

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 March 10, 2022

5 Library Board President Teresa Patrick convened the meeting at 2:01 p.m. on Zoom. Also  
6 attending were Trustees Madeline Sheplor, Sam Blackman, Julia Gates, and Mary  
7 Johanson; Interim Library Director Janet Marlow; staff members Jenny De Groot and Rhett  
8 Ariston; and public guests Janet Alderton and Michael Riordan. All attendance was by Zoom  
9 due to the revised OPMA in response to COVID-19.

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the February 10 Regular Board  
14 Meeting. Julia made a **MOTION** to approve the Minutes; Mary 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 recommended approval.

18 February 2022 Payroll	\$37,156.66
19	
20 Invoice Accounting Report 2/14/2022 (GF)	\$7023.75
21 Invoice Accounting Report 2/28/2022 (GF)	\$8264.60
22	

23 Madeline made a **MOTION** to approve the February payroll in the amount of  
24 \$37,156.66. Julia seconded, and the **MOTION** passed unanimously.

25 Madeline made a **MOTION** to approve the submitted February 2022 General Fund  
26 vouchers totaling \$15,288.35. Teresa seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – Michael Riordan summarized the actions and discussions from the  
28 past four years regarding the possible donation of the Anthropocene Totem Pole carved by  
29 House of Tears’ master carver Jewel James of the Lummi and being generously funded by  
30 Janet Alderton. Michael provided a history of the pole and a summary of previous  
31 discussions. Janet Alderton added information about the symbolism of the pole as well as  
32 additional details on its specifications. Michael Riordan, Janet Alderton, and the Board all  
33 discussed what they perceived as items needing clarification including site engineering  
34 study, installation, ownership transference, and maintenance. The Board thanked Janet  
35 Alderton for the extraordinarily generous offer and Michael Riordan for his ongoing work to  
36 facilitate the donation, and the group all agreed to continue working together to explore the  
37 remaining details.

38 **NEW BUSINESS**

39 ➤ **Relevant News and Issues**

- 40 ○ COVID - Changes to State masking requirements: Teresa stated that since  
41 libraries were specifically called out in the Governor’s order ending the mask  
42 mandate, it was her perception that no action was possible. The Board agreed.  
43 The Board and staff all talked about the importance of being respectful of each  
44 other’s choices regarding masking.

- 45 ➤ **Director's Report:** Janet highlighted that the Primetime Family Reading Program  
46 had wrapped up in February. She also reported that, after discussing with Lopez  
47 Library and San Juan Library, the staff would not be setting time limits on computer  
48 use for patrons of any age if computers were available, and, in order to facilitate  
49 computer availability for patrons needing quick access, two computers have been  
50 designated for 15-min use.
- 51 ➤ **Friends of the Library:** Mary reported from the Friends' March 8 meeting that the  
52 Friends continue to have eBay sales outpace the Lobby book sales. The Friends also  
53 discussed possibly awarding a Public Service Award to one of their members.

54 **REPORTS FROM ACTIVE COMMITTEES:**

- 55 ➤ **Resources and Programs:** Mary reported that she had met with Carol in order to  
56 reactivate the committee, and they are reaching out to prior members to see if they'd  
57 like to participate again.
- 58 ➤ **Community Relations:** Julia said that she appreciated the new website banner  
59 offering resources to understand the current conflict in Ukraine.
- 60 ➤ **Facilities & Systems:** Janet presented a quote from Orcas Window and Door for the  
61 replacement of six 30-year-old windows in the original wing that have lost their seal.  
62 The Board agreed to move forward with the work. Janet also asked for additional  
63 roofer contacts in order to get the roof leaked fixed. She also shared that Library  
64 landscaper Kabloom had donated two ornamental cherry trees that had to be  
65 relocated due to the construction on Prune Alley, and they had been planted adjacent  
66 to the swale on the south lawn.
- 67 ➤ **Policy & Personnel:**
- 68 ○ Updated Library Director Position Description: Teresa introduced the updated  
69 description that had previously been shared with the Board and asked for any  
70 discussion. Hearing none, Mary made a **MOTION** to approve the revised Library  
71 Director Position Description as presented. Sam seconded, and the **MOTION**  
72 passed unanimously.
- 73 Sam exited the meeting at 3:02 pm.
- 74 ○ Update from Director Hiring Committee: Madeline shared that the Hiring  
75 Committee had met with HR consultant Kara Turner on February 24 in order to  
76 finalize the job posting details, and the job posting is now live online. Madeline  
77 shared that the first consideration would be to applications submitted by March  
78 28, and she asked all trustees and staff to share the job posting through available  
79 channels. The Committee's next meeting is March 17. Teresa brought up the  
80 subject of at-will versus contract employment, and the Board agreed for her to  
81 discuss the topic with an employment attorney in order to gather more  
82 information.
  - 83 ○ Review/Discussion of OIPL Gift Policy: Teresa suggested that, while updates are  
84 needed to the existing policy so that it can provide consistent information to  
85 future donors and trustees, the topic be tabled until after the possible totem pole  
86 donation is resolved. The Board agreed.
- 87 ➤ **Finance:** Janet reminded everyone that we're entering into property tax season, so  
88 revenues should be high the next months.

89 **PUBLIC COMMENT** – Janet Alderton wished the Library luck with the director search.

90 **OTHER** – Returning to the topic of the possible donation of the totem pole, Janet Marlow  
91 asked everyone to send her what they saw as the issues needing research or resolution prior  
92 to making a decision. She will compile a comprehensive issues list for the group’s use.

93 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:24 p.m.

94 Submitted by Janet Marlow.

95 Approved \_\_\_\_\_