

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 May 13, 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, staff member Janet Marlow, and Friends  
8 Board President Ken Gibbs. All attendance was by phone due to the revised OPMA in  
9 response to COVID-19.

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the April 8 Regular Board  
14 Meeting. Teresa made a **MOTION** to approve the Minutes; Madeline seconded, and the  
15 **MOTION** passed unanimously.

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

18 April 2020 Payroll \$41,120.97

19 Invoice Accounting Report 4/13/2020 (GF) \$27,555.18

20 Invoice Accounting Report 4/27/2020 (GF) \$39,785.95

21 Jens made a **MOTION** to approve the submitted April 2020 General Fund vouchers  
22 totaling \$67,341.13. Julia seconded, and the **MOTION** passed unanimously.

23 Teresa made a **MOTION** to approve the April payroll in the amount of \$41,120.97.  
24 Jens seconded, and the **MOTION** passed unanimously.

25 **PUBLIC COMMENT** – None

26 **NEW BUSINESS**

27 ➤ **Relevant News and Issues:** None

28 ➤ **Director’s Report:** Phil told the Board that there is now a pop-up tent trailer in the  
29 Library parking lot that was set up as a community shelter for the current stay-at-  
30 home order. The Board discussed the communication and rationale of that decision,  
31 and Phil said that there is an agreement in place between the occupant and a  
32 coalition led by the Orcas Community Resource Center (OCRC). The Board  
33 discussed the situation, and Martha summarized the discussion by saying that while  
34 they understand that this is very unusual, exceptional time and have agreed to host  
35 this camper in response to a specific request from OCRC, this does not set a  
36 precedent for future use of Library grounds, and once the Library is ready to resume  
37 operations, the camper will need to vacate. Phil also highlighted the installation of  
38 the NanaWalls, saying that there were some change orders related to work done by  
39 HKP and requests from the County inspector. The Board said that the photos  
40 showing the finished work look great. Phil added that he’d also just received the  
41 quote from Rolf Eriksen for the remodeling of the former lobby and would present it  
42 to the Board after a thorough review. He also informed the Board that curbside  
43 pickup is still being discussed with the County and State. The Board agreed that the  
44 Library should keep pressing to see when this service could be offered.

45 ➤ **Friends of the Library:** Ken discussed the impact of the statewide shutdown on the  
46 Friends' finances due to the loss of book sales and said that the group is looking at  
47 possibilities for recouping some of this loss. The Board thanked Ken for the  
48 information and ongoing support.

49 **REPORTS FROM ACTIVE COMMITTEES:**

50 ➤ **Resources and Programs:** The Board discussed the Small Business Loan and  
51 Unemployment support that the Library staff is currently offering to the community.  
52 Jens said that he has also had several meetings of his Pandemics in Literature  
53 reading group via Zoom.

54 ➤ **Community Relations:** Julia said that she is working with Phil on Planned Giving.  
55 She asked for Board support in contacting OICF so she can start the conversation  
56 about legacy giving, and Martha volunteered to facilitate an introductory call.

57 ➤ **Facilities & Systems:** Phil said that the Library is surplussing the old chairs.  
58 ○ Review of Proposals for Remodel of Former Lobby: This discussion was postponed  
59 until the newly received bid could be reviewed.

60 ➤ **Policy & Personnel:** None.

61 ➤ **Finance:** Janet informed the Board that property tax revenues are being received  
62 from the County at a good rate but it remains unclear how total yearly income may  
63 be impacted. Phil added that we may need to start thinking about the 2021 budget  
64 earlier than usual.

65 **PUBLIC COMMENT** – None.

66 **OTHER** – Julia asked for Board support in contacting OICF

67 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:10  
68 a.m.

69 Submitted by Janet Marlow.

70 Approved \_\_\_\_\_