

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 July 13, 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, Sam Blackman, Julia Gates, and Tom
8 McDonough; Director Ingrid Mattson; and staff members Jenny De Groot, Janet Marlow,
9 and Rhett Ariston.

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the June 8 Regular Board
14 Meeting. Mary made a **MOTION** to approve the Minutes; Julia seconded, and the **MOTION**
15 passed unanimously.

16 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
17 vouchers and payroll and noted the highlights of the month.

18 June 2023 Payroll	\$41,756.09
19	
20 Invoice Accounting Report 6/8/2023 (GF)	\$7,215.23
21 Invoice Accounting Report 6/26/2023 (GF)	\$11,872.63
22	

23 Madeline made a **MOTION** to approve the June payroll in the amount of \$41,756.09.
24 Julia seconded, and the **MOTION** passed unanimously.

25 Madeline made a **MOTION** to approve the submitted June 2023 General Fund
26 vouchers totaling \$19,087.86. Julia seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – None.

28 **NEW BUSINESS**

- 29 ➤ **Relevant News and Issues:** Ingrid shared that she was fielding a lot of input on
30 landscape maintenance. The group discussed planning a weeding party for next
31 Spring, perhaps in conjunction with Arbor Day. Tom shared a photo of himself with
32 a statue on Library grounds that generated a lot of discussion on Facebook.
- 33 ➤ **Director’s Report:** Ingrid said that “Summer is busy!” In addition to the two new
34 staff members (Andrea Reback and Nathan Lockemer) integrating very well, she had
35 two main items to share. First, in conjunction with Orcas Island Historical Museum,
36 the Library has applied for a \$15k WA Rural Heritage grant to digitize the Rachel
37 Adams journal collection. Pending grant approval, the Friends of the Library have
38 also agreed to provide \$5k for the purchase of a scanner specifically designed to
39 cradle bound books. Secondly, Ingrid said that while we are considering applying for
40 a Dept. of Commerce grant for the HVAC replacement in the original wing, we are a
41 few years off from the need. In the meantime, she has applied to be on the committee
42 to review applicants in order to better understand the process. She shared that,
43 since the Dept. of Commerce grant relies on matching funds, the Friends also have
44 the future HVAC replacement on their radar and that, typically, 25% of the annual

45 library fair proceeds goes into an infrastructure fund. Jenny then provided the group
46 with an update on the Summer Reading Program and future Halloween plans.
47 Madeline and Ingrid shared that they had sent a letter declining the proposed totem
48 pole donation per the new Gift Policy.

49 ➤ **Friends of the Library:** Tom said that, in addition to the grant approval to the
50 scanner, the main topic from the Friends' July meeting was the upcoming Library
51 Fair on August 12. He reminded all the trustees that the Friends ask that they
52 volunteer to work the Fair. Ingrid shared that the Friends will be having
53 entertainment this year as well as a silent auction of art and other items donated to
54 the Friends over the years. She also said the Library would be having the Summer
55 Reading Program tie-dye party at the same time as the Fair, but that worked well
56 last year. Additionally, there would be Rubber Duck Races going on in order to raise
57 money for the Ken Gibbs Memorial Fund which provides science materials and
58 programming at the Library. Finally, Ingrid shared new Friends Treasurer Mary
59 Pugh's ideas regarding investment strategies to increase income, universal logins for
60 Friends accounts, and mid-year grant cycles.

61 **REPORTS FROM ACTIVE COMMITTEES:**

62 ➤ **Finance / Budget:** Ingrid presented the finance training for the month which
63 included the patron distribution on the island as well as levy rate data. Mary said
64 that educating the public on the topic would be critical.

65 *Madeline & Julia left the meeting at 3:00 pm*

66 ➤ **Policy:** Tom said that he had met with Ingrid, and they were making progress on
67 suggested changes to the Staff Manual and hoped to be done by October.

68 ➤ **Planning:** Ingrid shared that she and Tom had found two people for strategic
69 planning contacts.

70 **PUBLIC COMMENT** – None.

71 **OTHER** – None.

72 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:04 p.m.

73 Submitted by Janet Marlow.

74 Approved _____