

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 August 17, 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 Mary Johanson, and Tom McDonough; Library Director Ingrid
8 Mattson; staff members Jenny De Groot, Janet Marlow, and Rhett Ariston; and Friends
9 members Laura Hanks and Michael Armenia.

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Madeline asked that “Library
12 Board Recruitment” be added at the end of New Business, and the rest of the Board agreed.

13 **ROUTINE MATTERS**

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

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 July 2023 Payroll	\$45,712.52
20	
21 Invoice Accounting Report 7/10/2023 (GF)	\$26,295.61
22 Invoice Accounting Report 7/24/2023 (GF)	\$17,658.19
23	

24 Madeline made a **MOTION** to approve the July payroll in the amount of \$45,712.52.
25 Tom seconded, and the **MOTION** passed unanimously.

26 Madeline made a **MOTION** to approve the submitted July 2023 General Fund
27 vouchers totaling \$43,953.80. Mary seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – None.

29 **NEW BUSINESS**

30 ➤ **Relevant News and Issues**: Rhett reminded the group that August 1st was Ingrid’s
31 one-year anniversary as Library Director. Mary recognized everyone that attended
32 the Dolly Parton Imagination Library event in Tacoma on the Library’s behalf,
33 saying that it looked like a fantastic event. Madeline echoed the sentiment and said
34 that it was nice to have an event which brought the staff, Board, and Friends all
35 together.

36 ➤ **Director’s Report**: Ingrid highlighted that the Library and Orcas Island Historical
37 Museum had been awarded the Rural Heritage Grant for the digitization of a long-
38 time San Juan Islands resident’s journals. She also shared that she and Systems
39 Librarian Woody Ciskowski had applied for a Digital Navigator grant for additional
40 technology resources through the Washington State Library. Finally, Ingrid shared
41 that she is working on space-saver shelving quotes and anticipating combining this
42 with the HVAC in the old building in an eventual grant request to the WA
43 Department of Commerce to upgrade the original wing of the Library.

44 ➤ **Friends of the Library:** Michael Armenia shared that the Friends’ Library Fair held
45 on August 12th was a success, and the early figures showed that the Fair brought in
46 around \$10,750, but the Friends were still getting the final numbers together.
47 Michael said that this was approaching pre-pandemic numbers for the Fair. Ingrid
48 played a video of the Library Fair’s Rubber Duck Races benefitting the Ken Gibbs
49 Memorial Fund for Youth Science Education.

50 ➤ **Library Board Recruitment:** Madeline said that, in past years, the Board has
51 approached Board recruitment by looking at where the group has gaps in terms of
52 skillsets or community involvement. She asked everyone to start thinking about it
53 what the needs may be for the upcoming years and asked Ingrid to start publicizing
54 the opening for the term starting January 2024.

55 **REPORTS FROM ACTIVE COMMITTEES:**

56 ➤ **Finance / Budget:** Ingrid shared that the Library had obtained the voter data from
57 the County for the Library District, and there was a discussion about communication
58 channels to the patrons and voters.

59 ➤ **Policy: Proposed Change to Library Policy 8.2, Fair Treatment and Rules of Conduct;**
60 **Rules of Conduct:** The Board discussed the previously shared revision to Library
61 Policy 3.5, Fair Treatment and Rules of Conduct. Under “Rules of Conduct, General,”
62 Ingrid proposed that the prohibited behavior currently listed as “Failure to report to
63 work for three consecutive days without proper notification to the Library” be
64 changed to “Except in cases of emergency, failure to report to work without
65 notification to the Library.” Madeline made a **MOTION** to adopt the revision to the
66 Rules of Conduct item as proposed; Tom seconded, and the **MOTION** passed
67 unanimously

68 ➤ **Planning:** None.

69 **Executive Session:** The Board entered into Executive Session at 3:00 p.m. in accordance
70 with RCW 42.30.110 to review the performance of a public employee. The session was
71 scheduled to last 10 minutes. Regular session resumed at 3:10 p.m.

72 **PUBLIC COMMENT** – None.

73 **OTHER** – None.

74 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:14 p.m.

75 Submitted by Janet Marlow.

76 Approved _____