

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 April 13, 2023

5 Library Board President Madeline Sheplor convened the meeting at 2:00 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, Mary Johanson, and Tom McDonough; Director
8 Ingrid Mattson; staff members Janet Marlow, Jenny De Groot, and Rhett Ariston; and
9 Friends member Laura Hanks.

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

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

12 **ROUTINE MATTERS**

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

16 The Trustees reviewed the Minutes from the April 7 Board Retreat. Mary made a
17 **MOTION** to approve the Minutes; Tom seconded, and the **MOTION** passed unanimously.

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

20 March 2023 Payroll	\$43,489.36
21	
22 Invoice Accounting Report 3/13/2023 (GF)	\$11,763.55
23 Invoice Accounting Report 3/27/2023 (GF)	\$9,072.41
24	

25 Madeline made a **MOTION** to approve the March payroll in the amount of
26 \$43,489.36. Julia seconded, and the **MOTION** passed unanimously.

27 Madeline made a **MOTION** to approve the submitted March 2023 General Fund
28 vouchers totaling \$20,835.96. Julia seconded, and the **MOTION** passed unanimously.

29 **PUBLIC COMMENT** – None.

30 **NEW BUSINESS**

- 31 ➤ **Relevant News and Issues**: Ingrid shared her experience attending the Coalition for
32 Orcas Youth (COY) meeting earlier in the week. There was a discussion of COY’s
33 objectives and planned activities. Ingrid also shared that the Library staff meetings
34 were being switched to the second and fourth Wednesdays of each month in order to
35 allow her to attend the monthly local association directors’ meetings. Madeline
36 asked why the Garden Tour was cancelled for the year. Ingrid reported that there
37 weren’t enough gardens that agreed to be on the tour this year, but that the Garden
38 Club had confirmed that the Library would remain on the schedule for next year.
- 39 ➤ **Director’s Report**: Ingrid showed the Board pictures of the new Deer Harbor book
40 drop. She also shared her idea about compact shelving to allow for a stage area in
41 front of the reading room for programs. Ingrid discussed the joint library training
42 day the staff attended at Lopez Library, including San Juan, Lopez, and Shaw
43 librarians. She also shared her experiences at the Washington Library Association

44 conference in Wenatchee at the end of March, including that the Library’s new
45 Romance Section was inspired by a session with a young services librarian who
46 presented the genre’s merits and popularity. Ingrid also discussed that she’s working
47 to plan the Rubber Duck Hunt and Science Celebration in honor of former Friends
48 President Ken Gibbs on April 30; that she, Woody, and Holly will be doing a podcast
49 about growing up on Orcas; and that Woody is starting a game night on Tuesdays,
50 and the first one is on May 2nd. Finally, she and the Board discussed the Volunteer
51 Appreciation Mocktail party planned for April 30.

- 52 ➤ **Friends of the Library:** Tom reported that the Friends’ Ides of March book sale had
53 made \$800 in addition to the silent auction items. He also reported that the Friends
54 were continuing to work on changes to their bylaws, and they should be approved at
55 a special meeting prior to the Friends’ next board meeting. There was a discussion
56 about the different approaches available for a new treasurer.
- 57 ➤ **Board Retreat Recap and Committee Structure:** Madeline thanked everyone for
58 attending the previous week’s Board Retreat. She summarized their agreement for
59 committee structure as: (1) Finance/Budget, (2) Policy, (3) Planning. Since the
60 committees are outlined in the bylaws, there was a discussion of the revision of the
61 bylaws. Tom suggested “recruitment” as a standing committee. The group discussed
62 simplifying the article to “1.3 The President or the Board may appoint standing or
63 special committees as needed.” The group agreed to revisit the bylaws change as well
64 as strategic planning at the May Regular Board Meeting.

65 **REPORTS FROM ACTIVE COMMITTEES:**

- 66 ➤ **Resources and Programs:** Nothing to report beyond previously covered items.
- 67 ➤ **Community Relations:** Nothing to report
- 68 ➤ **Facilities & Systems:** Ingrid reported that the quest for an electrician continues –
69 there are no resources to be found. Tom recommended that she call San Juan
70 Heating to see if they had any insight to off-island electricians.
- 71 ➤ **Policy & Personnel:**
 - 72 ○ **Gift Policy:** The Board reviewed the revised Gift Policy provided to the group
73 prior to the meeting. Everyone agreed with the changes as discussed. Mary
74 pointed out a couple of typos in the Deed of Gift supporting document. Mary made
75 a **MOTION** to approve the revision to “Policy 1.8 Gifts” as proposed. Tom
76 seconded, and the **MOTION** passed unanimously.
 - 77 ○ **Vacation Policy:** Ingrid presented the proposed changes to the vacation policy.
78 There was discussion of working with employees who currently are outside of the
79 policy to give them a specific target for getting compliant. Ingrid said that being
80 now fully staffed allows for the flexibility in allowing people to take vacation.
81 Mary made a **MOTION** to approve the revision to “Policy 2.16.a Vacation” as
82 proposed. Julia seconded, and the **MOTION** passed unanimously.
- 83 ➤ **Finance:** Ingrid shared that Janet is putting together some pie charts for us to use to
84 explain expenditure categories.

85 **Executive Session:** The Board entered into Executive Session at 3:14 p.m. in accordance
86 with RCW 42.30.110 to review the performance of a public employee. The session was
87 scheduled to last 20 minutes. The session was then extended another 12 minutes. Regular
88 session resumed at 3:46 p.m. with no action taken.

89 **PUBLIC COMMENT** – None.

90 **OTHER** – None.

91 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:46 p.m.

92 Submitted by Janet Marlow.

93 Approved _____