

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 March 11, 2020

5 Library Board President Martha Fuller convened the meeting at 10:06 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor,
7 Jens Kruse, Teresa Patrick (by phone) and Julia Wrapp (by phone); Library Director Phil
8 Heikkinen, and staff members Janet Marlow and Jennifer DeGroot.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Phil offered for Children’s
11 Librarian Jennifer DeGroot to join the meeting to provide the Trustees with an update on
12 her activities, and the Board agreed.

13 **ROUTINE MATTERS**

14 Minutes: The Trustees reviewed the Minutes from the January 31 Board Retreat.
15 Madeline made a **MOTION** to approve the Minutes; Jens seconded, and the **MOTION**
16 passed unanimously with Teresa and Martha abstaining due to not having attended.

17 The Trustees reviewed the Minutes from the February 12 Regular Board Meeting.
18 Jens made a **MOTION** to approve the Minutes; Madeline seconded, and the **MOTION**
19 passed unanimously with Julia abstaining due to not having attended the meeting.

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

22 February 2020 Payroll	\$40,127.08
23 Invoice Accounting Report 2/7/2020 (GF)	\$3,900.00
24 Invoice Accounting Report 2/10 /2020 (GF)	\$8,444.80
25 Invoice Accounting Report 2/24/2020 (GF)	\$871.57

26 Madeline made a **MOTION** to approve the February payroll in the amount of
27 \$40,127.08. Jens seconded, and the **MOTION** passed unanimously.

28 Martha made a **MOTION** to approve the submitted February 2020 General Fund
29 vouchers totaling \$13,216.37. Madeline seconded, and the **MOTION** passed unanimously.

30 **PUBLIC COMMENT** – Jennifer informed the Board about the Bellingham Children’s
31 Literature Conference she attended. She also discussed her perspective on COVID-19
32 impact related to Children’s activities.

33 **NEW BUSINESS**

- 34 ➤ **Relevant News and Issues:** None
- 35 ➤ **Director’s Report:** Phil informed the Board that the WLA Director’s Meeting he was
36 scheduled to attend had been cancelled due to the virus. He also reintroduced the
37 VOICE newsletter available to the trustees and reviewed the February door count
38 versus checkout levels. There was also a discussion of the high attendance of teens
39 and tweens at the Library.
- 40 ➤ **OPMA Training:** Julia confirmed that she had completed the required Open Public
41 Meetings Act training, which means all Trustees are now up to date.

42 ➤ **Friends of the Library:** Phil updated the Board on the March 10 Friends meeting,
43 informing them that the focus of the meeting was how to recoup the revenue that was
44 lost by the cancellation of their Winter Book Sale.

45

46 **REPORTS FROM ACTIVE COMMITTEES:**

47 ➤ **Resources and Programs:** Phil informed the Board that the program the week of the
48 meeting was cancelled due to the virus, and decisions on upcoming programs was
49 being made on a case-by-case basis at this time.

50 ➤ **Community Relations**

51 ○ **Priorities for 2020:** Martha informed the Board that she and Julia discussed
52 Julia handling the Community Relations Committee. Martha asked that the
53 Board think about possible priorities to discuss when Julia is able to move ahead
54 with committee. Phil mentioned that he and Julia had discussed estate planning.

55 ➤ **Facilities & Systems:** Madeline said that the Facilities Committee met the previous
56 week, mostly to bring the rest of the committee up to date on the current projects.
57 The committee is also prioritizing a landscape masterplan for which Margaret Payne
58 is taking the lead. She also mentioned that the upholstered chairs are coming soon
59 and end tables are still to be determined.

60 ○ **Remodeling Projects and Proposals:** Phil gave an overall status of the three bids
61 for the remodeling projects. There was a discussion of Rolf Eriksen's amended bid
62 for the NanaWall prep work. Phil had asked DVK Construction to break out its
63 proposal to show individual project components so that the Board can compare
64 equivalent bids. The Board agreed to postpone making a decision on any proposal
65 for the NanaWall prep work until that information was received. There was also
66 discussion of Timeless Woodsmith's estimate for the lobby remodel. Board agreed
67 that clarification was needed, and Phil will continue working with the vendor to
68 solidify the bid.

69 ➤ **Policy & Personnel:**

70 ○ **Emergency Operations Policy:** Martha introduced the Emergency Operations
71 Policy draft previously distributed by Phil and commented that she's glad it's
72 broad in scope. Teresa said that the draft policy is fine but feels that the Library
73 can proceed without it since the actions it contains are already within the scope of
74 the Board and Director. She also said that the Library should look to larger
75 government decisions to guide our own. Phil said that it would be useful to have
76 a policy that communicates our approach. Martha read the Emergency
77 Operations Policy and recommended its adoption. Jens made a **MOTION** to adopt
78 the policy. Madeline seconded, and the **MOTION** passed unanimously.

79 ➤ **Finance:** None

80 **PUBLIC COMMENT** – None.

81 **OTHER** – None.

82 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 12:02
83 p.m.

84 Submitted by Janet Marlow.

85 Approved _____