

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 March 9, 2023

5 Library Board President Madeline Sheplor convened the meeting at 2:02 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 Julia Gates, Mary Johanson, and Tom McDonough; Director
8 Ingrid Mattson; staff members Janet Marlow, and Rhett Ariston; and Friends member
9 Laura Hanks. Trustee Sam Blackman joined the meeting at 2:12 p.m.

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 February 9 Regular Board
14 Meeting. Mary made a **MOTION** to approve the Minutes; Tom 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 noted the highlights of the month.

18 February 2023 Payroll	\$54,676.94
19	
20 Invoice Accounting Report 2/13/2023 (GF)	\$20,229.61
21 Invoice Accounting Report 2/27/2023 (GF)	\$9,729.20
22	

23 Madeline made a **MOTION** to approve the February payroll in the amount of
24 \$54,676.94. Julia seconded, and the **MOTION** passed unanimously.

25 Madeline made a **MOTION** to approve the submitted February 2023 General Fund
26 vouchers totaling \$29,958.81. Mary seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – None.

28 **NEW BUSINESS**

- 29 ➤ **Relevant News and Issues:** Ingrid shared that in addition to the calendar items
30 listed on the meeting agenda, there will also be an event with Johnny Moses on April
31 11 that will be shared with the Historical Society and the elementary school.

32 *Sam Blackman joined the meeting at 2:12 p.m.*

- 33 ➤ **Director’s Report:** Ingrid reported that all of her legal training is paying off at the
34 Library. First she was able to help patrons and the Senior Center with some
35 information regarding end-of-life planning, and she’s also been deep in the discussion
36 and research of prevailing wage law as related to the Library’s HVAC maintenance
37 contract. She also reported that Woody and Sam are seamlessly integrating into the
38 staff.

- 39 ➤ **Friends of the Library:** Tom reported that he attended the Friends’ previous
40 meeting, and they are working on their March book sale of \$5 books. They have also
41 received a donation of generators that they plan to use in a silent auction. Tom also
42 reported that the Friends are working to make changes to their bylaws, and these
43 changes are currently in discussion. Madeline shared that she received a note that

44 Sue Kosiur would not be able to help in the role of treasurer past the month of April,
45 and the Trustees discussed possible candidates to step into that role.

46 **REPORTS FROM ACTIVE COMMITTEES:**

47 ➤ **Resources and Programs:** Mary reported that there is a lot going on, and both the on-
48 site and online events lately have been great. Both Julia and Sam said that they
49 may be able to help house any visiting authors/speakers. Madeline asked Rhett to
50 talk about the new vinyl collection. Rhett described how the staff curated the
51 collection, and said “it’s a hit” with the patrons. His remaining concerns are how
52 long will the record player hold up and how often will we have to clean the records.
53 Tom volunteered to help with any needed cleaning. Sam added that the Exchange
54 has a large vinyl collection that could be a resource.

55 ➤ **Community Relations:** Ingrid reported that she, Holly, and Woody had met and are
56 working together on specific Library behavior policies and staff training on consistent
57 approach to enforcement with patrons.

58 ➤ **Facilities & Systems:** Ingrid said that she’s working on finding an electrician who
59 would be able to help the Library. In the meantime, she reported that San Juan
60 Heating came to maintain the HVAC equipment, explained the workings of the
61 systems to both Ingrid and Michael Armenia, and did great work. The technician did
62 report that the original 1992 HVAC equipment would need to be replaced within the
63 next 10 years, and the replacement cost estimate was between \$150k-\$200k. Ingrid
64 shared that she’s looking into a Library Capital Improvement Program with the WA
65 Department of Commerce that could help with up to half of the expense.

66 ➤ **Policy & Personnel:** Ingrid reported that she and Tom had met and are looking at
67 the vacation and gift policies. She said that the more challenging element appears to
68 be how they’re implemented and, specifically with the gift policy, how do we approach
69 it in this community. There was a discussion of various approaches and concerns.

70 ○ **Board Retreat Discussion:** Madeline said that she and Ingrid were tentatively
71 planning the topics of: Vacation Policy, Gift Policy, Committees & Functions, and
72 possibly the staff handbook. Sam suggested that the HVAC news raises the issue
73 of long-range, strategic planning as a discussion topic, and the rest of the Board
74 agreed.

75 ➤ **Finance:** Janet highlighted that the Library was beginning to receive property tax
76 revenue for the year.

77 **PUBLIC COMMENT** – None.

78 **OTHER** – None.

79 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:13 p.m.

80 Submitted by Janet Marlow.

81 Approved _____