

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 June 8, 2023

5 Library Board President Madeline Sheplor convened the meeting at 2:06 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; staff members Janet Marlow and Rhett Ariston; and
9 Friends member Michael Armenia.

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 May 11 Regular Board
14 Meeting. Mary made a **MOTION** to approve the Minutes; Tom seconded, and the **MOTION**
15 passed unanimously with Julia and Sam abstaining due to not having attended the meeting.

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 May 2023 Payroll	\$46,196.80
19	
20 Invoice Accounting Report 5/15/2023 (GF)	\$17,115.89
21 Invoice Accounting Report 5/25/2023 (GF)	\$9,177.07
22	

23 Madeline made a **MOTION** to approve the May payroll in the amount of \$46,196.80.
24 Tom seconded, and the **MOTION** passed unanimously.

25 Madeline made a **MOTION** to approve the submitted May 2023 General Fund
26 vouchers totaling \$26,292.96. Julia seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – None.

28 **NEW BUSINESS**

- 29 ➤ **Relevant News and Issues:** Ingrid said that the Art Committee met yesterday and
30 that she had shared the revised gift policy with them. Additionally, a box of Alaskan
31 tribal items had been found that had been donated many years ago, and the staff was
32 working to return to a museum in Alaska. Ingrid also shared that two new
33 electrician possibilities had been found, and that she and the staff were working hard
34 to get ready for the launch of the Summer Reading Program and the parade. Mary
35 mentioned that one of the donors of the proposed totem pole had mentioned that
36 they’re still waiting to hear back from the Library. Madeline said that we should
37 write a letter now that the gift policy is finalized. Ingrid said that she would draft a
38 letter and share it.
- 39 ➤ **Director’s Report:** Mary thanked Ingrid for her helpful comments added into the
40 Board Report. Ingrid shared that the OIHS Senior Class had donated \$1500 to the
41 Friends of the Library in recognition of the Library. She also said that, with the end
42 of the school year, staff were finding lots of last-minute community service shifts
43 requests from students needing to complete their required hours.

- 44 ➤ **Friends of the Library:** Michael Armenia said that the Friends had not yet met for
45 the month; their monthly meeting was scheduled for the following week. However,
46 he shared that Lynn Carter was chairing this year's book fair and that Mary Pugh
47 was taking over as treasurer but still needs to be voted into the position. He also
48 shared that the previously discussed bylaws revision will now be presented at the
49 annual meeting in October.
- 50 ➤ **Bylaws Revision:** Ingrid presented **Resolution 01-2023 Amending the By-Laws of the**
51 **Board of Trustees** which would simplify Section 1.3 Committees and Article 3.7
52 Order of Business by removing specific committee names and allow the Board to
53 appoint committees according to current needs. The Board had previously discussed
54 the change at the May meeting. Madeline opened the floor for any further discussion
55 or questions, but there was none. Madeline made a **MOTION** to adopt Resolution 01-
56 2023 Amending the By-Laws of the Board of Trustees; Sam seconded, and the
57 **MOTION** passed unanimously

58 **REPORTS FROM ACTIVE COMMITTEES:**

- 59 ➤ **Finance / Budget:** Ingrid and Janet provided another finance training, this time
60 focusing on the category of costs as well as a cash-on-hand projection over the next
61 years. There was a discussion of the possibility of increasing revenue through
62 donations. There was also a discussion of, if a levy should be necessary, what would
63 be the appropriate timeframe and approach.
- 64 ➤ **Policy:** Ingrid shared that she was making strides on reviewing the employee
65 manual.
- 66 ○ **Update on Review Process:** Tom said that he and Ingrid were to looking into the
67 employee review process in order to identify areas of improvement. In the
68 meantime, they were suggesting that job applications be provided to any hiring
69 committees in addition to the candidates' resumes and letters of interest.
 - 70 ○ **Proposed Addition of a Holiday:** Tom proposed that Juneteenth should be added
71 to the list of the Library's holidays since it now a federal holiday. The Board
72 discussed the impact of adding a holiday. Tom made a **MOTION** to add
73 Juneteenth to the Library's observed, paid holidays; Julia seconded, and the
74 **MOTION** passed unanimously
- 75 ➤ **Planning:** Ingrid said that she had shared the e-book copy of Strategic Planning for
76 Libraries with the Board.

77 **PUBLIC COMMENT** – None.

78 **OTHER** – None.

79 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:20 p.m.

80 Submitted by Janet Marlow.

81 Approved _____