

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 June 10, 2020

5 Library Board President Martha Fuller convened the meeting at 10:01 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 member Janet Marlow. All  
8 attendance was by phone due to the revised OPMA in response to COVID-19.

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the May 13 Regular Board  
13 Meeting. Madeline made a **MOTION** to approve the Minutes; Julia seconded, and the  
14 **MOTION** passed unanimously.

15 The Trustees reviewed the Minutes from the May 27 Special Meeting. Jens made a  
16 **MOTION** to approve the Minutes; Teresa seconded, and the **MOTION** passed unanimously  
17 with Julia abstaining due to not having attended the meeting.

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

20 May 2020 Payroll	\$39,251.38
21 Invoice Accounting Report 5/11/2020 (GF)	\$37,506.07
22 Invoice Accounting Report 5/25/2020 (GF)	\$19,540.46

23 Julia made a **MOTION** to approve the submitted May 2020 General Fund vouchers  
24 totaling \$57,046.53. Jens seconded, and the **MOTION** passed unanimously.

25 Julia made a **MOTION** to approve the May payroll in the amount of \$39,251.38.  
26 Teresa seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – None

28 **NEW BUSINESS**

- 29 ➤ **Relevant News and Issues:** None
- 30 ➤ **Director’s Report:** Phil highlighted that the staff would come off of administrative  
31 leave and resume normal working hours and completing timesheets on Monday, June  
32 15. The staff is also resuming its normal staff meeting schedule. He said that  
33 curbside checkout has begun, and the community seems very appreciative of it.  
34 Regarding quarantining of materials for curbside pickup, Phil told the Board that the  
35 State recommended 24 hours in its guidelines assuming library materials are books,  
36 but we are using 72 hours to ensure all non-paper items are sufficiently quarantined.  
37 He added that the Library is currently getting returns in large numbers. Looking  
38 ahead to Phase 3, Phil informed the Board that the State is providing guidance, and  
39 to some degree the Library will be able to choose what services and guidelines best  
40 apply to us as a small library. The Board discussed the possible services, rules, and  
41 enforcement issues that could come along with Phase 3. Phil also told the Board that  
42 the Library has qualified to apply for grants from the State Library to assist in  
43 COVID-19 responses, including funds for PPE, hot spots, and community outreach.

44 Finally, Phil highlighted that, as a result of the May 27 Special Meeting, the Library  
45 now has a signed contract in place with Rolf Eriksen for the remodeling of the former  
46 lobby.

47 ➤ **Friends of the Library:** Phil forwarded an email to the Board from Friends President  
48 Ken Gibbs, and the Board discussed the major points, including the fact that the  
49 Friends have very little revenue at this time, so the Library should adjust their  
50 expectations for funding accordingly. The Friends were wondering when lobby sales  
51 and donations could resume on site, and the Board and Phil agreed that it could  
52 possibly happen in Phase 3. Martha said that the Friends should feel free to do what  
53 they are comfortable doing as long as the Library is also comfortable with their  
54 decision. The Friends also asked for input regarding a Summer Library Fair. The  
55 Board tended to agree that it could possibly have a modified or reduced scope, but  
56 that it's too soon to know what the virus situation at that time would allow.

57 **REPORTS FROM ACTIVE COMMITTEES:**

58 ➤ **Resources and Programs:** Phil said that Mary Pugh is becoming a Zoom expert and  
59 working with Jenny DeGroot to facilitate this year's Summer Reading Program via  
60 Zoom. She is also hosting Genealogy Club meetings and the First Fridays Book Club  
61 through Zoom.

62 ➤ **Community Relations:** Regarding planned giving, Julia said that she and the staff  
63 will continue discussions and schedule a meeting with OICF at a later time. Phil  
64 informed the Board about a recent interaction with an angry neighbor, and the Board  
65 encouraged Phil and the staff not to hesitate to call the sheriff when necessary.

66 ➤ **Facilities & Systems:** None.

67 ➤ **Policy & Personnel:** None.

68 ➤ **Finance:** Phil recommended advancing the budget planning process to present a  
69 preliminary 2021 budget preview at the July Regular Board Meeting. The Board  
70 agreed.

71 **PUBLIC COMMENT** – None.

72 **OTHER** – None.

73 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:57  
74 a.m.

75 Submitted by Janet Marlow.

76 Approved \_\_\_\_\_