

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 July 8, 2020

5 Library Board President Martha Fuller convened the meeting at 10:04 a.m. on
6 teleconference. Also attending were Trustees Madeline Sheplor, Jens Kruse, Teresa Patrick,
7 and Julia Wrapp; Library Director Phil Heikkinen, and staff members Janet Marlow, Holly
8 King, and Martin Arnold. Attendance was by phone due to the revised OPMA in response to
9 COVID-19.

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the June 10 Regular Board
14 Meeting. Jens made a **MOTION** to approve the Minutes; Madeline seconded, and the
15 **MOTION** passed unanimously.

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

18 June 2020 Payroll	\$42,663.68
19 Invoice Accounting Report 6/16/2020 (GF)	\$14,206.36
20 Invoice Accounting Report 6/29/2020 (GF)	\$18,534.10

21 Julia made a **MOTION** to approve the June payroll in the amount of \$42,663.68.
22 Teresa seconded, and the **MOTION** passed unanimously.

23 Julia made a **MOTION** to approve the submitted June 2020 General Fund vouchers
24 totaling \$32,740.46. Jens seconded, and the **MOTION** passed unanimously.

25 **PUBLIC COMMENT** – None

26 **NEW BUSINESS**

27 ➤ **Relevant News and Issues:** Public Services Librarian Martin Arnold informed the
28 Board that he will be retiring at the end of July. He and the Board discussed his
29 current duties and the skills and education required for his job. Phil confirmed that
30 the Public Services Librarian for Adult Services position that Martin is vacating
31 would be posted and filled. Public Services Librarian Holly King introduced herself to
32 the Board and told the Board what she has been working on during the closure,
33 including curbside pickup, online resources, increasing our Overdrive holdings, the
34 Summer Reading Program Collaborative Site, and promotional videos.

35 ➤ **Director’s Report:** Phil highlighted curbside pickup and Summer Reading Program
36 events. Regarding facilities, he informed the Board that the gutters been repaired,
37 the magazine racks moved, and the window above Martin’s desk removed. He
38 updated the Board on the three State Library grants that the Library had applied
39 for, and said that we’d been awarded \$500 for PPE, and will likely be approved for 5
40 hotspots for checkout and \$2000 toward hotspot service fees. The Library also
41 applied for \$2000 in outreach, including virtual reality headsets and tablets.
42 Regarding the virus, Phil and the Board discussed the many operational complexities
43 that will need to be resolved both in the short term and long term when the public is

44 allowed back in the building. Phil also reminded the Board that the Governor has
45 put all phase progressions on hold at this time. The Board and Phil agreed that
46 whatever services the Library offers, they want to ensure it can be done safely and
47 that the Board will review and agree on any approach before it is communicated to
48 the public.

49 ➤ **Friends of the Library:** Phil said that the Friends are trying to determine what to do
50 with the Library Fair, that they're running out of storage space, and that people are
51 asking to buy books at curbside checkout. Martha reminded the Board that any
52 decrease in Friends funding due to their lack of revenue this year would not impact
53 the Library in 2020 but in the following years.

54

55 **REPORTS FROM ACTIVE COMMITTEES:**

56 ➤ **Resources and Programs:** Jens told the Board to keep an eye on the Library website
57 for the latest programming, as many online activities are being scheduled.

58 ➤ **Community Relations:** Julia commended Phil for keeping the community well
59 informed during the shutdown.

60 ➤ **Facilities & Systems:** Martha asked about the progress of the construction in the
61 former lobby, and Phil said that items are being ordered and that construction will
62 hopefully start in a few weeks.

63 ➤ **Policy & Personnel:** Teresa said that we are going to need to look at staffing, with
64 Martin leaving. Phil and Teresa agreed to review.

65 ➤ **Finance- 2021 Budget:** Martha introduced a preliminary 2021 draft and five-year
66 projection which included a 1.5% COLA and a 2% staff increase. She encouraged the
67 Trustees to start thinking about what level of reserves the Library should have on
68 hand and reminded them that property tax revenues can only increase 1% a year.
69 The Board discussed possible opportunities to increase revenue or decrease expenses,
70 and agreed to continue discussions at the August Regular Board Meeting.

71 **PUBLIC COMMENT** – None.

72 **OTHER** – None.

73 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:32
74 a.m.

75 Submitted by Janet Marlow.

76 Approved _____