyed to see what is wanted.
- Another participant expressed that she would like to see the space energized in a quieter way.
- A staff member said that they felt there is demand, especially during meetings and programs.
- There was discussion among the group regarding the appropriateness of food or coffee in a library, and whether we should limit locations where it is allowed. We have been seeing changing patterns in libraries' policies and societal expectations.
- General consensus was that a survey would be helpful, but the Library should be thoughtful about how it is worded.

6. **Expanded Nontraditional Collections**

- Alex introduced the topic and asked if we should extend our lending library to other types of resources and, if so, what?
- Resources suggested: hotspots; telescopes; “Junior Ranger” backpacks; amp and voltage meters, and other types of small equipment that people may need annually or rarely. One participant suggested involving local science teachers to see what could be useful. Also, a survey could be helpful.
- Concerns raised: Physical storage space; perception that staff should be responsible to teach patrons how to use equipment; checking condition upon return.
- One participant mentioned that the Exchange had previous plans to implement a similar program and that the Library should see what happened to that plan.

7. **Service Hours**

- Phil introduced the topic and asked the group if they felt the current hours were appropriate or not.
- There was some discussion of extended evening hours, but the group felt this was not a priority.
- There was general consensus that the existing service hours were working well.

8. **Library’s Role in Emergency Response**

- Phil introduced the topic and explained that the current plan is for the Library to be a communications center in an emergency, and that beyond that role, he felt the Library’s ability to be effective would be limited due to lack of a generator and other supporting infrastructure such as cooktops and heat. If we were to add a generator, what capacity should it have, i.e., lights and computers only, septic pumps, or also heat?
Martha added that, should it be made into an emergency shelter, the Library would need to ensure adequate staff in place to supervise.

There was discussion of other tax districts' roles in the County's plans, and our role as part of the whole.

One participant suggested that the Library become a hub for preparedness materials, similar to the seed library.

9. Other Stakeholder Concerns

- A staff member raised the issue of parking lot safety during the winter when the Library closes well after dark.
- There was discussion of cameras, related privacy laws, and outdoor lighting options.
- Madeline said that, should we decide to move forward with exterior security cameras, a policy governing their use should be in place before installation.
- Participants mentioned that additional lighting would be helpful to prevent trip and falls as well, and therefore support the Library’s risk management response. We could possibly use floodlights in the parking lot for an interval around closing time.
- We do have flashlights and pepper spray that staff members can carry when leaving at night.
- There was general consensus that the Library should look into installing additional lighting in the parking lot and research possibilities of exterior security cameras. Now that daylight is extending later into the day, we have more time to research and implement the best option.

**Adjournment:** Having exhausted the allocated time, the meeting was adjourned by the President at 1:35 p.m.

Submitted by Janet Marlow.

Approved: _________________________________
Library Board President Alex Conrad convened the meeting at 9:10 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Martha Fuller, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow, and Friends Board member Robert Demarest.

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

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

**ROUTINE MATTERS**

Minutes: The Trustees reviewed the Minutes from the March 13 Regular Board Meeting and the March 13 Board Retreat. Alex made a MOTION to approve the Minutes; Jens seconded, and the MOTION passed unanimously by the attending Trustees.

Vouchers and Payroll: Martha said she had reviewed the vouchers and payroll and recommended approval.

- March 2019 Payroll $34,729.04
- Invoice Accounting Report 3/12/2019 (GF) $11,358.71
- Invoice Accounting Report 3/28/2019 (GF) $5,738.98

Alex made a MOTION to approve the submitted March 2019 General Fund vouchers totaling $17,097.69. Jens seconded, and the MOTION passed unanimously.

Teresa made a MOTION to approve the March payroll in the amount of $34,729.04. Alex, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None

**NEW BUSINESS**

- **Relevant News and Issues** - None
- **Director’s Report**: Phil referred to his written report and informed that Monty Coffey’s work to create a plaza in the southwest corner of the property out of the existing flagstone is in progress. He also mentioned the success of last month’s programs and that he had recently performed as the escort for the “Tardy Queen” for the elementary school assembly.

- **Friends of the Library**: Robert updated the Board on the news from the April Friends meeting, including the fact that lobby book sales have been slow following the Winter Book Sale. Madeline had previously volunteered to represent the Board at the May meeting, and Jens volunteered for June.

**REPORTS FROM ACTIVE COMMITTEES**

- **Resources and Programs**: Phil informed the Board that, in addition to Jens’s ongoing Kafka class, current programs include the poetry displays in honor National Poetry Month
and an artist and poet reception scheduled for April 11 to recognize the people that have either art or poetry on display in the Library this month.

- **Community Relations:** Alex mentioned that the Fire Department is struggling to find ways to promote the fact that they have care seats available for families to borrow. Martha suggested that it be included in the newsletter for people that may have visitors coming in, and the Board agreed.

- **Facilities & Systems:** Jens asked for a status update of the toilet repair in the new portion of the building. Phil said that the toilet manufacturer was sending new parts that would hopefully resolve the water logging issue. Phil informed the Board that he was discussing the possibility of an EV-charging station on Rose Street with OPALCO, and that any spots would be fully operated by OPALCO. Regarding the parking lot safety issue raised at the Board Retreat, Phil said that he had discussed parking lot lights with San Juan County, and a hardwired light would be prohibitively expensive (around $5,000 to $10,000). Therefore, the County recommended either standalone solar-panel lights or flood lights on the exterior of the building. Phil said that he and staff member Tony Ghazel were also looking into exterior security camera options. Alex asked that Tony be invited to the May Board Meeting to discuss the options. Martha asked if the Library should be looking into internal cameras as well in order to have a comprehensive security package. Teresa recommended that the Board keep lighting and cameras as separate issues since the need for lighting was agreed but cameras would be a more intensive discussion. Martha agreed and recommended that we use information gathered by Eastsound Planning Review Committee about lighting in Eastsound.

  - **Remodeling design/bid project:** Martha told the Board that she and Phil had had a useful call with HKP Architects and are waiting on a proposal from an electrical engineering firm, primarily related to the former lobby remodel.
    - Regarding the acoustics for the Community Room, Martha explained that the architects had recommended the first approach to noise overflow from the former office first be remedied with enhanced weather-stripping around the existing doors to seal the gaps. If that was ineffective, new doors could be installed. Martha suggested that the Board proceed with the other acoustic measures already planned (ceiling panels), and then re-evaluate the issue of the doors once the decision of having coffee service in the former lobby was made. Phil added that we could also look at acoustic panels for the walls of the Community Room if necessary.
    - For the former lobby remodel, Martha said that if the Board had a decision about coffee service in the lobby, that would be optimal at this point from the design perspective, but not absolutely necessary. Phil added that coffee services could always be added at a later point through small works. Martha agreed and said the renovation of the former lobby needs to move forward, regardless, and not let a decision about coffee service drive the process. Alex recommended that simple infrastructure be included in the design process in anticipation of a future decision, and the Board concurred.

  - **Coffee/refreshment service concept:** Phil presented the results of the survey to Library patrons regarding the coffee options. Out of the six options presented, 61% of respondents chose either “Portable coffee/espresso cart in the former entry lobby” or “Built-in café” as their top preference. The next most preferred choice was “Do not pursue a coffee/beverage service” with 23%. During the survey process, Martha had done research into the option of vending machines and discovered no coffee vending machine suppliers service San Juan County; vending machines was the lowest overall weighted preference in the survey. Teresa
recommended that the Board move forward with a six-month trial to gauge the
success of a coffee service. Alex said that, should the idea move forward, it needs
to be launched with an RFP that makes the process transparent. Phil added that
the RFP could be a very simple process, and, should the Friends of the Library
choose to be involved, they would manage the contractual arrangements. Martha
mentioned that the trial period could also be a good opportunity for the Friends to
see if the fund-raising is worth the management effort. The Board discussed that
it will be critical to define the RFP and anticipate what sorts of issues potential
vendors will need to know. The Board agreed to move forward with a 6-month
trial period for coffee service, allowing a vendor to put a portable coffee/espresso
cart on site.

➢ **Policy & Personnel:** Teresa mentioned the new 2019 RCW related to Service Animals
and recommended that staff should manage all interactions regarding animals on site since
they have been trained in the process, and volunteers have not. Phil and the Board agreed.

➢ **Finance:** Martha raised the issue of the review of expenditures and the AP and
Payroll vouchers that the Board signs at each meeting, wondering what latitude the Library
has to make changes to the process or wording. Janet explained that the review and
signatures were a legal requirement that are submitted to the County Auditor monthly but
would need to research to see if we could make changes to the wording. Alex suggested
Janet contact the Orcas Fire Department and Orcas Parks and Recreation to see how they
approach this topic. Martha suggested Janet contact the County or State Auditors to get a
clarification on what, exactly, the Board is required to do.

**PUBLIC COMMENT** – None.

**OTHER** – None

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

Submitted by Janet Marlow.

Approved ________________________________
Library Board Vice President Martha Fuller convened the meeting at 9:08 a.m. in Maria’s Room of the Library. Also attending were Trustees Teresa Patrick and Madeline Sheplor; Library Director Phil Heikkinen; and staff members Tony Ghazel and Janet Marlow. Library Board President Alex Conrad arrived at 9:18am.

WELCOME & INTRODUCTIONS – Martha welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Phil requested to add a Naming Proposal to New Business, and the Board agreed. The Board also decided to move the approval of the minutes to after Alex’s arrival.

ROUTINE MATTERS

Vouchers and Payroll: Martha said she had reviewed the vouchers and payroll and recommended approval.

April 2019 Payroll $40,250.34
Invoice Accounting Report 4/2/2019 (GF) $8,475.73
Invoice Accounting Report 4/16/2019 (GF) $14,619.58
Invoice Accounting Report 4/26/2019 (GF) $8,057.89

Martha made a MOTION to approve the submitted April 2019 General Fund vouchers totaling $31,153.20. Theresa seconded, and the MOTION passed unanimously.

Martha made a MOTION to approve the April payroll in the amount of $40,250.34. Madeline seconded, and the MOTION passed unanimously.

Alex Conrad joined the meeting.

Minutes: The Trustees reviewed the Minutes from the April 10 Regular Board Meeting, and a typo was corrected. Martha made a MOTION to approve the Minutes as corrected; Alex seconded, and the MOTION passed unanimously with Madeline abstaining due to not have attended the meeting.

PUBLIC COMMENT – None

NEW BUSINESS

- Naming Proposal: Phil explained that an Expansion Project donation from Nicholas Binkley in 2017 had qualified for a naming sponsorship within the Library, which he intended as a memorial for his late wife. In discussing with Phil, the donor elected to sponsor the New Book Display, which would now be called the “Diana Padelford Binkley New Book Display.” Phil asked that the Board approve this naming proposal. Martha made a MOTION to approve the naming proposal; Alex seconded, and the MOTION passed unanimously.

- Relevant News and Issues: None

- Director’s Report: Phil introduced the topic of security cameras, presenting information with Tony regarding proposed camera locations and associated cost. The Board discussed that the priorities of the camera should be staff and patron safety entering and
exiting the building. Madeline asked that the Board progress in stages, and first cover the entrances. Tony explained that the recordings could be triggered by motion sensors and kept for a short amount of time that could be defined. The Board agreed to move forward installing exterior cameras at the access doors. Madeline recommended that a policy be put into place and staff trained to respond to patron questions before the cameras are installed. Phil informed the Board that the Library may owe healthcare costs in arrears for two employees that waived medical coverage but should have still been enrolled in basic life, long-term disability, and dental coverage which cannot be waived. The error was discovered during an internal review of benefits coverage and was being discussed with the Washington State Health Care Authority. Alex and Martha asked that any costs in arrears be negotiated with the State. Phil also informed that the NanaWalls were moved to Larsen Storage until ready for installation and thanked Orcas Freight for having stored them for free since last September. Regarding the Coffee Cart RFP, Phil advised the Board that no proposals had been received so far, and that he had distributed the RFP to local coffee vendors. Madeline suggested sending the RFP to coffee services on San Juan and Lopez.

- **Friends of the Library**: None

**REPORTS FROM ACTIVE COMMITTEES**

- **Resources and Programs**: Phil informed the Board that the Coast Salish Speaker Series continues in May and June with Swil Kanim speaking on May 18 and William John on June 22.
  - **Community Relations**: None
  - **Facilities & Systems**: Madeline will be stepping back as committee lead in order to manage more of the detailed work of the remodeling project. Martha will now lead the committee. In other facility news, Phil informed the Board that he has asked Emily Aring with KaBloom for landscaping ideas for the southwest corner while keeping an eye on the landscaping budget.
    - **Remodeling design/bid project**: Phil informed the Board that the project timeline has been set back for approximately 8 to 11 weeks in order to go through a permitting process with the County which was not originally anticipated.
    - **Construction Administration**: The Board discussed a proposal for HKP Architects to manage the Construction Administration portion of the project now that the Design/Bid portion is almost complete. There was consensus among the Board to continue to use HKP for the construction administration with the minimization of travel costs wherever possible. Martha made a MOTION to approve the entering into a contract with HKP Architects for Construction Administration; Teresa seconded, and the MOTION passed unanimously.
  - **Policy & Personnel**: None
  - **Finance**:
    - **Wording for approval of invoices and payroll**: Related to the topic raised at the April 2019 Regular Board Meeting, Janet updated the Board that the State Auditors confirmed that the wording stipulated by State BARS Manual for the approval of invoices and payroll was specific to the Auditing Officer, and what, if anything, the Board was required to sign was a topic that needs to be further discussed with the County Auditor.
    - **Resolution Appointing Auditing Officers**: In order to formalize the appointment of Auditing Officers with the County, Martha introduced a resolution appointing Phil Heikkinen as Auditing Officer, and staff member Holly King as backup Auditing Officer. Martha read Resolution 02-2019 Appointing Auditing Officers.
Martha made a MOTION to adopt Resolution 02-2019; Teresa seconded, and the
MOTION passed unanimously.

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

PUBLIC COMMENT – None

OTHER – Teresa asked about the funds the Library received from OICF, specifically how
it’s determined to use OICF funding versus the Library General Fund. Phil explained the
annual distribution process and that some of the funds are earmarked by the donors for
specific uses. There was discussion among the Board of the purpose of the funds and if there
should be a written policy in place to ensure the flexibility of the funds’ use.

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

Submitted by Janet Marlow.

Approved ________________________________
Library Board President Alex Conrad convened the meeting at 9:03 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Martha Fuller (via telephone), Jens Kruse, Teresa Patrick, and Madeline Sheplor; Library Director Phil Heikkinen and staff member Janet Marlow, and Friends Board President Ken Gibbs.

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

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

**ROUTINE MATTERS**

- **Vouchers and Payroll**: Alex said that Martha had reviewed the vouchers and payroll and recommended approval.

  - May 2019 Payroll $36,684.99
  - Invoice Accounting Report 5/13/2019 (GF) $11,703.30
  - Invoice Accounting Report 5/28/2019 (GF) $3,756.65

  Janet explained the change of structure and wording for the Board Authorization statements and that the changes resulted from conversations with the State Auditor and the appointment of Phil as Auditing Officer at the May Regular Board Meeting.

- Alex made a **MOTION** to approve the submitted April 2019 General Fund vouchers totaling $15,459.95. Teresa seconded, and the **MOTION** passed unanimously.

- Alex made a **MOTION** to approve the April payroll in the amount of $36,684.99. Madeline seconded, and the **MOTION** passed unanimously.

- **Minutes**: The approval of May minutes will need to be redone at the July meeting so that the Board Member who did not attend in May can abstain from voting.

**PUBLIC COMMENT** – None

**NEW BUSINESS**

- **Relevant News and Issues**: None

- **Director’s Report**: Phil mentioned that the deadline for the Coffee RFP had passed, no proposals were received, and that the Library could therefore move forward with the remodel without this concern. Phil also told the Board that the Library’s annual report for the Washington State Library (WSL) had been filed and results in comparison to other libraries’ metrics would be shared once the WSL issued the compiled report. The June invoice from the Health Care Authority showed part of the past due amount anticipated at the May Regular Board Meeting, and Phil explained that we would know more about the total balance with the July invoice.

- **Friends of the Library**: Ken updated the Board on the Friends’ plans for the Library Fair on August 10. There was discussion of the recent donation from the Bessemer Trust for a birding scope, telescope, and birding backpacks and the possible donation of a large amount of books from the Inn at Deer Harbor, which is being sold. Ken also informed the Board that a patron presented the Friends with a proposal to sell books on tables at the front of the Library as a fundraiser additional to the Friends’ lobby sales; the Board
discussed and agreed that this was not an idea that they would like to move forward with. Teresa volunteered to represent the Board at the Friends meeting in July.

REPORTS FROM ACTIVE COMMITTEES

- **Resources and Programs**: Jens said that Mary was taking the lead with all current programs, but that a committee meeting would be scheduled in order to discuss long-range planning. Phil highlighted the number of upcoming programs which were listed on the Board Meeting Agenda and that additional NASA programs were being planned for July.

- **Community Relations**: Alex asked that Phil follow up with patrons who had expressed concern about the possibility of a coffee cart to let them know that there would be no action on the topic at this time. Regarding the new security cameras, Phil said that he had received one patron complaint since the cameras were installed. The Board discussed the recent defacement of a bathroom in the library.

- **Facilities & Systems**: Martha reported that the Facilities committee met yesterday (June 11), and the remodel is still in the permitting process. She said that the hope is to go to bid in August with work commencing in the 4th quarter, earliest. The Board discussed that it would be good to have the bids in hand in order to develop the 2020 budget. Martha added that the committee’s work with furniture, lamps and exterior benches was progressing in the meantime.

- **Policy & Personnel**: Regarding the review of position descriptions, Teresa asked Phil to do a preliminary review to see if he knows of anything that should be added or removed from the existing descriptions. Phil also explained the promotion of one employee and a change of two other employees’ hours per week, all within budget.
  - **Camera Policy**: The Board reviewed the Policy on Use of Video Systems previously shared, but there were several points that, after discussion, needed clarification or revision. The Board agreed not to approve the policy until further research is done and any needed amendments are made. They agreed to recirculate the policy once revised and plan to approve at the next meeting.

- **Finance**: None.

PUBLIC COMMENT – None

OTHER – None.

ADJOURNMENT – There being no further business, the meeting was adjourned at 10:02 a.m.

Submitted by Janet Marlow.

Approved ____________________________

MINUTES June 12, 2019
Library Board Secretary Madeline Sheplor convened the meeting at 9:02 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Jens Kruse and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow.

WELCOME & INTRODUCTIONS – Madeline welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – None.

ROUTINE MATTERS

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

June 2019 Payroll $37,940.85
Invoice Accounting Report 6/3/2019 (GF) $9,778.62
Invoice Accounting Report 6/17/2019 (GF) $13,013.35

Teresa made a MOTION to approve the submitted June 2019 General Fund vouchers totaling $22,791.97. Jens seconded, and the MOTION passed unanimously.

Teresa made a MOTION to approve the June payroll in the amount of $37,940.85. Jens seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None

NEW BUSINESS

➢ Relevant News and Issues: None
➢ Director’s Report: Phil informed the Board that he is continuing to work on the parking lot lighting. Teresa asked that a local installation bid be in hand prior to purchasing any lighting equipment. There was discussion between Phil and the Board of the continued idea of an EV-charging station, related costs, and if an EV-charging station is within the scope of the Library. Phil also highlighted the many space-themed programs that are planned for July as part of the Summer Reading Program.
➢ Friends of the Library: Teresa attended the July meeting on the Board’s behalf and reported that the Friends are preparing for the upcoming Library Fair in August. There is no Friends meeting in August, and Madeline volunteered to represent the Board at the September meeting.

REPORTS FROM ACTIVE COMMITTEES

➢ Resources and Programs: In lieu of a committee meeting, Jens and Phil agreed that they would meet with Mary Pugh to discuss possibilities for upcoming programs.
➢ Community Relations: Phil reported that there was a new bathroom vandalism incident. The sheriff’s office was involved, and the incident remains unresolved.
➢ Facilities & Systems: Phil said that the County permitting process is still in progress, and that the committee is still working on lighting and furniture. The xylophone was fully funded by donations and has been ordered. It will be installed in the southwest corner of the lawn.
Policy & Personnel:

◊ Camera Policy: The Board reviewed the changes of the policy from the previous version introduced at the June meeting. Jens made a MOTION to approve the Camera Policy; Teresa seconded, and the MOTION passed unanimously.

Finance: Phil pointed out that the landscaping maintenance expense item is running over budget, and that he was looking into ways to decrease the costs for basic services such as weeding.

PUBLIC COMMENT – None

OTHER – Phil showed the Board a copy of the newsletter “The Voice for America’s Libraries” issued by United for Libraries and mentioned that it could be a good resource to generate new ideas.

ADJOURNMENT – There being no further business, the meeting was adjourned at 9:45a.m.

Submitted by Janet Marlow.

Approved ________________________________
Library Board Vice President Martha Fuller convened the meeting at 9:04 a.m. in the
Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor,
Jens Kruse and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet
Marlow.

WELCOME & INTRODUCTIONS – Martha welcomed everyone.

ADDITIONS OR MODIFICATIONS TO THE AGENDA – Janet asked the Board to re-
approve the May 2019 minutes.

ROUTINE MATTERS

Minutes - May: The Trustees reviewed the Minutes from the May 8 Regular Board
Meeting. Teresa made a MOTION to approve the Minutes; Martha seconded, and the
MOTION passed unanimously with Jens abstaining due to not having attended the meeting.

Minutes – July: The Trustees reviewed the Minutes from the July 10 Regular Board
Meeting. Madeline made a MOTION to approve the Minutes; Teresa seconded, and the
MOTION passed unanimously.

Vouchers and Payroll: Martha said that she had reviewed the vouchers and payroll
and recommended approval.

July 2019 Payroll $37,172.17
Invoice Accounting Report 7/1/2019 (GF) $9,408.78
Invoice Accounting Report 7/16/2019 (GF) $7,647.93

Madeline made a MOTION to approve the submitted July 2019 General Fund
vouchers totaling $17,056.71. Jens seconded, and the MOTION passed unanimously.

Teresa made a MOTION to approve the July payroll in the amount of $37,172.17.
Jens seconded, and the MOTION passed unanimously.

PUBLIC COMMENT – None

NEW BUSINESS

➢ Relevant News and Issues: Phil informed the Board that he attended a School Board
meeting on Aug 13 and there was discussion of School Road becoming one-way, and that this
would impact traffic on Madrona Street and Rose Street.

➢ Director’s Report: The Board discussed the recent parking lot issues from overnight
users and felt that the current practice of allowing two nights of consecutive overnight car
camping was reasonable. Martha asked about parking lot lighting, and Phil outlined a new
plan of mounting lights to the building with motion sensors and/or timers to keep the
lighting less obtrusive to neighbors while keeping the parking lot safe. Phil also informed
the Board that the remodeling project remained in the permitting stage but approval is
expected soon. Phil and Madeline agreed to start contacting contractors in anticipation of
the bid process. Phil also highlighted the high library usage figures for the month of July.
Regarding the ongoing discussion with the Healthcare Authority regarding past-due
balances, the Board discussed the possibility of negotiating the balance and asked Phil to

discuss with legal counsel prior to the September meeting.

➤ **2020 Budget**: Martha introduced the 2019 forecast and a preliminary 2020 budget.

2019 is expected to end with a positive balance relative to budget, and the 2020 figures were

of broad scope only as the details are still being fine-tuned. There was a discussion of the

possibility of building reserve funds while paying off the debt service fund. The budget is

expected to be presented to the public at the October 2019 Regular Board Meeting.

➤ **Friends of the Library**: Phil reported on the results of the Library Fair held August

10. There was discussion of the impact of rainy weather and conflicting events. He also said

that the Friends' annual meeting was upcoming and most likely would be in October.

**REPORTS FROM ACTIVE COMMITTEES**

➤ **Resources and Programs**: Jens and Phil agreed that they would meet with Mary

Pugh to discuss possibilities for upcoming programs.

➤ **Community Relations**: None

➤ **Facilities & Systems**: Phil said that the committee is looking at purchasing lamps

and furniture within this budget year and that the donated xylophone will include some

installation expense.

➤ **Policy & Personnel**: Phil updated the Board on the status of the position description

review. He has asked the employees to do a first review of their own positions to see what

they think needs to be updated.

◊ **Compensation Policy**: Phil explained the simplification of the cost of living

metrics which would lead to increased flexibility. Teresa made a MOTION to

approve the Compensation Policy as amended; Jens seconded, and the MOTION

passed unanimously.

➤ **Finance**: None

**PUBLIC COMMENT** – None

**OTHER** – Madeline complimented the engagement of the staff from her new perspective as

a library volunteer. Phil outlined the upcoming programs for the months of August and

September.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:17

a.m.

Submitted by Janet Marlow.

Approved

______________________________
Library Board President Alex Conrad convened the meeting at 9:05 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Jens Kruse and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow; and Friends Board Secretary Michael Armenia.

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

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

**ROUTINE MATTERS**

Minutes: The approval of August 2019 Regular Board Meeting minutes was tabled until the October meeting, due to a lack of a quorum of August meeting attendees.

Vouchers and Payroll: Janet informed the Board that Martha had reviewed the vouchers and payroll and recommended approval.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2019 Payroll</td>
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<tr>
<td>Invoice Accounting Report 8/2/2019 (GF)</td>
<td>$7,394.85</td>
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<tr>
<td>Invoice Accounting Report 8/12/2019 (GF)</td>
<td>$6,640.61</td>
</tr>
<tr>
<td>Invoice Accounting Report 8/22/2019 (GF)</td>
<td>$6,250.14</td>
</tr>
</tbody>
</table>

Alex made a **MOTION** to approve the August payroll in the amount of $34,886.42. Teresa seconded, and the **MOTION** passed unanimously.

Alex made a **MOTION** to approve the submitted August 2019 General Fund vouchers totaling $20,285.60. Teresa seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None

**NEW BUSINESS**

- **Relevant News and Issues**: None
- **Director’s Report**: Phil highlighted the sections of his report regarding the Health Care Authority, job descriptions, OICF fund descriptions, parking lot lighting, and insurance review. Regarding the remodeling project, he informed the Board that after the County approved the permit last month, he and Martha gave feedback to the architects and hope to have a bid set to post within the week. The Board discussed possible fundraising ideas, including a Library Giving Day and developing an estate-planning document to add to the website for people who wish to make a charitable bequest.
- **2020 Budget**: Phil introduced the current draft of the 2020 Budget. The Board discussed the schedule for approval, including the Public Hearing in October. The Board discussed the projected remodel costs and contingency and asked Phil to continue monitoring the COLA in order to ensure the most-accurate percentage is used.
- **Friends of the Library**: Michael informed the Board that the Library Fair generated about $6500 in income and that lobby and e-Bay sales remain strong. He also said that the Annual Meeting is anticipated to be on Sunday, October 20.
REPORTS FROM ACTIVE COMMITTEES

➢ Resources and Programs: Jens reported that he had met with Phil and Mary and that the result of their planning was included in the Director's Report. He informed the Board that he is planning on scheduling three advisory meetings per year and will likely recruit an additional member for the committee.

➢ Community Relations: None

➢ Facilities & Systems: None

➢ Policy & Personnel: Phil and Teresa informed the Board that one staff member would be taking a 4-month leave of absence due to a gap in available housing and that another staff member had agreed to cover the hours in the interim.

➢ Finance: None

PUBLIC COMMENT – None

OTHER – Alex said that this would be his last in-person meeting and plans to call in from Seattle for the remaining meetings. The Board discussed the upcoming Board vacancy with Alex’s expiring term, and Phil said that we would need to advertise for a new trustee in October.

ADJOURNMENT – There being no further business, the meeting was adjourned at 9:42 a.m.

Submitted by Janet Marlow.

Approved ________________________________
Library Board Vice President Martha Fuller convened the meeting at 9:05 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Jens Kruse, Madeline Sheplor, Alex Conrad (via telephone), and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow; and Friends Board President Ken Gibbs.

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

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

**ROUTINE MATTERS**

1. **Minutes - August**: The Trustees reviewed the Minutes from the August 14 Regular Board Meeting. Madeline made a MOTION to approve the Minutes; Jens seconded, and the MOTION passed unanimously with Alex and Teresa abstaining due to not having attended the meeting.

2. **Minutes - September**: The Trustees reviewed the Minutes from the September 9 Regular Board Meeting. Teresa made a MOTION to approve the Minutes; Jens seconded, and the MOTION passed unanimously with Martha and Madeline abstaining due to not having attended the meeting.

3. **Vouchers and Payroll**: Martha said that she had reviewed the vouchers and payroll and recommended approval.
   - September 2019 Payroll $38,650.40
   - Invoice Accounting Report 9/3/2019 (GF) $4,966.51
   - Invoice Accounting Report 9/17/2019 (GF) $41,473.67

   Madeline made a MOTION to approve the September payroll in the amount of $38,650.40. Jens seconded, and the MOTION passed unanimously.

   Martha made a MOTION to approve the submitted September 2019 General Fund vouchers totaling $46,440.18. Alex seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – None

**FY 2020 Budget Discussion with Public Testimony**

1. **2020 General Fund Budget**: Phil reviewed the narrative and spreadsheet and discussed likely revisions to the end of year carryover. He pointed out that the COLA had been revised to 3.2% based on the latest figures for the Seattle area. Phil said that, ideally, the capital expenditure portion of the budget will be again revised before approval at the November meeting based on incoming bids for the remodeling project.

2. **2020 Building Fund Budget**: Phil explained that the budget consisted of the transfer of remaining funds to the General Fund Budget.

3. **2020 Debt Service Fund Budget**: The Board discussed the Debt Service Fund payment schedule and its impact on reserves.
NEW BUSINESS

- **Relevant News and Issues:** None

- **Director’s Report:** Phil highlighted some facilities issues of his report, including the ongoing installation and repair of parking lot lighting, and the installation of the donated xylophone in the southwest lawn including plans to enhance the landscaping in that area. He also informed the Board of the plan to plant a witch hazel tree in memory of library volunteer Hazel O’Brien. Phil also informed the Board that a supporter had offered to donate a piano to the Library; the Board discussed the possibility and agreed there was no appropriate place.

- **Trustee Recruitment and Advertising:** The Board reviewed the proposed advertisement for the trustee vacancy and agreed on a communication plan. They also discussed that they would need to be flexible with future meeting times in order to allow members of the community with children or regular working hours to join the Board.

**Alex left the meeting at 9:45 a.m.**

- **Friends of the Library:** Ken informed the Board that the Annual Meeting is scheduled for Sunday, October 20, from 1:00 – 3:00 p.m. He also updated the Board on the Friends’ financial matters, including the approval of the Library’s 2020 grant request and that they will be transferring $50,000 from a money market to the Friends’ Capital Fund at OICF. Finally, he informed the Board that Friends Board Member Harold Lentzner resigned. Bianca Cox is a likely replacement on the Board.

**REPORTS FROM ACTIVE COMMITTEES:** Facilities & Systems was moved to be the first committee to review so that Martha could participate.

- **Facilities & Systems:** Martha reminded the Board that the bid packet for the remodeling project was out and asked the Board to encourage any contractors they know to submit a bid. Phil informed the Board that the walk-through with interested contractors was scheduled for this afternoon and that fabrics for the chairs were being selected.

**Martha left the meeting at 9:52 a.m.**

- **Resources and Programs:** Jens informed the Board that the Great Decisions program had started and has been well received. The Board discussed the structure of the monthly program.

- **Community Relations:** The Board discussed that the teens have been acting up, and Teresa asked that the staff approach the teens with a stricter enforcement of the rules. Phil agreed that it’s been a problem and added that it’s difficult to deal with because it’s a balancing act of being welcoming and providing a safe space for teens while also prohibiting behavior that may affect other patrons.

- **Policy & Personnel:** None

- **Finance:** None

**PUBLIC COMMENT** – Ken suggested the Library post a Code of Conduct in the YA area.

**OTHER** – None.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:02 a.m.

Submitted by Janet Marlow.
Library Board Vice President Martha Fuller convened the meeting at 8:33 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor and Teresa Patrick (via telephone); Library Director Phil Heikkinen and staff member Janet Marlow; and Friends Board President Ken Gibbs.

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

**ADDITIONS OR MODIFICATIONS TO THE AGENDA** – The 2020 Budget Proposal was moved to the end of the agenda.

**ROUTINE MATTERS**

- **Minutes**: The Trustees reviewed the Minutes from the October 9 Regular Board Meeting. Madeline made a MOTION to approve the Minutes; Teresa seconded, and the MOTION passed unanimously.

- **Vouchers and Payroll**: Martha said that she had reviewed the vouchers and payroll and recommended approval.

  - October 2019 Payroll $37,333.19
  - Invoice Accounting Report 10/1/2019 (GF) $8200.25
  - Invoice Accounting Report 10/15/2019 (GF) $6748.21
  - Invoice Accounting Report 10/31/2019 (GF) $5614.76

  Madeline made a MOTION to approve the October payroll in the amount of $37,333.19. Teresa seconded, and the MOTION passed unanimously.

  Madeline made a MOTION to approve the submitted October 2019 General Fund vouchers totaling $20,563.22. Teresa seconded, and the MOTION passed unanimously.

**PUBLIC COMMENT** – Ken mentioned that he’s noticing a lot of cigarette debris by the north amphitheater and suggested it might be worthwhile to invest in another smokers’ receptacle.

**NEW BUSINESS**

- **Relevant News and Issues**: None
- **Director’s Report**: Phil discussed the Board option of sick-leave cash out or transfer for eligible employees for the Board’s information, should the request arise. He also informed the Board that he attended a Non Profit Directors’ meeting the week prior and had received a salary schedule from the group that he would share with the Board. The Board then discussed the paths forward for the remodeling project since no bids were received, including possibly working directly with contractors to split the project into parts. Phil had discussed the purchasing policy with both our attorneys and MRSC since few specific legal guidelines are outlined in situations where no bids are received. The Board agreed that the Library’s purchasing policy may need to be revised for simplicity, clarification, and to reflect revisions in state law.
Trustee Recruitment: Martha detailed the process of the interviews she and Library Board President Alex Conrad conducted. She said that all three applicants were very strong candidates, any of whom would be an excellent trustee. Martha said that, after some deliberation, she and Alex recommend Julia Wrapp for the position at this time. Martha added that she strongly recommends Sharon Ho to be part of the Resources and Programs Committee, and that due to Ducksoon Hwang’s history of fundraising, she may be a good addition to the Friends of the Library. Martha made a MOTION to recommend Julia Wrapp to the San Juan County Council for a position on the Library Board. Madeline seconded, and the MOTION passed unanimously.

Totem Pole Offer: Phil updated the Board on the communication regarding the possible donation of an Anthropocene totem pole to the Library. He recommended that we gather more information regarding the installation and maintenance of the totem pole, and that we make sure the Lummi are involved in the approval of the transfer and the siting of the pole. Martha said that the Board recognizes what an honor it would be to have the totem pole and want to ensure everything is done properly and respectfully. Martha and Teresa agreed to work together with Phil on a contract that could be used if the Board agrees to accept the gift, which will be funded in part by a public campaign.

Friends of the Library: Ken informed the Board that the Friends’ regular monthly meeting was postponed until November 19, and that the Holiday Tea is scheduled for Saturday, December 7, from 1:00-4:00 p.m.

REPORTS FROM ACTIVE COMMITTEES:

Resources and Programs: Phil pointed to the Director’s Report for the October highlights and informed the Board that the Chief Seattle program on Nov 9 had 53 attendees and that “Sacred Cedars” with artist Dave Bodaly is scheduled for November 22.

Community Relations: Last month’s topic of patron behavior in the Young Adult Room was revisited. Phil informed the Board that a new interior camera was installed allowing for more supervision from the front desk, and that the staff has become stricter in the enforcement of the Library’s Code of Conduct. The Board agreed that it’s a sensitive topic that requires good judgment and appreciate Phil and the staff navigating the issues. Teresa added that we should also be sensitive to the teens who don’t feel comfortable going into the room because of the other teens’ behavior and that it would be a shame to lose teen readers simply because they don’t feel comfortable browsing.

Facilities & Systems: None.

Policy & Personnel: None.

Finance: 2020 Budget Proposal.


2019 Building Fund Budget: The Board reviewed the Building Fund Budget transferring any unspent funds into the General Fund. Martha read Resolution 5-2019 Adopting the Building Fund Budget for the Year 2020 in the amount of
$158,150.00. Martha made a **MOTION** to adopt Resolution 5-2019; Madeline seconded, and the **MOTION** passed unanimously.

**2019 Debt Service Fund Budget**: The Board reviewed the Debt Service Fund transferring the funds necessary for the scheduled payments for 2020. Martha read Resolution 6-2019 Adopting the Debt Service Fund Budget for the Year 2020 in the amount of $107,170.00. Martha made a **MOTION** to adopt Resolution 6-2019; Madeline seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**OTHER** – None.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:53 a.m.

Submitted by Janet Marlow.

Approved __________________________________
Library Board Vice President Martha Fuller convened the meeting at 9:17 a.m. in the Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor, Jens Kruse, and Teresa Patrick (via telephone); Library Director Phil Heikkinen and staff member Janet Marlow.

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

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

**ROUTINE MATTERS**

Minutes: The Trustees reviewed the Minutes from the November 13 Regular Board Meeting. Martha made a **MOTION** to approve the Minutes; Madeline seconded, and the **MOTION** passed unanimously with Jens abstaining due to not having attended the meeting.

Vouchers and Payroll: Martha said that she had reviewed the prior month’s vouchers and payroll and recommended approval.

- November 2019 Payroll $36,572.45
- Invoice Accounting Report 11/12/2019 (GF) $10,322.94
- Invoice Accounting Report 11/25/2019 (GF) $11,800.74

Martha made a **MOTION** to approve the November payroll in the amount of $36,572.45. Jens seconded, and the **MOTION** passed unanimously.

Martha made a **MOTION** to approve the submitted November 2019 General Fund vouchers totaling $22,123.68. Madeline seconded, and the **MOTION** passed unanimously.

**PUBLIC COMMENT** – None.

**NEW BUSINESS**

- **Relevant News and Issues:** Jens and Teresa informed the Board that they would most likely miss the January 8 Regular Board Meeting due to scheduling conflicts. The Board agreed to reschedule the meeting, and Phil will send a Doodle poll in order to determine the best date for everyone.

- **Director’s Report:** Phil updated the Board on the search for contractors to work with the remodel, reporting that there had been two contractors who came for walk-throughs. Related to any agreement with a contractor, Phil also told the Board that he and Teresa are continuing to look at the purchasing policy with the intent of simplifying it and making sure we have adequate recourse in cases where we receive no responses to an Invitation for Bids. Phil informed the Board that the parking lot lighting improvements are in process, including awaiting the County’s assistance in replacing an existing light. The Board discussed the availability of electricians for the installation of the new pole. Regarding the ongoing discussion of the Totem Pole, Phil said that the carver had not yet responded, and that he was following up and making contacts with the Lummi. Phil added that he anticipates a Library program in conjunction with the installation. Phil also informed the Board that the chair fabrics had been selected, and that we are awaiting price quotes for the chairs being ordered. He shared the fabric samples with the Board. Phil reported that the
Friends of the Library’s Holiday Tea on December 7 had been a success, with approximately 500 attendees. Jens mentioned that he had seen beer bottles in Library Park, and the Board discussed what role the County has, if any, in maintaining the park. Phil said that he would look into the topic, adding that he has been working under the understanding that the Library administers and maintains the park using the Library Park Endowment.

- **Trustee Recruitment**: Phil informed the Board that the appointment of Julia Wrapp was approved by the County Council at their November 26 meeting and that Julia will come to the Library for Trustee orientation training prior to the January Board Meeting. Martha reiterated how pleased she was that the Library had three strong applicants this year.

- **Friends of the Library**: Madeline agreed to attend the January 14th meeting on the Board’s behalf.

**REPORTS FROM ACTIVE COMMITTEES:**

- **Resources and Programs**: Jens reported that the committee met the week of December 2nd to review events and agreed to meet every other month. Phil added that the Art Committee met on December 10th and will put out a call for artists for 2020. Dave Kosiur has volunteered to take over chairing that committee.

- **Community Relations**: Phil said that he’s received occasional requests from patrons to move the computers. The Board agreed no action was needed in response at this time. Martha asked for an update on the behavior of Young Adult patrons, and Phil reported that things are improving due to a combination of talks with the teens, self-policing among the group, and the addition of a security camera.

- **Facilities & Systems**: Phil reported that he is continuing to look for the best and most economical way to maintain the Library’s landscaping. He also reported that volunteer Michael Armenia has been helping with a lot of handyman tasks and that this is greatly appreciated.

- **Policy & Personnel**: Phil reiterated that he is working on the Purchasing and Contracting Policy with Teresa. Regarding personnel, he reminded the Board that staff member Lovella Daoust is working extra hours to cover the short-term leave of another staff member.

- **Finance**: Janet reported that the Budget approved at the November Board Meeting had been submitted to the County, and that the Library would most likely have a higher cash-forward position than budgeted due to the delay of some anticipated 2019 expenses into 2020.

**PUBLIC COMMENT** – None.

**OTHER** – Martha presented Resolution 7-2019 Recognizing the Achievements of Outgoing Board President Alex Conrad. Martha made a MOTION to adopt Resolution 7-2019. Madeline seconded, and the MOTION passed unanimously.

**EXECUTIVE SESSION FOR REVIEW OF THE DIRECTOR**: The Board moved into Executive Session at 10:10 a.m. The Board returned at 10:30 a.m. No action was taken.

**ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:30 a.m.

Submitted by Janet Marlow.

Approved

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