

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 January 22, 2021

5 Library Board Vice President Madeline Sheplor convened the meeting at 2:04 p.m. on Zoom.
6 Also attending were Trustees Jens Kruse, Teresa Patrick, Julia Wrapp, and Sam Blackman;
7 Library Director Phil Heikkinen; and staff member Janet Marlow. All attendance was by
8 Zoom due to the revised OPMA in response to COVID-19. The regular monthly meeting was
9 originally scheduled for January 13 but had been rescheduled due to a power outage.

10 **WELCOME & INTRODUCTIONS** – Madeline welcomed Sam to the Board, introduced
11 herself and asked the other Board Members to introduce themselves and their backgrounds.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – The Board agreed to discuss the
13 newly revised COVID-19 response guidelines issued by the State in the Director’s Report.
14 The Board also agreed to add the discussion of two proposed policy changes to the Policy and
15 Personnel portion of the agenda.

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

17 ➤ **Officer Election:** Madeline nominated Teresa for President. Jens seconded, and
18 **MOTION** passed unanimously. Jens nominated Madeline for Vice President. Teresa
19 seconded, and the **MOTION** passed unanimously. Jens nominated Sam for Secretary.
20 Madeline seconded, and the **MOTION** passed unanimously.

21 **Madeline passed the role of chair to Teresa for the remainder of the meeting.**

22 ➤ **Committee Assignments:** Teresa asked for expressions of interest in the various
23 Committees and, after discussion, appointed Madeline to Finance, Sam to Facilities and
24 Systems, Jens to Resources and Programs, Teresa to Policies and Personnel, and Julia to
25 Community Relations.

26 ➤ **2021 Meeting Dates and Times; Agenda format review:** After discussion, the Board
27 decided to move the monthly meeting to the third Tuesday of each month, keeping the start
28 time of 10:00 a.m. The Board agreed that no changes to the Agenda format were necessary
29 at this time.

30 ➤ **Library Board Retreat: Agenda, Date, and Time:** Teresa explained the history and
31 purpose of the Board Retreat, and the Board discussed the various options of how to conduct
32 a socially distanced retreat. The Board agreed to hold the retreat via Zoom after February’s
33 Regular Board Meeting on Tuesday, Feb 16, starting at 11:30 a.m.

34 **ROUTINE MATTERS**

35 Minutes: The Trustees reviewed the Minutes from the December 9 Regular Board
36 Meeting. Jens made a **MOTION** to approve the Minutes; Madeline seconded, and the
37 **MOTION** passed unanimously, with Sam abstaining.

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

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| 40 | December 2020 Payroll | \$38,567.20 |
| 41 | Invoice Accounting Report 12/14/2020 (GF) | \$18,739.63 |
| 42 | Invoice Accounting Report 12/18/2020 (GF) | \$25,734.12 |
| 43 | Invoice Accounting Report 12/31/2020 (GF – 13 th Month) | \$13,418.85 |
| 44 | Invoice Accounting Report 1/8/2021 (GF – 13 th Month) | \$576.22 |
| 45 | Invoice Accounting Report 1/8/2021 (GF – 13 th Month) | \$6046.53 |

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47 Teresa made a **MOTION** to approve the December payroll in the amount of
48 \$38,567.20. Julia seconded, and the **MOTION** passed unanimously.

49 Julia made a **MOTION** to approve the submitted December 2020 General Fund
50 vouchers totaling \$64,515.35. Sam seconded, and the **MOTION** passed unanimously.

51 **PUBLIC COMMENT** – None

52 **NEW BUSINESS**

53 ➤ **Relevant News and Issues:** None

54 ➤ **Director’s Report:** Phil highlighted the current checkout levels and stated the floor in
55 the Children’s area around the NanaWall had been leveled. Teresa asked for a staff
56 member to provide an update on the Prime Time Family Reading Program at the
57 next Board Meeting. Phil summarized that with the new Healthy Washington phase
58 plans, the guidelines from the State are more restrictive, and the Library has had to
59 go back to curbside services only, effective the day of the meeting, Friday, January
60 22. Teresa wants to ensure the Library’s procedures are fully compliant with the
61 “Phase 1 and 2 Library Services COVID-19 Requirements” document issued by the
62 Governor’s Office, including renaming our procedures “Comprehensive COVID-19
63 Exposure Control, Mitigation, and Recovery Plan.” Phil agreed that he would
64 compare our existing procedures against the Governor’s document and modify as
65 necessary to comply. Sam asked how the change would be communicated to the
66 public, and Phil stated that, in addition to social media, he sent a special edition of
67 the newsletter to communicate the change and had also informed the Orcasonian,
68 Islands Sounder, and Chamber of Commerce email “Blast.”

69 ➤ **Friends of the Library:** Phil updated the Board on the Friends’ membership drive.

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71 **REPORTS FROM ACTIVE COMMITTEES:**

72 ➤ **Resources and Programs:** Jens said that the committee had met on Jan 14th to
73 discuss options for the year. Phil said that he would send the minutes of the
74 committee’s meeting to the Board along with the list of the current committee
75 members. Phil informed the Board that the art committee had also met, and he will
76 share the list of those members as well.

77 ➤ **Community Relations:** Julia asked the Board to let her know if anything needs to be
78 addressed with the community.

79 ➤ **Facilities & Systems:** Phil reported that the table lamps had been delivered, and
80 that new lights were currently being installed in the former lobby. Teresa asked if
81 Lynn is still the staff lead for interior design, and Phil confirmed that she is, with
82 input from other staff members.

83 ➤ **Policy & Personnel:** Regarding personnel, Phil said that Mary would most likely be
84 retiring at the end of March, and Lovella is taking on more program work in the
85 meantime, so her hours were increased from 15 to 20 hours/week. He said that it has
86 not yet been determined what to do with Mary’s remaining hours and
87 responsibilities.

88 ○ **Policy 1.4 Conduct at the Library:** Phil and Teresa introduced a revision to Policy
89 1.4 Conduct at the Library to explicitly prohibit overnight camping on Library
90 grounds. The Board discussed the history and scope of people overnighing at the
91 Library. Julia made a **MOTION** to approve the revision to Policy 1.4 Conduct at

92 the Library as proposed. Madeline seconded, and the **MOTION** passed
93 unanimously.

94 ○ **Policy 1.15 Programs & Events:** Phil and Teresa introduced a revision to Policy
95 1.15 Programs & Events to add a clause stating that some programs or initiatives
96 may include incentive items, promotion items, and/or prizes for participants or
97 library users. Jens made a **MOTION** to approve the revision to Policy 1.15
98 Programs & Events as proposed. Madeline seconded, and the **MOTION** passed
99 unanimously.

100 ➤ **Finance:** Janet presented a quick financial picture at the end of 2020.

101 **PUBLIC COMMENT** – None.

102 **OTHER** – Madeline informed the Board regarding the Bellingham protests near the Library
103 regarding the city’s homelessness situation. She said that the Bellingham Library staff
104 were evacuated after a propane fire on the grounds.

105 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 3:54
106 p.m.

107 Submitted by Janet Marlow.

108 Approved _____