

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 January 10, 2020

5 Library Board Vice President Martha Fuller convened the meeting at 9:12 a.m. in the  
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor,  
7 Jens Kruse, Julia Wrapp, and Teresa Patrick (via telephone); Library Director Phil  
8 Heikkinen and staff member Janet Marlow; and Friends Board Secretary Michael Armenia.  
9

10 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone and introduced new  
11 Library Trustee Julia Wrapp.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – The Board agreed to move “Policy  
13 & Personnel” prior to “Facilities & Systems.”

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

15 ➤ **Officer Election:** Madeline nominated Martha for President. Jens seconded, and  
16 **MOTION** passed unanimously. Martha nominated Madeline for Vice President. Jens  
17 seconded, and the **MOTION** passed unanimously. Madeline nominated Julia for Secretary.  
18 Martha seconded, and the **MOTION** passed unanimously.

19 ➤ **Committee Assignments:** The Board agreed to table committee assignments until  
20 the Board Retreat. There was a discussion of the responsibilities and accomplishments of  
21 the committees over the past year.

22 ➤ **2020 Meeting Dates and Times; Agenda format review:** After discussion, the Board  
23 decided that the monthly meeting will remain on the 2<sup>nd</sup> Wednesday of each month, but that  
24 start time would be pushed back to 10:00 a.m. Martha made a **MOTION** to revise the  
25 schedule. Jens seconded, and the **MOTION** passed unanimously. The Board agreed that no  
26 changes to the Agenda format were necessary at this time.

27 ➤ **Library Board Retreat: Agenda, Date, and Time:** The Board agreed that they had  
28 appreciated having stakeholders at last year’s retreat and requested that all staff attend  
29 this year. The Board and Phil agreed that the Library would need to be closed in order to  
30 accommodate the staff’s attendance. Phil suggested that the least disruptive approach  
31 would be to open late on a Friday. Martha suggested that the Board meet with stakeholders  
32 first and then meet separately as a Board after. The Board agreed to have the Board  
33 Retreat on Friday, January 31, starting at 10:00 a.m.

34 **ROUTINE MATTERS**

35 Minutes: The Trustees reviewed the Minutes from the December 11 Regular Board  
36 Meeting. Madeline made a **MOTION** to approve the Minutes; Jens seconded, and the  
37 **MOTION** passed unanimously with Julia abstaining.

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

40	December 2019 Payroll	\$37,263.86
41	Invoice Accounting Report 12/9/2019 (GF)	\$5,429.07
42	Invoice Accounting Report 12/23/2019 (GF)	\$8,379.15
43	Invoice Accounting Report 12/31/2019 (GF)	\$1,988.48
44	Invoice Accounting Report 1/6/2020 (GF – 13 <sup>th</sup> Month)	\$3,432.87

45 Martha made a **MOTION** to approve the December payroll in the amount of  
46 \$37,263.86. Madeline seconded, and the **MOTION** passed unanimously.

47 Martha made a **MOTION** to approve the submitted December 2019 General Fund  
48 vouchers totaling \$19,228.57. Madeline seconded, and the **MOTION** passed unanimously.

49 **PUBLIC COMMENT** – None.

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## 51 **NEW BUSINESS**

52 ➤ **Relevant News and Issues:** Phil highlighted a survey conducted by the Jefferson  
53 County Library District regarding audio and e-books, suggesting that people who check out  
54 these items are more likely to purchase them. Phil explained that there is currently a  
55 library boycott of some publishers regarding the restrictive purchasing terms for libraries.

56 ➤ **Donation of Ostermiller Rabbit Sculpture:** Phil gave the background of the offered  
57 donation from the Warren estate and explained that the donation would include  
58 installation. Martha made a **MOTION** to accept the donation of the sculpture and  
59 installation with the location to be confirmed. Madeline seconded, and the **MOTION** passed  
60 unanimously.

61 ➤ **Director's Report:** Phil informed the Board about his IOSA meeting on January 9 as  
62 well as the progress being made on the bench being donated in memory of Ginny Lu Wood.  
63 Regarding the Library Park maintenance agreement question which had been raised at the  
64 December 2019 meeting, Phil explained the separation of Library Park administration  
65 versus the Library and the vacant parcel between the Park and Roses. Julia asked that we  
66 follow up with Phyllis Henigson regarding the possible donation of the parcel. Phil also  
67 showed the Board the updated Library brochure designed by staff member Lynn Johnson.

68 ➤ **Friends of the Library:** Michael Armenia informed the Board that the Friends'  
69 Winter Book Sale would be held on March 7 from 10:00 a.m. to 3:00 p.m. Julia agreed to  
70 attend the Friends' February 11 meeting on the Board's behalf.

71

## 72 **REPORTS FROM ACTIVE COMMITTEES:**

73 ➤ **Resources and Programs:** Jens said that he had nothing to report at this time and  
74 acknowledged Mary Pugh as key to the success of the programs.

75 ➤ **Community Relations:** Phil informed the Board of a recent incident which raised  
76 some concern over possible patron drug use. Phil also mentioned young adult  
77 meeting room behavior and that the staff is enforcing the Meeting Room Policy  
78 regarding needing an adult to be responsible and present in order to use a meeting  
79 room.

80 ➤ **Policy & Personnel**

81 ○ **Purchasing & Contracting Policy:** Phil explained the background of receiving no  
82 bids in response to last year's formal Invitation for Bids for the combined  
83 remodeling projects and the subsequent conversations with MRSC and Library  
84 attorney Dan Gottlieb. As a result of these conversations, Phil explained that a  
85 section regarding direct negotiations and contracting was added to the Policy, and  
86 some of the bid thresholds were increased in line with an RCW change. Martha  
87 made a **MOTION** to accept the changes to the Purchasing & Contracting Policy.  
88 Jens seconded, and the **MOTION** passed unanimously.

89

- 90       ➤ **Facilities & Systems:**
- 91           ○ **Rolf Eriksen Bid:** The Board reviewed a bid submitted by Rolf Eriksen for the  
92           construction work necessary to prep for the NanaWall installation at a total cost  
93           of \$41,971.39. Martha asked Phil what services HKP would perform for  
94           construction administration. Phil stated that HKP would confirm that the work  
95           that was done was according to the specs bid set, coordinate with the certified  
96           installer (EuroStyle), and resolve any issues that may arise between the  
97           construction prep-work and the installer. Martha asked that HKP review the  
98           construction bid and formalize the agreement with Rolf and manage  
99           communication between Rolf and the installer. Martha made a **MOTION** to  
100          proceed with Rolf Eriksen’s bid subject to (1) a review of the bid by HKP and (2)  
101          an agreement with EuroStyle for the installation. Madeline seconded, and the  
102          **MOTION** passed unanimously.
- 103          ○ **Furniture Purchase:** Phil explained that the supplier Systems Source was found  
104          through research, and that Lynn Johnson had researched the various  
105          manufacturer options and organized the selection process for the chairs. Phil  
106          requested Board approval for the purchase of 12 chairs through Systems Source  
107          at a total cost of \$20,870.20, including tax and shipping. Martha made a  
108          **MOTION** to approve the purchase of the chairs per the Systems Source proposal.  
109          Madeline seconded, and the **MOTION** passed unanimously. Madeline  
110          volunteered to donate the shipping through Orcas Freight in order to reduce the  
111          total cost.
- 112        ➤ **Finance:** Janet presented a preliminary view of the Library’s cash position at the  
113        end of the year, estimating that the cash forward for 2020 would be approximately  
114        \$38,000 higher than budgeted.

115        **PUBLIC COMMENT** – None.

116        **EXECUTIVE SESSION FOR REVIEW OF THE DIRECTOR:** The Board moved into  
117        Executive Session at 11:11 a.m. The Board returned at 11:34 a.m. No action was taken.

118        **OTHER** – None.

119        **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:34  
120        a.m.

121        Submitted by Janet Marlow.

122        Approved \_\_\_\_\_