

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 _____