

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 August 12, 2020

5 Library Board President Martha Fuller convened the meeting at 10:00 a.m. on  
6 teleconference. Also attending were Trustees Madeline Sheplor, Jens Kruse, and Teresa  
7 Patrick; Library Director Phil Heikkinen, and staff member Janet Marlow. Trustee Julia  
8 Wrapp joined the meeting at 10:15 a.m. Attendance was by phone due to the revised OPMA  
9 in response to COVID-19.

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

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

12 **ROUTINE MATTERS**

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

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

18 July 2020 Payroll	\$39,556.61
19 Invoice Accounting Report 7/13/2020 (GF)	\$8,172.81
20 Invoice Accounting Report 7/27/2020 (GF)	\$38,607.39

21 Teresa made a **MOTION** to approve the July payroll in the amount of \$39,556.61.  
22 Madeline seconded, and the **MOTION** passed unanimously.

23 Madeline made a **MOTION** to approve the submitted July 2020 General Fund  
24 vouchers totaling \$46,780.20. Jens seconded, and the **MOTION** passed unanimously.

25 **PUBLIC COMMENT** – None

26 **NEW BUSINESS**

- 27 ➤ **Relevant News and Issues:** None
- 28 ➤ **Director’s Report:** Phil told the Board that he will forward them an FAQ regarding  
29 Library services during the shutdown put together by the Stevens County Library  
30 Director. Teresa updated the Board on the hiring status of a new Adult Services  
31 Librarian: They had 28 applicants, the majority of which had MLS degrees; the  
32 committee of 5 reviewed the applicants and picked 10 to interview on Zoom; the  
33 committee had narrowed it down to 3, and Phil is checking references; 1 of those 3  
34 had withdrawn from consideration. The Board discussed housing availability for the  
35 final candidate. Martha thanked the committee for all of their time and effort. Phil  
36 noted that Martin Arnold officially retired on July 31.

37 Julia Wrapp joined the meeting at 10:15 a.m.

- 38 ➤ **Contract for Web Design Services:** Phil explained the contract with Martin Arnold to  
39 maintain the website and to train staff as needed, with the expectation that a staff  
40 member will eventually take over the responsibility. The value of the contract at  
41 eight hours per week is \$14,000 a year, maximum. Julia made a **MOTION** to  
42 approve the contract with Martin Arnold for web design services; Jens seconded, and  
43 the **MOTION** passed unanimously.

44 ➤ **Friends of the Library:** Phil informed the Board that the Friends have been talking  
45 about how to sell books and plan to begin book sales in conjunction with curbside  
46 pickup. They are also looking into bulk sales to book dealers. The next Friends  
47 meeting is Tuesday, August 18, and Julia volunteered to attend.

48

49 **REPORTS FROM ACTIVE COMMITTEES:**

50 ➤ **Resources and Programs:** The Board discussed the success of ongoing Zoom  
51 programing. Regarding resources, Phil told the Board that the staff is looking into  
52 adding grab bags of books for curbside distribution.

53 ➤ **Community Relations:** Nothing to report at this time.

54 ➤ **Facilities & Systems:** Phil said that Rolf is waiting on materials in order to begin the  
55 lobby remodel project and that Lynn is continuing to work on lamps and tables. Also,  
56 the wall next to the staff room door was fully enclosed by Michael Greenberg, who  
57 volunteered his services. The sealing of the Nana Walls is still in progress.

58 ➤ **Policy & Personnel:** Teresa said that they need to look at policies related to an  
59 eventual reopening but the past month had been dedicated to interviews. Phil  
60 discussed the transfer of activities among the staff during Martin's absence.

61 ➤ **Finance:** Janet explained the latest changes to the budget: The additional revenue  
62 brought in by the Nell F. Brown trust dissolution; cost-of-living index now set at 1%  
63 for 2021, and an updated salary schedule for the new Adult Services Librarian. Phil  
64 added that the Adult Services Librarian's hours and medical insurance would be  
65 determined. Phil also said that Lynn is looking into purchasing additional outdoor  
66 tables since we aren't able to open the building, specifically two 2-person tables for  
67 the north amphitheater. Julia asked if people are using the outdoor space. Phil said,  
68 yes, the outside space has been extremely popular with people taking advantage of  
69 the Library's Wi-Fi.

70 **PUBLIC COMMENT** – None.

71 **OTHER** – Julia asked about any concerns for a possible reopening during the virus. Phil  
72 said that he would forward an FAQ from Steven's County Library addressing reopening  
73 topics. The Board also discussed the school district's possible reopening strategies.

74 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:52  
75 a.m.

76 Submitted by Janet Marlow.

77 Approved \_\_\_\_\_