

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 January 18, 2022

5 Library Board President Teresa Patrick convened the meeting at 10:08 a.m. on Zoom. Also
6 attending were Trustees Madeline Sheplor, Sam Blackman, and Julia Gates; incoming 2022
7 Library Trustee Mary Johanson; Interim Library Director Janet Marlow; staff members
8 Jenny De Groot, Carol Dapogny, and Rhett Ariston; and HR Consultant Kara Turner. All
9 attendance was by Zoom due to the revised OPMA in response to COVID-19.

10 Note that incoming Library Trustee Mary Johanson had not yet been officially appointed by
11 San Juan County Council at the time of this meeting and was therefore attending as a non-
12 voting attendee.

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

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

15 **Director Hiring Process: Board Discussion with Kara Turner of Turner HR Services**

16 Kara Turner shared her background and the activities typically involved in a search for a new
17 director, including: a screening committee, panel interviews, tours, and community meet and
18 greets. When asked about how long the process usually takes, she said it was, on average, about
19 two and a half months. The meeting was an open discussion among all present in order to set a
20 common expectation regarding the path forward. Housing availability/affordability for an
21 incoming director was raised as a concern, and Ms. Turner advised reaching out to Library
22 supporters to try to coordinating a temporary, short-term solution if needed. Ms. Turner also
23 recommended that the Board put a relatively small screening committee in place and then open up
24 the selection process to a much larger pool of participants for the finalists.
25

26 *Sam Blackman left the meeting at 10:30 a.m.*

27
28 The next steps were outlined by the Board and Ms. Turner as:

- 29 1) Sign a services agreement with Kara Turner if the Board agrees to move forward using
30 her to coordinate the recruiting process;
31 2) Finalize the recruiting materials; and
32 3) Post a recruiting/application packet.
33

34 *Kara Turner left the meeting at 10:37 a.m.*

35 Madeline made a **MOTION** to enter into a services agreement with Kara Turner of
36 Turner HR Services to assist in the recruiting process of the new Library Director. Julia
37 seconded, and the **MOTION** passed unanimously.

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

39 ➤ **Officer Election:** This item was tabled until the February Board Meeting. 2021
40 officers will remain in place until that time.

41 ➤ **Committee Assignments:** This item was tabled until the February Board Meeting.
42 2021 committee assignments will remain in place until that time.

43 ➤ **2022 Meeting Dates and Times:** Attending members discussed their preferences, and
44 it was agreed that Janet will send a poll with the various options to all trustees in order to
45 determine the best options.

46 ➤ **Agenda format review:** It was agreed that no changes were needed at this time.

47 ➤ **Library Board Retreat: Agenda, Date, and Time:** The Board and staff discussed
48 several options, and the consensus was that a retreat may be the most helpful after a new
49 Library Director is hired. It was also suggested that the retreat be held outside during the
50 summer in order to accommodate in-person attendance.

51 **ROUTINE MATTERS**

52 Minutes: The Trustees reviewed the Minutes from the December 21 Regular Board
53 Meeting. Teresa had noticed a needed correction. Madeline made a **MOTION** to approve
54 the Minutes as corrected; Teresa seconded, and the **MOTION** passed unanimously.

55 Vouchers and Payroll: Madeline said that she had reviewed the prior month's
56 vouchers and payroll and recommended approval.

57 December 2021 Payroll	\$34,291.79
58	
59 Invoice Accounting Report 12/14/2021 (GF)	\$10,952.64
60 Invoice Accounting Report 12/21/2021 (GF)	\$22,270.20
61 Invoice Accounting Report 1/7/2022 (GF 2021 13 th Month)	\$773.31
62 Invoice Accounting Report 1/11/2022 (GF 2021 13 th Month)	\$8,234.44
63	

64 Madeline made a **MOTION** to approve the December payroll in the amount of
65 \$34,291.79. Julia seconded, and the **MOTION** passed unanimously. There was a discussion
66 of the impact of snow closures on the staff's paychecks, and the staff's options to make up
67 those lost hours.

68 Madeline made a **MOTION** to approve the submitted December 2021 General Fund
69 vouchers totaling \$42,230.59. Teresa seconded, and the **MOTION** passed unanimously.

70 **PUBLIC COMMENT** – None

71 **NEW BUSINESS**

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

73 ➤ **Director's Report:** Janet again highlighted the Library's recent award of a 2021
74 Library Journal Starred Library – one of only three in the state!

75 ➤ **Friends of the Library:** Staff member Carol Dapogny had attended on behalf of the
76 staff and reported that the Friends will not be having a Winter Book Sale in 2022.
77 Mary agreed to attend the Friends' February meeting.

78 **REPORTS FROM ACTIVE COMMITTEES:**

79 ➤ **Resources and Programs:** Having previously been led by departing trustee Jens
80 Kruse, it was agreed that this committee would be restarted after committee
81 assignments are determined at the February board meeting.

82 ➤ **Community Relations:** Nothing to report.

83 ➤ **Facilities & Systems:** Janet reported that a small water heater in the staff offices
84 had developed a leak which was discovered during the holidays, and that Morris
85 Plumbing had just been in to replace the water heater as well as its shut-off valve
86 which was no longer functioning.

87 ➤ **Policy & Personnel:**

88 ○ **Planned response to any COVID-positive staff:** Janet said that the current plan
89 for any staff exposures or positive tests is to follow the guidance recently issued
90 by the CDC on Dec. 27. Teresa asked for those guidelines to be shared with the

91 volunteers. The Board and staff discussed the CDC's guidelines, the high
92 percentage of the staff that are now boosted, and the fact that all staff and
93 volunteers have been asked to upgrade their masks to a KN95 or a very well-
94 fitting surgical mask, both of which have been made available onsite.

95 ➤ **Finance:** Janet reported that the previous staff credit card had been closed, and the
96 staff were now using the US Bank One Card designed for Washington State
97 governmental agencies.

98 **PUBLIC COMMENT** – None.

99 **OTHER** – The Board and staff discussed possible options to honor former Library Director
100 Phil Heikkinen's official retirement. Teresa also reminded everyone of the Library's
101 program with Jens Kruse discussing his new book would be the following day, January 19.

102 **ADJOURNMENT** – There being no further business, the meeting adjourned at 11:33 a.m.
103 Submitted by Janet Marlow.

104 Approved _____