

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 February 10, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:00 p.m. on Zoom. Also
6 attending were Trustees Madeline Sheplor, Sam Blackman, Julia Gates, and Mary
7 Johanson; Interim Library Director Janet Marlow; and staff members Jenny De Groot, Holly
8 King, and Rhett Ariston. All attendance was by Zoom due to the revised OPMA in response
9 to COVID-19.

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

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

12 **OFFICER ELECTION, COMMITTEE ASSIGNMENTS, AND CALENDAR**

13 > **2022 Meeting Dates and Times:** The trustees had previously completed a poll with
14 their meeting preferences, with the best time appearing to be the second Thursday of the
15 month at 2:00 pm. Teresa made a **MOTION** to schedule the meetings for the second
16 Thursday at the month at 2:00 pm; Mary seconded, and the **MOTION** passed unanimously.

17 > **New Trustee’s Completion of Required OPMA Training:** Mary confirmed that she
18 had completed the WA Attorney General’s Open Government Training required of all
19 incoming Library Trustees.

20 > **Officer Election:** Madeline nominated Teresa for President; Sam seconded, and
21 **MOTION** passed unanimously. Julia nominated Madeline for Vice President; Teresa
22 seconded, and the **MOTION** passed unanimously. Teresa nominated Sam for Secretary;
23 Mary seconded, and the **MOTION** passed unanimously.

24 > **Committee Assignments:** Teresa asked for expressions of interest in the various
25 Committees and, after discussion, Teresa made a **MOTION** to appoint Mary to the
26 Resources and Programs Committee and keep all other committee chair appointments in
27 place (Madeline as Finance, Sam as Facilities and Systems, Teresa as Policies and
28 Personnel, and Julia as Community Relations); Madeline seconded, and the **MOTION**
29 passed unanimously.

30 **ROUTINE MATTERS**

31 Minutes: The Trustees reviewed the Minutes from the January 18 Regular Board
32 Meeting. Teresa made a **MOTION** to approve the Minutes; Madeline seconded, and the
33 **MOTION** passed unanimously.

34 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
35 vouchers and payroll and recommended approval.

36 January 2022 Payroll	\$35,677.50
37	
38 Invoice Accounting Report 1/18/2022 (GF)	\$11,243.07
39 Invoice Accounting Report 1/31/2022 (GF)	\$12,920.81
40	

41 Madeline made a **MOTION** to approve the January payroll in the amount of
42 \$35,677.50. Julia seconded, and the **MOTION** passed unanimously.

43 Madeline made a **MOTION** to approve the submitted January 2022 General Fund
44 vouchers totaling \$24,163.88. Julia seconded, and the **MOTION** passed unanimously.

45 **PUBLIC COMMENT** – None

46 **NEW BUSINESS**

- 47 ➤ **Relevant News and Issues:** Julia mentioned that she really appreciated the Islands’
48 Sounder article that staff member Carol Dapogny had written about the Library’s
49 Star Library Status and Phil’s retirement.
- 50 ➤ **Director’s Report:** Janet highlighted the ongoing Primetime Family Reading
51 Program, saying that the staff was really proud of the success of the program. She
52 also shared that the new director of the Lopez Library, Darren Hoerner, would be
53 visiting on March 2nd in order to meet the staff and open a channel of communication
54 for future collaboration. Janet also shared that the staff had been debating computer
55 time limits and asked for the Trustees’ opinions on the matter. The Board and staff
56 discussed the issue, and Janet agreed to find out how Lopez Library and San Juan
57 Library approach the topic.
- 58 ➤ **Staff Visit:** Public Services Librarian Holly King discussed OverDrive with the
59 Board, including circulation metrics and an explanation of the Advantage Purchasing
60 program.
- 61 ➤ **Friends of the Library:** Mary reported that the Friends’ February meeting had been
62 postponed to the following week, Feb 15. Mary and the other Trustees agreed that
63 Mary would be the Board’s permanent delegate to attend Friends meetings for the
64 year.

65 **REPORTS FROM ACTIVE COMMITTEES:**

- 66 ➤ **Resources and Programs:** Mary mentioned that the latest Endurance series
67 installments had been amazing.
- 68 ➤ **Community Relations:** Julia reiterated that she appreciated the Islands’ Sounder
69 article and was excited to see the new banner for the building announcing the Star
70 Library status.
- 71 ➤ **Facilities & Systems:** Nothing to report.
- 72 ➤ **Policy & Personnel:** Madeline shared that the Hiring Committee will be composed of
73 staff librarians Jenny De Groot and Rhett Ariston, Board President Teresa Patrick,
74 and herself, and that they were currently reviewing the job description.
- 75 ➤ **Finance:** Nothing to report.

76 **PUBLIC COMMENT** – None.

77 **OTHER** – None.

78 **ADJOURNMENT** – There being no further business, the meeting adjourned at 2:49 p.m.

79 Submitted by Janet Marlow.

80 Approved _____