

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 January 18, 2022

5 Library Board President Teresa Patrick convened the meeting at 10:08 a.m. on Zoom. Also
6 attending were Trustees Madeline Sheplor, Sam Blackman, and Julia Gates; incoming 2022
7 Library Trustee Mary Johanson; Interim Library Director Janet Marlow; staff members
8 Jenny De Groot, Carol Dapogny, and Rhett Ariston; and HR Consultant Kara Turner. All
9 attendance was by Zoom due to the revised OPMA in response to COVID-19.

10 Note that incoming Library Trustee Mary Johanson had not yet been officially appointed by
11 San Juan County Council at the time of this meeting and was therefore attending as a non-
12 voting attendee.

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

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

15 **Director Hiring Process: Board Discussion with Kara Turner of Turner HR Services**

16 Kara Turner shared her background and the activities typically involved in a search for a new
17 director, including: a screening committee, panel interviews, tours, and community meet and
18 greets. When asked about how long the process usually takes, she said it was, on average, about
19 two and a half months. The meeting was an open discussion among all present in order to set a
20 common expectation regarding the path forward. Housing availability/affordability for an
21 incoming director was raised as a concern, and Ms. Turner advised reaching out to Library
22 supporters to try to coordinating a temporary, short-term solution if needed. Ms. Turner also
23 recommended that the Board put a relatively small screening committee in place and then open up
24 the selection process to a much larger pool of participants for the finalists.
25

26 *Sam Blackman left the meeting at 10:30 a.m.*

27
28 The next steps were outlined by the Board and Ms. Turner as:

- 29 1) Sign a services agreement with Kara Turner if the Board agrees to move forward using
30 her to coordinate the recruiting process;
31 2) Finalize the recruiting materials; and
32 3) Post a recruiting/application packet.
33

34 *Kara Turner left the meeting at 10:37 a.m.*

35 Madeline made a **MOTION** to enter into a services agreement with Kara Turner of
36 Turner HR Services to assist in the recruiting process of the new Library Director. Julia
37 seconded, and the **MOTION** passed unanimously.

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

39 ➤ **Officer Election:** This item was tabled until the February Board Meeting. 2021
40 officers will remain in place until that time.

41 ➤ **Committee Assignments:** This item was tabled until the February Board Meeting.
42 2021 committee assignments will remain in place until that time.

43 ➤ **2022 Meeting Dates and Times:** Attending members discussed their preferences, and
44 it was agreed that Janet will send a poll with the various options to all trustees in order to
45 determine the best options.

46 ➤ **Agenda format review:** It was agreed that no changes were needed at this time.

47 ➤ **Library Board Retreat: Agenda, Date, and Time:** The Board and staff discussed
48 several options, and the consensus was that a retreat may be the most helpful after a new
49 Library Director is hired. It was also suggested that the retreat be held outside during the
50 summer in order to accommodate in-person attendance.

51 **ROUTINE MATTERS**

52 Minutes: The Trustees reviewed the Minutes from the December 21 Regular Board
53 Meeting. Teresa had noticed a needed correction. Madeline made a **MOTION** to approve
54 the Minutes as corrected; Teresa seconded, and the **MOTION** passed unanimously.

55 Vouchers and Payroll: Madeline said that she had reviewed the prior month's
56 vouchers and payroll and recommended approval.

57	December 2021 Payroll	\$34,291.79
58		
59	Invoice Accounting Report 12/14/2021 (GF)	\$10,952.64
60	Invoice Accounting Report 12/21/2021 (GF)	\$22,270.20
61	Invoice Accounting Report 1/7/2022 (GF 2021 13 th Month)	\$773.31
62	Invoice Accounting Report 1/11/2022 (GF 2021 13 th Month)	\$8,234.44
63		

64 Madeline made a **MOTION** to approve the December payroll in the amount of
65 \$34,291.79. Julia seconded, and the **MOTION** passed unanimously. There was a discussion
66 of the impact of snow closures on the staff's paychecks, and the staff's options to make up
67 those lost hours.

68 Madeline made a **MOTION** to approve the submitted December 2021 General Fund
69 vouchers totaling \$42,230.59. Teresa seconded, and the **MOTION** passed unanimously.

70 **PUBLIC COMMENT** – None

71 **NEW BUSINESS**

72 ➤ **Relevant News and Issues:** None

73 ➤ **Director's Report:** Janet again highlighted the Library's recent award of a 2021
74 Library Journal Starred Library – one of only three in the state!

75 ➤ **Friends of the Library:** Staff member Carol Dapogny had attended on behalf of the
76 staff and reported that the Friends will not be having a Winter Book Sale in 2022.
77 Mary agreed to attend the Friends' February meeting.

78 **REPORTS FROM ACTIVE COMMITTEES:**

79 ➤ **Resources and Programs:** Having previously been led by departing trustee Jens
80 Kruse, it was agreed that this committee would be restarted after committee
81 assignments are determined at the February board meeting.

82 ➤ **Community Relations:** Nothing to report.

83 ➤ **Facilities & Systems:** Janet reported that a small water heater in the staff offices
84 had developed a leak which was discovered during the holidays, and that Morris
85 Plumbing had just been in to replace the water heater as well as its shut-off valve
86 which was no longer functioning.

87 ➤ **Policy & Personnel:**

88 ○ **Planned response to any COVID-positive staff:** Janet said that the current plan
89 for any staff exposures or positive tests is to follow the guidance recently issued
90 by the CDC on Dec. 27. Teresa asked for those guidelines to be shared with the

91 volunteers. The Board and staff discussed the CDC's guidelines, the high
92 percentage of the staff that are now boosted, and the fact that all staff and
93 volunteers have been asked to upgrade their masks to a KN95 or a very well-
94 fitting surgical mask, both of which have been made available onsite.

95 ➤ **Finance:** Janet reported that the previous staff credit card had been closed, and the
96 staff were now using the US Bank One Card designed for Washington State
97 governmental agencies.

98 **PUBLIC COMMENT** – None.

99 **OTHER** – The Board and staff discussed possible options to honor former Library Director
100 Phil Heikkinen's official retirement. Teresa also reminded everyone of the Library's
101 program with Jens Kruse discussing his new book would be the following day, January 19.

102 **ADJOURNMENT** – There being no further business, the meeting adjourned at 11:33 a.m.
103 Submitted by Janet Marlow.

104 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 February 10, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:00 p.m. on Zoom. Also
6 attending were Trustees Madeline Sheplor, Sam Blackman, Julia Gates, and Mary
7 Johanson; Interim Library Director Janet Marlow; and staff members Jenny De Groot, Holly
8 King, and Rhett Ariston. All attendance was by Zoom due to the revised OPMA in response
9 to COVID-19.

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

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

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

13 > **2022 Meeting Dates and Times:** The trustees had previously completed a poll with
14 their meeting preferences, with the best time appearing to be the second Thursday of the
15 month at 2:00 pm. Teresa made a **MOTION** to schedule the meetings for the second
16 Thursday at the month at 2:00 pm; Mary seconded, and the **MOTION** passed unanimously.

17 > **New Trustee’s Completion of Required OPMA Training:** Mary confirmed that she
18 had completed the WA Attorney General’s Open Government Training required of all
19 incoming Library Trustees.

20 > **Officer Election:** Madeline nominated Teresa for President; Sam seconded, and
21 **MOTION** passed unanimously. Julia nominated Madeline for Vice President; Teresa
22 seconded, and the **MOTION** passed unanimously. Teresa nominated Sam for Secretary;
23 Mary seconded, and the **MOTION** passed unanimously.

24 > **Committee Assignments:** Teresa asked for expressions of interest in the various
25 Committees and, after discussion, Teresa made a **MOTION** to appoint Mary to the
26 Resources and Programs Committee and keep all other committee chair appointments in
27 place (Madeline as Finance, Sam as Facilities and Systems, Teresa as Policies and
28 Personnel, and Julia as Community Relations); Madeline seconded, and the **MOTION**
29 passed unanimously.

30 **ROUTINE MATTERS**

31 Minutes: The Trustees reviewed the Minutes from the January 18 Regular Board
32 Meeting. Teresa made a **MOTION** to approve the Minutes; Madeline seconded, and the
33 **MOTION** passed unanimously.

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

36 January 2022 Payroll	\$35,677.50
37	
38 Invoice Accounting Report 1/18/2022 (GF)	\$11,243.07
39 Invoice Accounting Report 1/31/2022 (GF)	\$12,920.81
40	

41 Madeline made a **MOTION** to approve the January payroll in the amount of
42 \$35,677.50. Julia seconded, and the **MOTION** passed unanimously.

43 Madeline made a **MOTION** to approve the submitted January 2022 General Fund
44 vouchers totaling \$24,163.88. Julia seconded, and the **MOTION** passed unanimously.

45 **PUBLIC COMMENT** – None

46 **NEW BUSINESS**

- 47 ➤ **Relevant News and Issues:** Julia mentioned that she really appreciated the Islands’
48 Sounder article that staff member Carol Dapogny had written about the Library’s
49 Star Library Status and Phil’s retirement.
- 50 ➤ **Director’s Report:** Janet highlighted the ongoing Primetime Family Reading
51 Program, saying that the staff was really proud of the success of the program. She
52 also shared that the new director of the Lopez Library, Darren Hoerner, would be
53 visiting on March 2nd in order to meet the staff and open a channel of communication
54 for future collaboration. Janet also shared that the staff had been debating computer
55 time limits and asked for the Trustees’ opinions on the matter. The Board and staff
56 discussed the issue, and Janet agreed to find out how Lopez Library and San Juan
57 Library approach the topic.
- 58 ➤ **Staff Visit:** Public Services Librarian Holly King discussed OverDrive with the
59 Board, including circulation metrics and an explanation of the Advantage Purchasing
60 program.
- 61 ➤ **Friends of the Library:** Mary reported that the Friends’ February meeting had been
62 postponed to the following week, Feb 15. Mary and the other Trustees agreed that
63 Mary would be the Board’s permanent delegate to attend Friends meetings for the
64 year.

65 **REPORTS FROM ACTIVE COMMITTEES:**

- 66 ➤ **Resources and Programs:** Mary mentioned that the latest Endurance series
67 installments had been amazing.
- 68 ➤ **Community Relations:** Julia reiterated that she appreciated the Islands’ Sounder
69 article and was excited to see the new banner for the building announcing the Star
70 Library status.
- 71 ➤ **Facilities & Systems:** Nothing to report.
- 72 ➤ **Policy & Personnel:** Madeline shared that the Hiring Committee will be composed of
73 staff librarians Jenny De Groot and Rhett Ariston, Board President Teresa Patrick,
74 and herself, and that they were currently reviewing the job description.
- 75 ➤ **Finance:** Nothing to report.

76 **PUBLIC COMMENT** – None.

77 **OTHER** – None.

78 **ADJOURNMENT** – There being no further business, the meeting adjourned at 2:49 p.m.

79 Submitted by Janet Marlow.

80 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 March 10, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:01 p.m. on Zoom. Also
6 attending were Trustees Madeline Sheplor, Sam Blackman, Julia Gates, and Mary
7 Johanson; Interim Library Director Janet Marlow; staff members Jenny De Groot and Rhett
8 Ariston; and public guests Janet Alderton and Michael Riordan. All attendance was by Zoom
9 due to the revised OPMA in response to COVID-19.

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the February 10 Regular Board
14 Meeting. Julia made a **MOTION** to approve the Minutes; Mary seconded, and the **MOTION**
15 passed unanimously.

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

18 February 2022 Payroll	\$37,156.66
19	
20 Invoice Accounting Report 2/14/2022 (GF)	\$7023.75
21 Invoice Accounting Report 2/28/2022 (GF)	\$8264.60
22	

23 Madeline made a **MOTION** to approve the February payroll in the amount of
24 \$37,156.66. Julia seconded, and the **MOTION** passed unanimously.

25 Madeline made a **MOTION** to approve the submitted February 2022 General Fund
26 vouchers totaling \$15,288.35. Teresa seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – Michael Riordan summarized the actions and discussions from the
28 past four years regarding the possible donation of the Anthropocene Totem Pole carved by
29 House of Tears’ master carver Jewel James of the Lummi and being generously funded by
30 Janet Alderton. Michael provided a history of the pole and a summary of previous
31 discussions. Janet Alderton added information about the symbolism of the pole as well as
32 additional details on its specifications. Michael Riordan, Janet Alderton, and the Board all
33 discussed what they perceived as items needing clarification including site engineering
34 study, installation, ownership transference, and maintenance. The Board thanked Janet
35 Alderton for the extraordinarily generous offer and Michael Riordan for his ongoing work to
36 facilitate the donation, and the group all agreed to continue working together to explore the
37 remaining details.

38 **NEW BUSINESS**

39 ➤ **Relevant News and Issues**

- 40 ○ COVID - Changes to State masking requirements: Teresa stated that since
41 libraries were specifically called out in the Governor’s order ending the mask
42 mandate, it was her perception that no action was possible. The Board agreed.
43 The Board and staff all talked about the importance of being respectful of each
44 other’s choices regarding masking.

- 45 ➤ **Director's Report:** Janet highlighted that the Primetime Family Reading Program
46 had wrapped up in February. She also reported that, after discussing with Lopez
47 Library and San Juan Library, the staff would not be setting time limits on computer
48 use for patrons of any age if computers were available, and, in order to facilitate
49 computer availability for patrons needing quick access, two computers have been
50 designated for 15-min use.
- 51 ➤ **Friends of the Library:** Mary reported from the Friends' March 8 meeting that the
52 Friends continue to have eBay sales outpace the Lobby book sales. The Friends also
53 discussed possibly awarding a Public Service Award to one of their members.

54 **REPORTS FROM ACTIVE COMMITTEES:**

- 55 ➤ **Resources and Programs:** Mary reported that she had met with Carol in order to
56 reactivate the committee, and they are reaching out to prior members to see if they'd
57 like to participate again.
- 58 ➤ **Community Relations:** Julia said that she appreciated the new website banner
59 offering resources to understand the current conflict in Ukraine.
- 60 ➤ **Facilities & Systems:** Janet presented a quote from Orcas Window and Door for the
61 replacement of six 30-year-old windows in the original wing that have lost their seal.
62 The Board agreed to move forward with the work. Janet also asked for additional
63 roofer contacts in order to get the roof leaked fixed. She also shared that Library
64 landscaper Kabloom had donated two ornamental cherry trees that had to be
65 relocated due to the construction on Prune Alley, and they had been planted adjacent
66 to the swale on the south lawn.
- 67 ➤ **Policy & Personnel:**
- 68 ○ Updated Library Director Position Description: Teresa introduced the updated
69 description that had previously been shared with the Board and asked for any
70 discussion. Hearing none, Mary made a **MOTION** to approve the revised Library
71 Director Position Description as presented. Sam seconded, and the **MOTION**
72 passed unanimously.
- 73 Sam exited the meeting at 3:02 pm.
- 74 ○ Update from Director Hiring Committee: Madeline shared that the Hiring
75 Committee had met with HR consultant Kara Turner on February 24 in order to
76 finalize the job posting details, and the job posting is now live online. Madeline
77 shared that the first consideration would be to applications submitted by March
78 28, and she asked all trustees and staff to share the job posting through available
79 channels. The Committee's next meeting is March 17. Teresa brought up the
80 subject of at-will versus contract employment, and the Board agreed for her to
81 discuss the topic with an employment attorney in order to gather more
82 information.
 - 83 ○ Review/Discussion of OIPL Gift Policy: Teresa suggested that, while updates are
84 needed to the existing policy so that it can provide consistent information to
85 future donors and trustees, the topic be tabled until after the possible totem pole
86 donation is resolved. The Board agreed.
- 87 ➤ **Finance:** Janet reminded everyone that we're entering into property tax season, so
88 revenues should be high the next months.

89 **PUBLIC COMMENT** – Janet Alderton wished the Library luck with the director search.

90 **OTHER** – Returning to the topic of the possible donation of the totem pole, Janet Marlow
91 asked everyone to send her what they saw as the issues needing research or resolution prior
92 to making a decision. She will compile a comprehensive issues list for the group’s use.
93 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:24 p.m.
94 Submitted by Janet Marlow.

95 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 April 14, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:05 p.m. on Zoom. Also
6 attending were Trustees Julia Gates and Mary Johanson; Interim Library Director Janet
7 Marlow; staff members Karen Meng, Jenny De Groot, and Rhett Ariston; and a member of
8 the public. All attendance was by Zoom due to the revised OPMA in response to COVID-19.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Teresa asked to add an Executive
11 Session to the end of the agenda in order to evaluate the qualifications of applicants for
12 public employment (RCW 42.30.110g). The Board agreed.

13 **ROUTINE MATTERS**

14 Minutes: The Trustees reviewed the Minutes from the March 10 Regular Board
15 Meeting, with one correction submitted. Mary made a **MOTION** to approve the Minutes as
16 corrected; Julia seconded, and the **MOTION** passed unanimously.

17 Vouchers and Payroll: Janet said that Madeline had reviewed the prior month’s
18 vouchers and payroll.

19	March 2022 Payroll	\$32,438.72
20		
21	Invoice Accounting Report 3/14/2022 (GF)	\$10,880.50
22	Invoice Accounting Report 3/28/2022 (GF)	\$6,311.03
23		

24 Teresa made a **MOTION** to approve the March payroll in the amount of \$32,438.72.
25 Mary seconded, and the **MOTION** passed unanimously.

26 Mary made a **MOTION** to approve the submitted March 2022 General Fund vouchers
27 totaling \$17,191.53. Julia seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – A member of the public asked if the Board would still be discussing
29 the agenda item “Update from the Hiring Committee” in open session prior to entering
30 Executive Session. Teresa confirmed that, yes, a public update would be provided, and the
31 Executive Session would be used to discuss individual candidates.

32 **NEW BUSINESS**

- 33 ➤ **Relevant News and Issues:** None.
- 34 ➤ **Staff Visit:** Library Associate Karen Meng detailed her changes to the volunteer
35 program, highlighted the upcoming volunteer appreciation tea, and introduced
36 possible ideas for increasing the visibility of the volunteers’ contributions in the
37 future. The Board thanked Karen for her time and for her thoughtful management
38 of the volunteer program.
- 39 ➤ **Director’s Report:** Janet highlighted that she and the staff were working on
40 compiling the Library’s 2021 metrics for the annual report to the Washington State
41 Library. She also reported that she was interviewed by a group of University of
42 Washington Masters of Library and Information Science (MLIS) students who were
43 working with the State Library to compile data on libraries’ differing approaches to

44 COVID. Janet also reported that Librarian Holly King is also working with a
45 Syracuse University MLIS student who has ties to Orcas, and this student will be
46 volunteering with us over the next months in order to complete her required
47 internship hours, most of which will be done through remote work.

48 ➤ **Friends of the Library:** Mary reported that, due to the lack of a quorum, the April 12
49 Friends meeting did not take place. The Friends' next meeting is scheduled for May
50 10, and Mary asked for another Trustee to attend in her stead due to a conflict.
51 Teresa agreed to attend the May meeting.

52 **REPORTS FROM ACTIVE COMMITTEES:**

53 ➤ **Resources and Programs:** Mary reported that while the whole committee had not
54 been able to meet yet, there is plenty of programming going on. She also said that
55 she and Carol were looking for lodging for an author's upcoming visit on May 5th in
56 case anyone knew of available options. The Board also discussed the Library's Art
57 Committee based on information provided to them by chair Dave Kosiur, and both
58 Julia and Mary asked to be included in future correspondence and will participate as
59 they are able.

60 ➤ **Community Relations:** Nothing to report.

61 ➤ **Facilities & Systems:** Janet said that she was still looking for a roofer and would
62 prefer an on-island option, if possible, since it was only a minor repair. Teresa
63 suggested a contractor that may be able to help as a resource.

64 ➤ **Policy & Personnel:**

65 ○ Update from Director Hiring Committee: Teresa updated everyone on the
66 progress of the committee and said that, while the solicitation remains open, 10
67 candidates had filed for first consideration. The committee reviewed these 10 and
68 chose to interview 5 of them. Interviews took place on Zoom on April 12. She
69 explained that the next step would be to have second interviews with a few
70 candidates (also by Zoom) focusing on follow-up, targeted questions specific to
71 each candidate. Those interviews will take place at the end of April. After that,
72 the committee will decide if any or all of the remaining candidates should visit
73 Orcas for a community event or if the committee should revise the solicitation and
74 keep looking. She did say that all five candidates that were interviewed had
75 some connection to Orcas and had spent time here.

76 ➤ **Finance:** Janet reported that she had filed the Library's annual report with the
77 Washington State Auditor.

78 **PUBLIC COMMENT** – None.

79 **OTHER** – None.

80 **EXECUTIVE SESSION:** The Board entered into Executive Session at 2:59 p.m. in
81 accordance with RCW 42.30.110(g) to evaluate the qualifications of applicants for public
82 employment. The session was scheduled to last 30 minutes. Regular session resumed at
83 3:29 p.m. with no action taken.

84 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:29 p.m.

85 Submitted by Janet Marlow.

86 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 May 12, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:02 p.m. on Zoom. Also
6 attending were Trustees Julia Gates, Mary Johanson, Sam Blackman, and Madeline
7 Sheplor; Interim Library Director Janet Marlow; and staff members Carol Dapogny, Jenny
8 De Groot, and Rhett Ariston. All attendance was by Zoom due to the revised OPMA in
9 response to COVID-19.

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the April 14 Regular Board
14 Meeting, with one correction submitted. Teresa made a **MOTION** to approve the Minutes as
15 corrected; Mary seconded, and the **MOTION** passed unanimously.

16 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
17 vouchers and payroll, noted the highlights of the month, and then recommended approval.

18 April 2022 Payroll	\$37,029.46
19	
20 Invoice Accounting Report 4/14/2022 (GF)	\$30,402.84
21 Invoice Accounting Report 4/25/2022 (GF)	\$7,280.03
22	

23 Madeline made a **MOTION** to approve the April payroll in the amount of \$37,029.46.
24 Teresa seconded, and the **MOTION** passed unanimously.

25 Madeline made a **MOTION** to approve the submitted April 2022 General Fund
26 vouchers totaling \$37,682.87. Mary seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – None.

28 **NEW BUSINESS**

- 29 ➤ **Relevant News and Issues:** None.
- 30 ➤ **Director’s Report:** Janet said that the staff had been recently impacted by COVID-
31 related absences on top of scheduled vacations and being short-staffed, and while
32 everyone was continuing to pitch in to cover each other, the addition of a substitute
33 to work as needed would help relieve a lot of pressure for front desk coverage. She
34 also highlighted the work Michael Armenia and the staff were doing to get the
35 building and grounds ready to host the director candidates.
- 36 ➤ **Friends of the Library:** Teresa had attended the Friends’ May meeting on behalf of
37 the Board and reported that she and the Friends had discussed the progress from the
38 hiring committee and the upcoming visit from the candidates. Also, as Friends
39 President Ken Gibbs is currently indisposed, Friends board members Jane Heisinger
40 and Kathy Morris agreed to co-chair the group for the time being. The Friends also
41 discussed the Summer Library Fair.

44 **REPORTS FROM ACTIVE COMMITTEES:**

45 ➤ **Resources and Programs:** Mary reported that the committee had met twice since the
46 last Board meeting and had agreed on a mission statement. She reported that
47 programs coordinator Carol Dapogny had given notice and would be leaving at the
48 end of May, but everything in May was going as planned, and that programming
49 during the summer will be light until a new team member is hired to coordinate
50 programming. Mary said that the committee is discussing community engagement
51 and how to expand the Library’s reach to communities not currently being served.

52 ➤ **Community Relations:** Julia suggested the local Latino community as an
53 underserved constituent.

54 ➤ **Facilities & Systems:** Nothing to report.

55 ➤ **Policy & Personnel:**

56 ○ Update from Director Hiring Committee: Madeline gave an update on the
57 Director hiring process and went over the schedule and expectations for the
58 upcoming visit from the candidates on May 19 & 20.

59 ○ Adult Programs & Communication Coordinator Position: Janet reported that, as
60 mentioned in the Resources and Programs portion, Carol Dapogny would be
61 leaving at the end of the month. She said that she and Mary were planning on
62 forming a hiring committee in the upcoming weeks.

63 ○ Substitute Library Associate Position: Janet presented her plan to rehire retired
64 Children’s Librarian Nita Couchman as a substitute resource to fill in at the front
65 desk in case of staff absences that cannot be covered internally. Being a non-
66 benefit position that only works when another staff member cannot, there are no
67 additional costs associated with the hiring. The Board agreed with the plan.

68 ○ Corrections/Updates to benefits policies 2.16.E and 2.16.F: Janet introduced a
69 policy revision previously shared and reviewed by the Board and explained that
70 the policy revisions were simply update to the providers and amounts of life
71 insurance and long term disability insurance for the staff. Teresa made a
72 **MOTION** to adopt the revisions to 2.16.E. Life Insurance and 2.16.F. Long Term
73 Disability as presented; Madeline seconded, and the **MOTION** passed
74 unanimously.

75 ➤ **Finance:** Nothing to report.

76 **PUBLIC COMMENT** – None.

77 **OTHER** – Sam asked if any of the current book banning efforts nationwide had impacted
78 the Library, and Children’s Librarian Jenny De Groot said no, not directly, and explained
79 the Library’s existing policy. She said that it had been interesting to hear other libraries’
80 approaches to the topic during the director interviews. The group discussed the current
81 events related to book banning.

82 **ADJOURNMENT** – There being no further business, the meeting adjourned at 2:50 p.m.

83 Submitted by Janet Marlow.

84 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting

4 May 20, 2022

5 Library Board President Teresa Patrick called the Special Meeting to order at 9:02 a.m. Also
6 attending were Trustees Madeline Sheplor, Julia Gates, Sam Blackman, and Mary
7 Johanson; Interim Library Director Janet Marlow; members of the Director Hiring
8 Committee; Kara Turner of Turner HR Services; and candidates for the position of Library
9 Director. Attendance was both in-person in the Library Community Room and via Zoom.

10 Welcome: Teresa welcomed everyone to the meeting.

11 Additions or Modification to the Agenda: None.

12 Executive Session: The Board entered into Executive Session at 9:03 a.m. in accordance
13 with RCW 42.30.110(1)(g) to evaluate the qualifications of applicants for public employment.
14 The session was scheduled to last 3 hours.

15 9:30 a.m.: Candidate 1 joined the meeting
16 10:50 a.m.: Candidate 1 exited the meeting
17 11:00 a.m.: Candidate 2 joined the meeting
18 12:03 p.m.: Executive Session was extended 30 minutes
19 12:05 a.m.: Candidate 2 exited the meeting
20 12:30 p.m.: Julia & Sam exited the meeting
21 12:33 p.m.: Executive Session was extended 30 minutes
22 1:03 p.m.: Executive Session was extended until 1:15 p.m.

23 Regular session resumed at 1:15 p.m. with no action taken.

24 Other: None.

25 Adjournment: There being no further business, the meeting was adjourned at 1:15 p.m.

26 Submitted by Janet Marlow.

27 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 May 22, 2022

5 Library Board President Teresa Patrick called the Special Meeting to order at 10:00 a.m.
6 Also attending were Trustees Madeline Sheplor, Julia Gates, Sam Blackman, and Mary
7 Johanson; and Interim Library Director Janet Marlow. All attendance was via Zoom.

8 Welcome: Teresa welcomed everyone to the meeting and thanked the staff, Friends of the
9 Library, volunteers, fellow Trustees, and community members for going above and beyond in
10 hosting the two Director candidates in the last few days. The visits were a success, and that
11 was due to everyone’s involvement and engagement with the process. Mary thanked the
12 Hiring Committee for their hard work in getting to this point with two wonderful
13 candidates. Julia thanked Janet for keeping everything running in the meantime.

14 Additions or Modification to the Agenda: Janet asked to add a discussion item related to the
15 Washington State Tax Structure Work Group. The Board agreed.

16 Vote to enter into negotiations with a candidate for the position of Library Director: Teresa
17 made a **MOTION** to empower Kara Turner of Turner HR Services to enter into negotiations
18 with applicants for the position of Library Director. Teresa explained that this was an
19 expansion of the scope of the contract already in place with Kara Turner. Mary seconded,
20 and the **MOTION** passed unanimously.

21 Letter to Washington State Tax Structure Work Group: Janet explained that the
22 Washington State Tax Structure Work Group is looking into the effect of the 1% tax cap on
23 local governments, and libraries across the state are sending letters to the group to explain
24 the impact this law specifically has on library districts. Janet said that she was sending a
25 letter from herself, but she would greatly appreciate it if any Trustees would like to co-sign.
26 It was agreed that Janet would send the letter to the Trustees for them to decide
27 individually.

28 Other: Sam asked about the next steps in the hiring process. Teresa explained that Kara
29 Turner would be checking references and running a background check on Monday and,
30 assuming positive results, would be entering into negotiations. The group then talked about
31 the availability of housing on Orcas for a new director.

32 Adjournment: There being no further business, the meeting was adjourned at 10:16 a.m.

33 Submitted by Janet Marlow.

34 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting

4 June 1, 2022

5 Library Board President Teresa Patrick called the Special Meeting to order at 5:02 p.m. Also
6 attending were Trustees Madeline Sheplor, Julia Gates, and Mary Johanson; Interim
7 Library Director Janet Marlow; staff Librarian Rhett Ariston; and a member of the public.
8 All attendance was via Zoom.

9 Welcome: Teresa welcomed everyone.

10 Additions or Modification to the Agenda: None.

11 Public Comment: None.

12 Evaluate the qualifications of an applicant for public employment: Teresa stated that when
13 the Board met in Executive Session on May 20th, they thoroughly discussed the
14 qualifications of the two final candidates, both of which the Board and Hiring Committee
15 thoroughly liked and found qualified. She asked the Trustees if anyone had anything
16 further that needed to be discussed prior to moving forward. No one expressed need for
17 further conversation, and the Trustees agreed to proceed to extending an offer.

18 Vote to extend an offer of employment to an applicant for Director: Madeline made a
19 **MOTION** to extend an offer to Ingrid Mattson for the position of Library Director at a salary
20 of \$105,000 per year, a one-time moving assistance payment of \$10,000, and a start date of
21 August 1. Teresa seconded, and the **MOTION** passed unanimously.

22 Other: Teresa summarized Ingrid's resume for the member of the public attending: The
23 current Associate Dean of Library Services, Professor of Legal Research, and the Director of
24 the Law Library at Cardoza School of Law, Ingrid received her Juris Doctor from Seattle
25 University Law School and was a practicing attorney before deciding to pursue her Masters
26 in Library & Information Science from the University of Washington. There was then
27 discussion among the group regarding the administrative next steps in the process.

28 Adjournment: There being no further business, the meeting was adjourned at 5:13 p.m.

29 Submitted by Janet Marlow.

30 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 June 9, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:02 p.m. on Zoom. Also
6 attending were Trustees Mary Johanson and Madeline Sheplor, Interim Library Director
7 Janet Marlow, Children’s Librarian Jenny De Groot, and a member of the public. Trustee
8 Julia Gates joined at 2:25 p.m.

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the May 12 Regular Board
13 Meeting. Mary made a **MOTION** to approve the Minutes; Teresa seconded, and the
14 **MOTION** passed unanimously.

15 The Trustees reviewed the Minutes from the May 20 Special Board Meeting.
16 Madeline made a **MOTION** to approve the Minutes; Mary seconded, and the **MOTION**
17 passed unanimously.

18 The Trustees reviewed the Minutes from the May 22 Special Board Meeting.
19 Madeline made a **MOTION** to approve the Minutes; Teresa seconded, and the **MOTION**
20 passed unanimously.

21 The Trustees reviewed the Minutes from the June 1 Special Board Meeting. Mary
22 made a **MOTION** to approve the Minutes; Madeline seconded, and the **MOTION** passed
23 unanimously.

24 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
25 vouchers and payroll, noted the highlights of the month, and then recommended approval.

26 May 2022 Payroll	\$37,262.41
27	
28 Invoice Accounting Report 5/2/2022 (GF)	\$7,575.26
29 Invoice Accounting Report 5/16/2022 (GF)	\$12,982.89
30 Invoice Accounting Report 5/31/2022 (GF)	\$15,641.36

31 Madeline made a **MOTION** to approve the May payroll in the amount of \$37,262.41.
32 Teresa seconded, and the **MOTION** passed unanimously.

33 Madeline made a **MOTION** to approve the submitted May 2022 General Fund
34 vouchers totaling \$36,199.51. Teresa seconded, and the **MOTION** passed unanimously.

35 **PUBLIC COMMENT** – None.

36 **NEW BUSINESS**

- 37 ➤ **Relevant News and Issues:** The Board discussed the latest revision to the OPMA and
38 agreed that future meetings would be hybrid (combination of Zoom and in-person) in
39 order to allow for in-person public participation at the Library.
- 40 ➤ **Director’s Report:** Janet proposed delaying the hiring of a new Programs
41 Coordinator until Ingrid is brought on board in order to allow Ingrid to define how
42 that role should fit into the overall staffing picture, and the Board agreed. Children’s
43 Librarian Jenny De Groot provided a verbal report for her May activities and

44 highlighted the Library's involvement in the upcoming Solstice Parade, including a
45 Sasquatch Calling Contest, and the launch of the Summer Reading Program.

46 ➤ **Friends of the Library:** Mary reported that the Friends' would be meeting the
47 following week, June 14, and that she and Janet would be attending.

48

49 **REPORTS FROM ACTIVE COMMITTEES:**

50 ➤ **Resources and Programs:** Mary reported that Lit Fest had been a huge success, with
51 Rosanne Perry's activities and the Library's portion of the Friday night Lit Walk
52 being very well attended and received. She also highlighted the upcoming Cedar
53 Weaving classes on June 15 & 16 and said and that Carol was installing a Story
54 Walk on library grounds before her departure.

55 Julia Gates joined the meeting at 2:25 p.m.

56 ➤ **Community Relations:** Teresa expressed how pleased she was with the engagement
57 and communication with the community during the recruiting process.

58 ➤ **Facilities & Systems:** Janet reported that the 30-year-old lights over the exterior
59 doors on the east side of the building were discovered to be severely degraded and
60 were being replaced with new LED fixtures.

61 ➤ **Policy & Personnel:** Teresa said that she would work to revise the existing gift
62 policy and would share a draft to discuss at the next meeting.

63 ○ Update from Director Hiring Committee: Madeline said that she thought the
64 process had gone wonderfully and thanked everyone for their participation. She
65 said that the next concern was housing and asked everyone to keep their ears
66 open for possible housing options for Ingrid and her family. The group discussed
67 how to approach communicating the hiring decision more formally with the
68 stakeholders and broader community, and Madeline agreed to reach out to Ingrid
69 to make sure she was OK with the news being spread more publicly. A member
70 of the public asked for more details on the new director, so Teresa provided an
71 overview of Ingrid's resume, and the group discussed her strengths.

72 ➤ **Finance:** Nothing to report.

73 **PUBLIC COMMENT** – None.

74 **OTHER** – None.

75 **ADJOURNMENT** – There being no further business, the meeting adjourned at 2:41 p.m.

76 Submitted by Janet Marlow.

77 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 July 14, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:04 p.m. The meeting was
6 hybrid: attendance was both on Zoom and in person in the Library’s Community Room. Also
7 attending were Trustees Mary Johanson, Madeline Sheplor, and Sam Blackman; Interim
8 Library Director Janet Marlow; and staff librarians Jenny De Groot and Rhett Ariston.

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the June 9 Regular Board
13 Meeting. Mary made a **MOTION** to approve the Minutes; Teresa seconded, and the
14 **MOTION** passed unanimously.

15 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
16 vouchers and payroll, noted the highlights of the month, and then recommended approval.

17 June 2022 Payroll	\$35,943.92
18	
19 Invoice Accounting Report 6/13/2022 (GF)	\$18,287.10
20 Invoice Accounting Report 6/27/2022 (GF)	\$8,001.29
21	

22 Madeline made a **MOTION** to approve the June payroll in the amount of \$35,943.92.
23 Mary seconded, and the **MOTION** passed unanimously.

24 Madeline made a **MOTION** to approve the submitted June 2022 General Fund
25 vouchers totaling \$26,288.39. Mary seconded, and the **MOTION** passed unanimously.

26 **PUBLIC COMMENT** – None.

27 **NEW BUSINESS**

- 28 ➤ **Relevant News and Issues:** Janet said that a memorial for Friends President Ken
29 Gibbs would be held that night in the Library Community Room at 5:30 p.m.

30 *Sam joined the meeting at 2:12 pm*

- 31 ➤ **Director’s Report:** Janet highlighted the ongoing Summer Reading Program
32 activities, including marching in the Fourth of July Community Parade and the
33 Sasquatch Calling Contest on the Village Green. Teresa mentioned the high ratio of
34 electronic to physical checkouts. Teresa also brought up the ongoing discussion of
35 the possible totem pole donation. The Board agreed that the topic should be on the
36 agenda for September, agreeing that this timeframe would allow incoming director
37 Ingrid time for analysis and perhaps a recommendation, but that the ultimate
38 decision should be made by the Board.

- 39 ➤ **Friends of the Library:** Mary reported that both she and Janet attended the Friends’
40 June and July meetings, and the highlights included:
 - 41 ○ Preparation for Library Fair on August 13, including a call for volunteers to help
42 set up;

- 43 ○ Ken Gibb’s sudden passing has exacerbated the need for new FOIL board
44 members and volunteers; and
45 ○ The Friends have made arrangements to donate the extensive Native American
46 book collection given to them by Barbara Brown to the Samish Indian Tribe
47 Library in Anacortes, which everyone is very pleased about.
48 Sam suggested that the Library host a welcome reception for Ingrid and that it also
49 be used to recruit new Friends volunteers and board members. The group agreed
50 that this would be a wonderful idea.

51

52 **REPORTS FROM ACTIVE COMMITTEES:**

- 53 ➤ **Resources and Programs:** Mary said that the Summer Reading Program is the full
54 extent of the Library’s programming right now and highlighted the upcoming craft
55 activities Jenny has planned, including a tie-dye party in conjunction with the
56 Library Fair on Saturday, August 13.
- 57 ➤ **Community Relations:** Nothing to report.
- 58 ➤ **Facilities & Systems:** Sam shared a roofing contact. Janet reported that the
59 northwest mechanical room door had finally arrived, and that the installation had
60 been subcontracted to Orcas Window and Door, the same outfit that had just
61 replaced the windows in the south wall of the original wing.
- 62 ➤ **Policy & Personnel:** Teresa said that she would work to revise the existing gift
63 policy and would share a draft to discuss at the next meeting.
- 64 ➤ **Finance:** Nothing to report.

65 **PUBLIC COMMENT** – None.

66 **OTHER** – Janet asked about the Board’s desired level of participation in Ingrid’s
67 onboarding. It was agreed that it would be discussed over the next weeks prior to her
68 arrival.

69 **ADJOURNMENT** – There being no further business, the meeting adjourned at 2:46 p.m.

70 Submitted by Janet Marlow.

71 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 August 11, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:00 p.m. The meeting was
6 hybrid: attendance was both on Zoom and in person in the Library’s Community Room. Also
7 attending were Trustees Julia Gates, Madeline Sheplor, and Sam Blackman; Director Ingrid
8 Mattson; staff members Jenny De Groot, Janet Marlow, and Rhett Ariston. Trustee Mary
9 Johanson joined the meeting at 3:00 p.m.

10 **WELCOME & INTRODUCTIONS** – The group welcomed Ingrid to her first Board Meeting
11 as Library Director.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Teresa asked to move the
13 Resolution 2022-01 Appointing Auditing Officer ahead in the agenda after Vouchers and
14 Payroll and the discussion of the Gift Policy to the first of the Active Committee reports.
15 The Board agreed.

16 **ROUTINE MATTERS**

17 Minutes: The Trustees reviewed the Minutes from the July 14 Regular Board
18 Meeting. Julia made a **MOTION** to approve the Minutes; Madeline seconded, and the
19 **MOTION** passed unanimously.

20 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
21 vouchers and payroll, noted the highlights of the month, and then recommended approval.

22 July 2022 Payroll	\$30,252.73
23	
24 Invoice Accounting Report 7/11/2022 (GF)	\$7,062.30
25 Invoice Accounting Report 7/25/2022 (GF)	\$11,818.82
26	

27 Madeline made a **MOTION** to approve the July payroll in the amount of \$30,252.73.
28 Teresa seconded, and the **MOTION** passed unanimously.

29 Madeline made a **MOTION** to approve the submitted July 2022 General Fund
30 vouchers totaling \$18,881.12. Julia seconded, and the **MOTION** passed unanimously.

31 **Resolution 2022-01 Appointing Auditing Officer**: Teresa introduced the resolution
32 appointing Ingrid Mattson as the Library’s primary Auditing Officer, with Librarians Holly
33 King or Rhett Ariston as back-up auditing officers. Teresa made a **MOTION** to adopt
34 Resolution 2022-01 Appointing Auditing Officer. Sam seconded, and the **MOTION** passed
35 unanimously.

36 **PUBLIC COMMENT** – None.

37 **NEW BUSINESS**

38 ➤ **Relevant News and Issues**: None

39 ➤ **Director’s Report**: Ingrid discussed her first two weeks on the job, thanking
40 everyone for the warm welcome, and reporting that she is learning and settling in.
41 Teresa asked Children’s Library Jenny DeGroot about the 17 story times Jenny did
42 in July, and Jenny explained her outreach to all the various camps and forest
43 schools. The Board and staff also discussed the Pronunciator online language

- 44 learning resource that had recently been renewed, and Jenny provided history that
45 Pronunciator was originally added as a resource to replace having to continuously
46 update the language learning CDs in the collection. The staff and Board agreed that
47 a deeper dive into the relevance and use of all online resources would be worthwhile.
- 48 ➤ **Friends of the Library:** Ingrid shared that the Friends were currently preparing for
49 the August 13 Library Fair. Topic revisited later in the meeting.

50

51 **REPORTS FROM ACTIVE COMMITTEES:**

52 ➤ **Policy & Personnel – Gift Policy:**

- 53 ○ Teresa presented a summary of her research, referencing:
- 54 ■ RCW 22.12.210(6) which stipulates Library Trustees “shall accept such
55 gifts of money or property for library purposes as they deem
56 expedient”;
 - 57 ■ OILD Policy Manual Policy Manual 1.3.2.H. Selection Criteria – “Gift
58 Materials,” which states the same standards of selection for the
59 collection are applied to gifts as to materials acquired by purchase;
 - 60 ■ Current OILD Policy Manual 1.8 “Gifts” which is broad in nature; and
 - 61 ■ Whatcom County Library System’s “Gift Acceptance Policy” as an
62 example of a policy which includes criteria regarding how the decision
63 is made.
- 64 ○ Teresa said that, in her reading, the Art Committee’s role in advising on the
65 acceptance of gifts is unclear.
- 66 ○ Teresa asked the Trustees if they would like to keep the existing broad policy or
67 add in criteria regarding how the decision is made. The general Board thought
68 was that defining criteria would be helpful for future decisions by this or future
69 Boards, however the Board agreed that any changes should be made after a
70 decision is made regarding the acceptance of the totem pole currently being
71 offered to the Library as a donation.
- 72 ○ The Board then discussed the totem pole and agreed to put it on the agenda for
73 the September Regular Board Meeting.

74 *Mary joined the meeting at 3:00 pm*

- 75 ➤ **Resources and Programs:** Mary reported that a path forward for the Programs
76 Coordinator position was to be defined, that she had met with Ingrid to discuss the
77 position, and that Ingrid is currently analyzing overall staffing. Mary said that the
78 committee needs to regroup in the meantime and anticipates having a meeting soon.
- 79 ➤ **Community Relations:** Nothing to report.
- 80 ➤ **Facilities & Systems:** Ingrid passed along a suggestion that there be a landscaping
81 subcommittee. Teresa asked about the maintenance of the Library HVAC system
82 and if the ventilation were still the most appropriate for COVID protocols. Janet
83 reported that Andgar Mechanical maintains the HVAC system on a twice-yearly
84 basis, including the maintenance of the ionization system that was added in 2020.
85 Ingrid and Janet said that they would look into ensuring the HVAC system is
86 optimal for current COVID guidelines.

87 ➤ **Finance:** Janet reminded the Board of the 2023 Budget Timeline and said that the
88 Board's first review of a draft should be at the September meeting, in advance of the
89 Public Budget Hearing to be held in October.

90 **Friends of the Library – Revisited:** The Board revisited the topic of the Friends of the
91 Library, and Mary discussed the Friends' leadership challenges since the passing of Ken
92 Gibbs and asked the Board what their role should be in helping the group. The Board
93 agreed that they need to help the Friends be successful and discussed holding a joint Special
94 Board Meeting with the Friends Board to discuss. Mary agreed to propose the idea at the
95 Friends' September Board Meeting. Jenny also raised the topic of the Friends' Recognition
96 Plaque needing to be updated.

97 **PUBLIC COMMENT** – None.

98 **OTHER** – None.

99 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:32 p.m.
100 Submitted by Janet Marlow.

101 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 September 8, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:09 p.m. The meeting was
6 hybrid: attendance was both on Zoom and in person in the Library’s Community Room. Also
7 attending were Trustees Julia Gates, Madeline Sheplor, Sam Blackman, and Mary
8 Johanson; Director Ingrid Mattson; staff members Jenny De Groot, Janet Marlow, and
9 Rhett Ariston; Friends of the Library representative Michael Armenia; and invited guest
10 Michael Riordan.

11 **WELCOME & INTRODUCTIONS** – Teresa welcomed everyone and lead a round of
12 introductions for guest attendee Michael Riordan.

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

14 **ROUTINE MATTERS**

15 Minutes: The Trustees reviewed the Minutes from the August 11 Regular Board
16 Meeting. Mary made a **MOTION** to approve the Minutes; Madeline seconded, and the
17 **MOTION** passed unanimously.

18 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
19 vouchers and payroll, noted the highlights of the month, and then recommended approval.

20 August 2022 Payroll	\$52,413.28
21	
22 Invoice Accounting Report 8/1/2022 (GF)	\$3,106.20
23 Invoice Accounting Report 8/15/2022 (GF)	\$55,567.12
24 Invoice Accounting Report 8/23/2022 (GF)	\$7,042.02
25	

26 Madeline made a **MOTION** to approve the August payroll in the amount of
27 \$52,413.28. Mary seconded, and the **MOTION** passed unanimously.

28 Madeline made a **MOTION** to approve the submitted August 2022 General Fund
29 vouchers totaling \$65,715.34. Teresa seconded, and the **MOTION** passed unanimously.

30 **PUBLIC COMMENT** – None.

31 **NEW BUSINESS**

- 32 ➤ **Relevant News and Issues:** Mary wanted to make sure that Library staff were aware
33 of a planned power outage the night of September 15.

34 *Julia Gates joined the meeting at 2:15 p.m.*

- 35 ➤ **Director’s Report:** Ingrid updated the group on her onboarding and ongoing
36 meetings with community members. The group discussed re-visiting the Collection
37 Management Policy and related “Citizen’s Comment on Library Materials” form,
38 adding the third air-evacuation provider benefit to the 2023 budget, and the Library
39 Board’s responsibilities related to the Library Park Committee.

- 40 ➤ **Friends of the Library:** Michael Armenia said that the Friends did not have an
41 August meeting due to lack of a quorum, but that the Annual Library Fair on August
42 13 was very successful. He highlighted that the Friends’ annual meeting would be in
43 October, time and place to be determined, and that Lynn Carter had rejoined the

44 Friends Board since meetings are now hybrid. Teresa congratulated the Friends on
45 such a successful Library Fair and said that the whole event was beautifully done.
46 There was also discussion over possibly modifying the Friends' bylaws.

47 ➤ **Consideration of Alderton Donation Offer:**

- 48 ○ Michael Riordan launched the discussion by reading a prepared statement
49 regarding the "Woman in the Moon" totem pole currently being offered as a
50 donation by Janet Alderton and stated that Janet prefers that the Library be the
51 location for the pole since it is a community gathering place and it could be placed
52 in a way in which it could face the water, as totem poles traditionally do.
53 Included in the information provided by Michael is that the pole is 25 feet tall and
54 approximately 3500 pounds. Michael said that, as part of the donation, it is
55 hoped that there would be an installation ceremony and that a set of documents
56 and videos that go along with the pole could be conferred to the Library.
- 57 ○ The Board thanked Michael for his statement and conveyed their appreciation for
58 Janet Alderton's offer. The entire group then discussed the costs and benefits of
59 having the totem pole on site, including maintenance needs, its size relative to
60 the scale of the space, the possibility of having related educational programming,
61 staff time commitment now and in the future, possible insurance obligations,
62 security, increasing the Library's diversity, and the use of outdoor space that the
63 Library currently uses for programming.
- 64 ○ The group agreed that more research and thought was needed prior to making a
65 decision.

66

67 **REPORTS FROM ACTIVE COMMITTEES:**

- 68 ➤ **Resources and Programs:** Children's Librarian Jenny De Groot updated the Board
69 on the closing of the Summer Reading Program. Mary added that it's very fun to see
70 how excited the kids are to earn their Summer Reading Program Library Dollars and
71 redeem them for books to keep. Ingrid provided an update on her thinking on the
72 Programs Coordinator position and updated the Board on the Library Speakers
73 Consortium.

74 *Sam Blackman left the meeting at 3:30 p.m.*

- 75 ➤ **Community Relations:** The Board discussed a visitor complaint regarding guidance
76 received at the Library during a medical emergency. The Board and Ingrid agreed
77 that the conversation would be a training topic at an upcoming staff meeting.
- 78 ➤ **Facilities & Systems:** Ingrid reported that she had reached out to a mainland roofer
79 to make the necessary roof repairs, since no on-island roofers are available.
- 80 ➤ **Policy & Personnel:** Teresa asked Ingrid to put together a work plan to be used as a
81 basis for a six-month review at the end of January.
- 82 ➤ **Finance:** Janet said that she had shared a draft budget with the Trustees prior to
83 the meeting, and that it would continue to be a work in process over the next month
84 with the Finance Committee.

85 **PUBLIC COMMENT** – None.

86 **OTHER** – The Board discussed the process of looking for a new Trustee to take over the
87 Teresa's term which is expiring at the end of 2022. They agreed to post the opening in
88 October.

89 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:50 p.m.
90 Submitted by Janet Marlow.

91 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 October 13, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:02 p.m. The meeting was
6 hybrid: attendance was both on Zoom and in person in the Library’s Community Room. Also
7 attending were Trustees Julia Gates, Madeline Sheplor, Sam Blackman, and Mary
8 Johanson; Director Ingrid Mattson; staff members Jenny De Groot, Janet Marlow, and
9 Rhett Ariston; and Library volunteer Tom McDonough.

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the September 8 Regular Board
14 Meeting. Teresa made a **MOTION** to approve the Minutes; Mary seconded, and the
15 **MOTION** passed unanimously.

16 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
17 vouchers and payroll, noted the highlights of the month, and then recommended approval.

18 September 2022 Payroll	\$41,457.67
19	
20 Invoice Accounting Report 9/12/2022 (GF)	\$10,752.12
21 Invoice Accounting Report 9/27/2022 (GF)	\$9,293.82
22	

23 Madeline made a **MOTION** to approve the September payroll in the amount of
24 \$41,457.67. Julia seconded, and the **MOTION** passed unanimously.

25 Madeline made a **MOTION** to approve the submitted September 2022 General Fund
26 vouchers totaling \$20,045.94. Mary seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – None.

28 **FY 2022 Budget Discussion with Public Testimony**

29 ➤ **2022 General Fund Budget**: Janet and Ingrid provided the highlights of the latest
30 draft of the 2023 General Fund Budget, including an updated COLA and increased spending
31 on collection development. There will not be a 2023 Debt Service Fund budget as the final
32 debt service payment will be made in November 2022.

33 **NEW BUSINESS**

34 ➤ **Relevant News and Issues**: None

35 ➤ **Director’s Report**: Ingrid discussed her attendance at the Washington State Public
36 Library Director’s conference in Spokane at the end of September. She also shared
37 that she was in discussion with the Orcas Island Historical Museum to add the
38 Museum’s reference collection to the Library’s catalogue, making the items
39 searchable but showing the Museum as the location. She and the Board also
40 discussed the recent problems being caused on site by some transient community
41 members and discussed the involvement of the Sheriff’s department to help curtail
42 the issues. There was a discussion about eating and drinking in the young adult

- 43 section as well as a discussion of who holds the legal authority to trespass individuals
44 from Library Park.
- 45 ➤ **Friends of the Library:** Mary said that she and Ingrid had attended this month's
46 meeting, and the Friends were preparing for their Annual Public Meeting that would
47 be held on Sunday, Oct. 16. Ingrid would be speaking at the event, and Mary would
48 be attending on the Board's behalf. Mary and Ingrid said that the Friends also
49 discussed a membership drive and the possibility of online payment processing, and
50 that a Friends Board Member had also discussed their stance on the offered donation
51 of a Totem Pole. Ingrid shared that there was another Friends meeting scheduled for
52 the next day, October 14, to discuss the Ken Gibbs memorial fund.
 - 53 ➤ **Consideration of Totem Pole Donation:** The Board discussed the next steps in the
54 consideration of the offer. It was decided that Teresa would draft a letter to the
55 donor.
 - 56 ➤ **Trustee Recruitment:** Teresa asked the Board if they would like to use the same
57 approach in recruiting an incoming trustee as they've used in previous years, and the
58 group decided to continue with that method of having two trustees interview and
59 make a recommendation to the Board. Mary and Madeline agreed to chair the
60 selection committee. Janet shared a draft release/advertisement for the open
61 position, and the group decided to list November 7 as an initial review date.

62

63 **REPORTS FROM ACTIVE COMMITTEES:**

- 64 ➤ **Resources and Programs:** Ingrid shared that the Public Services Librarian for
65 Programs and Communication position had been posted and asked Mary to be part of
66 the selection process as the Chair of the Resources and Programs Committee. Mary
67 agreed. Ingrid also shared the details on the Library's enrollment in the Library
68 Speakers Consortium.
- 69 ➤ **Community Relations:** Julia brought up having a welcome reception for Ingrid, and
70 the group discussed January as a tentative date.
- 71 ➤ **Facilities & Systems:** Ingrid shared her struggle to find someone to repair the roof,
72 and the group provided some suggestions.
- 73 ➤ **Policy & Personnel:** The Board agreed to put the consideration of the revised Gift
74 Policy on the November Regular Board Meeting agenda.
- 75 ➤ **Finance:** Nothing to report beyond the draft budget discussed earlier in the agenda.

76 **PUBLIC COMMENT** – None.

77 **OTHER** – None

78 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:16 p.m.

79 Submitted by Janet Marlow.

80 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 November 10, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:03 p.m. The meeting was
6 hybrid: attendance was both on Zoom and in person in the Library’s Community Room. Also
7 attending were Trustees Julia Gates, Sam Blackman, and Mary Johanson; Director Ingrid
8 Mattson; staff members Jenny De Groot, Janet Marlow, Ray Kingsley, and Rhett Ariston;
9 and Library volunteer Tom McDonough.

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the October 13 Regular Board
14 Meeting. Teresa made a **MOTION** to approve the Minutes; Mary seconded, and the
15 **MOTION** passed unanimously.

16 Vouchers and Payroll: Janet said that Madeline had reviewed the prior month’s
17 vouchers and payroll and noted the highlights of the month.

18	October 2022 Payroll	\$42,879.75
19		
20	Invoice Accounting Report 10/3/2022 (GF)	\$6,374.19
21	Invoice Accounting Report 10/17/2022 (GF)	\$17,715.35
22	Invoice Accounting Report 10/31/2022 (GF)	\$17,222.39
23		

24 Mary made a **MOTION** to approve the October payroll in the amount of \$42,879.75.
25 Sam seconded, and the **MOTION** passed unanimously.

26 Mary made a **MOTION** to approve the submitted October 2022 General Fund
27 vouchers totaling \$41,311.93. Julia seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – None.

29 **NEW BUSINESS**

- 30 ➤ **Relevant News and Issues:** The group discussed the initial results on the San Juan
31 Library Bond that had been on the November 8 ballot. There was also a general
32 discussion of how property taxes are levied.
- 33 ➤ **Director’s Report:** Ingrid discussed her outreach efforts and meeting with the
34 Washington State Library. She also detailed the planned gift in Ken Gibb’s name
35 will be at OICF and will be part of their annual Give Orcas campaign. The funds will
36 be used for science books & programming at the Library. She said that, internally,
37 the staff had some scheduling swaps over the past month in order to best
38 accommodate everyone’s needs. The Board and Ingrid then discussed the planned
39 holiday closures since Christmas and New Year’s Day fall on Sundays this year, and
40 Ingrid will decide on a final schedule.
- 41 ➤ **Friends of the Library:** Mary said that she and Ingrid attended both the Friends
42 Annual Meeting (Oct 16) and regular monthly meeting (Nov 8) and the Friends
43 elected officers, including Kathy Morris as President. She and Ingrid also said that

44 the Friends are looking into adding an online option for membership payments and
45 donations. Mary said that she will revisit the idea of holding a joint meeting with
46 them after the new year. Mary and Ingrid also reported that the Friends approved
47 the Library's funding request for \$21,750 for 2023 books and programming.

48 ➤ **Trustee Recruitment:** Mary informed the Board that there were two applicants, and
49 that she and Madeline were setting up Zoom interviews for the following week.

50

51 **REPORTS FROM ACTIVE COMMITTEES:**

52 ➤ **Resources and Programs:** Mary provided the Board with a hiring update for the
53 open Programming position. She said that there were 9 applicants, and the hiring
54 committee was in the process interviewing 5. She also reported that she'd been
55 attending some of the Speaker's Consortium presentations, and they were all really
56 high quality. Finally, the Art Committee is scheduled to meet in the next week to
57 review the 18 submissions for the 2023 art display schedule.

58 ○ **Offered Donation – Moldoff Paintings:** The Board discussed the generous offer of
59 two paintings done by Stan Moldoff. The Board discussed augmenting the
60 proposed Gift Policy changes with a form detailing the practical ramifications of
61 the policy that any potential donor can review and agree to prior to making a
62 donation. Mary recommended tabling the current offer until the Gift Policy and
63 accompanying form are finalized. The Board agreed.

64 ➤ **Community Relations:** Julia brought up having a welcome party for Ingrid, and the
65 group discussed Saturday, January 21, as a tentative date. There was also a
66 discussion of the appropriateness of hanging fliers from alternative religious
67 institutions on Library bulletin boards. The group discussed that only limiting factor
68 was that the group should be on Orcas Island as the Library doesn't hang
69 promotional materials for off-island groups.

70 ➤ **Facilities & Systems:** Ingrid shared that she had discovered a new leak at the entry
71 to her office, and the group discussed roofer suggestions. For the electrical updates,
72 Janet reported that she was still waiting on a quote from electrician Kevin Loomis
73 but that she would follow up.

74 ➤ **Policy & Personnel:**

75 ○ **Hiring Update:** Ingrid said that she was looking at the structure of Tony's job to
76 see what will be remaining after moving some of the position's responsibilities to
77 the WA State Library, OCLC, and TLC. She said that she and Madeline plan to
78 meet to discuss and that the Library will probably be hiring Tony as a consultant
79 after his retirement at the end of January 2023 in order to ease the transition.

80 ○ **Gift Policy:** Per discussion above, the Board agreed to table the Gift Policy until
81 next month in order to review the proposed changes and produce an
82 accompanying form.

83 ➤ **Finance - 2023 General Fund Budget Proposal:** Janet explained a handful of changes
84 between the current draft and the one previously reviewed at the October Public
85 Budget Hearing.

86 ○ **2022 General Fund Budget:** Teresa read Resolution 2-2022 Adopting the Tax
87 Levy for the Year 2023. Mary made a **MOTION** to adopt Resolution 2-2022; Sam
88 seconded, and the **MOTION** passed unanimously. Teresa read Resolution 3-
89 2022 Adopting the General Fund Budget for the Year 2023 in the amount of

90 \$1,534,313.00. Teresa made a **MOTION** to adopt Resolution 3-2022; Mary
91 seconded, and the **MOTION** passed unanimously.

92 **PUBLIC COMMENT** – None.

93 **OTHER** – None

94 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:17 p.m.

95 Submitted by Janet Marlow.

96 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 December 14, 2022

5 Library Board President Teresa Patrick convened the meeting at 12:05 p.m. The meeting
6 was hybrid: attendance was both on Zoom and in person in the Library’s Community Room.
7 Also attending were Trustees Julia Gates, Madeline Sheplor, and Mary Johanson; Director
8 Ingrid Mattson; staff members Jenny De Groot, Janet Marlow, Sam Gailey, Tony Ghazel
9 and Rhett Ariston; and Library volunteer Tom McDonough.

10 **WELCOME & INTRODUCTIONS** – Teresa welcomed everyone and introduced Sam Gailey,
11 the Library’s new Public Service Librarian for Programs and Communication.

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

13 **ROUTINE MATTERS**

14 Minutes: The Trustees reviewed the Minutes from the November 10 Regular Board
15 Meeting. Mary made a **MOTION** to approve the Minutes; Teresa seconded, and the
16 **MOTION** passed unanimously with Madeline abstaining due to missing the meeting.

17 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
18 vouchers and payroll and noted the highlights of the month.

19 November 2022 Payroll	\$43,365.75
20	
21 Invoice Accounting Report 11/14/2022 (GF)	\$7878.87
22 Invoice Accounting Report 11/28/2022 (GF)	\$6139.07
23	

24 Madeline made a **MOTION** to approve the November payroll in the amount of
25 \$43,365.75. Mary seconded, and the **MOTION** passed unanimously.

26 Madeline made a **MOTION** to approve the submitted November 2022 General Fund
27 vouchers totaling \$14,017.94. Julia seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – None.

29 **NEW BUSINESS**

- 30 ➤ **Relevant News and Issues:** None.
- 31 ➤ **Internet Service Policy Update:** Ingrid described the process of becoming CIPA
32 (Children’s Internet Protection Act) compliant: (1) hold a public meeting on the topic;
33 (2) have a filter on public computers; and (3) have an Internet Safety Policy. The
34 Board discussed the filtering methods, and Ingrid explained that the Library is
35 currently using a filter at the firewall level. Tony answered some clarifying
36 questions about the filter. The Board discussed the language proposed to be added to
37 the Internet and Computer Policy and where in the policy it should be added. Mary
38 made a **MOTION** to incorporate Ingrid’s proposed Internet Safety language into
39 Policy 1.9 Internet and Computer Policy; Julia seconded, and the **MOTION** passed
40 unanimously.
- 41 ➤ **Director’s Report:** Ingrid provided the highlights of the month, including hiring Sam
42 Gailey who will be starting on December 19. Jenny and Ingrid went to the
43 elementary school to draw a name for their Hats Off for Reading program, and they

- 44 promoted the Dolly Parton Imagination Library program while they were there.
45 Jenny reported that the enrollments for the Dolly Parton program were going very
46 well. Finally, there was a general discussion of the grants available through the
47 Association of Rural and Small Libraries, which the Library joined in November.
- 48 ➤ **Friends of the Library:** Ingrid reported that the Friends' Annual Holiday Tea that
49 was held on December 3 was lovely. Mary and Ingrid both attended the December 13
50 Friends meeting and reported the news from the meeting, including that Laura
51 Hanks would be designing a separate website for the Friends. Also of note is that the
52 winter book sale will now possibly become a spring sale in the old lobby, and the
53 Friends are discussing the possibility of having it as a fundraiser for the Ken Gibbs
54 Memorial Fund. Finally, Mary shared that Dave Kosiur, Sue Kosiur, and Jane
55 Heisinger have all announced that they will be retiring from the Friends Board, so
56 the Friends are discussing a more public recruiting effort. The Board discussed
57 various avenues for recruiting.
- 58 ➤ **Trustee Recruitment:** Mary announced that there were two candidates, both
59 wonderful, but she and Madeline have decided that they would like to recommend
60 Tom McDonough as the Library Board's new Trustee to County Council. Teresa
61 made a **MOTION** to accept the Trustee Search Committee's recommendation; Julia
62 seconded, and the **MOTION** passed unanimously.
- 63 ➤ **Added Agenda item:** The Board introduced Resolution 4-2022 acknowledging
64 outgoing Trustee Teresa Patrick's contribution to the Board. Madeline read the
65 resolution into record. Madeline made a **MOTION** to adopt **Resolution 4-2022**; Mary
66 seconded, and the **MOTION** passed unanimously with Teresa abstaining. All present
67 heartily thanked Teresa for her time and efforts on behalf of the Library.

68 **REPORTS FROM ACTIVE COMMITTEES:**

- 69 ➤ **Resources and Programs:** Mary reported the major accomplishment for the month
70 was hiring Sam, and the committee will be relaunched after he is brought on board.
- 71 ○ **Offered Donation** – Tabled to a future meeting.
- 72 ➤ **Community Relations:**
- 73 ○ Ingrid shared that food would no longer be allowed in the Young Adult area after
74 the ongoing issue of messes left by some patrons boiled over into an altercation in
75 the parking lot. There was a discussion of the behavior in the YA room, that
76 behavior possibly discouraging other teens from using the space, and possible
77 solutions to the problem (visual volume meter; having someone in the YA office
78 between 3-5pm; increased staff ownership of the behavior). Madeline shared that
79 this is a common issue for libraries.
- 80 ○ Julia shared that a patron emailed to complain about a lack of diversity and
81 inclusion at the Library. The Board discussed the events leading to the complaint
82 and Julia agreed to reach out.
- 83 ○ Madeline asked about a Facebook Orcas Rant and Rave post about the Children's
84 Craft Bazaar. There was a discussion on how the event sign-ups were advertised.
- 85 ○ Finally, Julia asked if the proposed January date for Ingrid's welcome party could
86 be moved to spring so that the event could be held outdoors. Everyone agreed.
- 87 ➤ **Facilities & Systems:** Ingrid reported that she had new roofer contacts from Friends
88 member Jim Wiemeyer and was contacting them.

89

- 90 ➤ **Policy & Personnel:**
- 91 ○ **Hiring Update:** Ingrid reported that, while Sam has been hired, the three final
- 92 candidates for the programs position provided varied skills sets and reach, and
- 93 she is considering them for two possible additional roles: (1) Systems Librarian to
- 94 manage Library IT in addition to related programming, and (2) Curricular
- 95 Programs/Courses. The Board and Ingrid discussed how the roles would be
- 96 structured and the impact on the budget.
- 97 ○ **Gift Policy:** Tabled to a future meeting.
- 98 ➤ **Finance** – None.
- 99 **PUBLIC COMMENT** – None.
- 100 **OTHER** – Ingrid thanked the staff for attending the meeting.
- 101 **ADJOURNMENT** – There being no further business, the meeting adjourned at 1:53 p.m.
- 102 Submitted by Janet Marlow.

103 Approved _____