

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 April 8, 2020

5 Library Board President Martha Fuller convened the meeting at 10:01 a.m. on
6 teleconference. Also attending were Trustees Madeline Sheplor, Jens Kruse, Teresa Patrick,
7 and Julia Wrapp; Library Director Phil Heikkinen, and staff member Janet Marlow. All
8 attendance was by phone due to the revised OPMA in response to COVID-19.

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the March 11 Regular Board
13 Meeting, the March 17 Special Meeting, and the March 25 Special Meeting. Jens made a
14 **MOTION** to approve the Minutes; Madeline seconded, and the **MOTION** passed
15 unanimously.

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

18	March 2020 Payroll	\$39,687.61
19	Invoice Accounting Report 3/3/2020 (GF)	\$8,235.07
20	Invoice Accounting Report 3/16/2020 (GF)	\$13,804.44
21	Invoice Accounting Report 3/30/2020 (GF)	\$11,168.76

22 Teresa made a **MOTION** to approve the March payroll in the amount of \$39,687.61.
23 Julia seconded, and the **MOTION** passed unanimously.

24 Madeline made a **MOTION** to approve the submitted March 2020 General Fund
25 vouchers totaling \$33,208.27. Jens seconded, and the **MOTION** passed unanimously.

26 **PUBLIC COMMENT** – None

27 **NEW BUSINESS**

- 28 ➤ **Relevant News and Issues:** None
- 29 ➤ **Director’s Report:** Phil highlighted the high level of checkouts in the days prior to
30 the Library’s closure. Regarding COVID-19 response, he informed the Board that he
31 is participating in the weekly San Juan County Partners Conference Call to get a
32 weekly update from County Health and Community Service Director, Mark
33 Tompkins. He also informed the Board that he would be participating in a call with
34 the Public Libraries of Washington Directors in the afternoon of April 8 to discuss
35 unified messaging to the Governor on what level of service libraries can provide
36 during this time. Phil emphasized that, whatever the Library does, we need to make
37 sure it is compliant with county and state guidelines and that we need to be able to
38 show that we can do it safely. Teresa added that we should ensure that we have a
39 united front with the other San Juan County libraries.
- 40 ➤ **Friends of the Library:** The Friends Treasurer’s Report was previously sent to the
41 Board from the Friends Treasurer.

44 **REPORTS FROM ACTIVE COMMITTEES:**

- 45 ➤ **Resources and Programs:** Jens informed the Board that he was starting a reading
46 group in April focused on “Pandemics in Literature” and that they would be meeting
47 over Zoom. As of this time, 20 people have signed up for the group.
- 48 ➤ **Community Relations:** Julia emphasized that it’s important to communicate to the
49 community at this time and explain what’s happening at the Library during the
50 closure. The Board discussed different outlets for communication, and Julia and Phil
51 agreed to work on an update.
- 52 ➤ **Facilities & Systems:** Madeline informed the Board that the chairs arrived yesterday
53 (April 7). Phil added that the Library will surplus the old chairs at a price of around
54 \$10 each. Phil also updated the Board on the NanaWall project. He said that the
55 contractor had mobilized on Monday (April 6) and were cutting into drywall today.
56 He added that they have their own keys and will be isolated to the west portion of the
57 building. Phil added that the Library’s attorney agrees that construction can
58 continue during the statewide Stay-at-Home Order since this is a public works
59 project. The Board agreed that it is a silver lining to be able to get this project done
60 so quickly during the closure.
- 61 ➤ **Policy & Personnel:** Phil discussed the ongoing staff activities during the closure.
- 62 ➤ **Finance:** Phil said that we may see a decrease in expenses during the closure, but
63 that he has encouraged staff to continue ordering for the collection in the meantime.

64 **PUBLIC COMMENT** – None.

65 **OTHER** – Phil and the Board thanked Orcas Freight for delivering the new chairs, saving
66 the Library approximately \$1500.

67 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:47
68 a.m.

69 Submitted by Janet Marlow.

70 Approved _____