

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 May 11, 2023

5 Library Board President Madeline Sheplor convened the meeting at 2:00 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, and Tom McDonough; Director Ingrid
8 Mattson; staff members Janet Marlow and Jenny De Groot; and Friends member Laura
9 Hanks.

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Ingrid asked to add a revision to
12 Policy 2.8 Fair Treatment and Rules of Conduct to the policy portion of the agenda. The
13 Board agreed.

14 **ROUTINE MATTERS**

15 Minutes: The Trustees reviewed the Minutes from the April 13 Regular Board
16 Meeting. Mary made a **MOTION** to approve the Minutes; Tom seconded, and the **MOTION**
17 passed unanimously.

18 Vouchers and Payroll: Madeline said that she had reviewed the prior month’s
19 vouchers and payroll and noted the highlights of the month.

20 April 2023 Payroll	\$44,122.47
21	
22 Invoice Accounting Report 4/10/2023 (GF)	\$11,169.24
23 Invoice Accounting Report 4/24/2023 (GF)	\$23,592.63
24	

25 Madeline made a **MOTION** to approve the April payroll in the amount of \$44,122.47.
26 Mary seconded, and the **MOTION** passed unanimously.

27 Madeline made a **MOTION** to approve the submitted April 2023 General Fund
28 vouchers totaling \$34,761.87. Tom seconded, and the **MOTION** passed unanimously.

29 **PUBLIC COMMENT** – None.

30 **NEW BUSINESS**

- 31 ➤ **Relevant News and Issues:** Jenny and Ingrid discussed the previous night’s
32 Kindergarten Roundup event, with 28 incoming kindergarteners. Jenny explained
33 that, as part of the program, she does an exercise with the kids, and then they each
34 get a book courtesy of Friends of the Library.
- 35 ➤ **Director’s Report:** Ingrid shared that Game Night had launched, and appears to be a
36 hit. Pizza was provided on May 2nd to kick off the weekly event, and Ingrid shared
37 that she was considering providing pizza on a monthly basis. She also discussed her
38 efforts at outreach, including attending the latest Coalition for Orcas Youth meeting
39 that Tuesday. She said that her intention is to make other organizations aware of
40 what the Library can offer. She also shared that she is looking into Question
41 Persuade Refer (“QPR”) suicide prevention training for the staff in addition to a CPR
42 refresher.

- 43 ➤ **Friends of the Library:** Tom shared that the Friends had cancelled their meeting for
44 the month of May. He also asked about history of a joint meeting between the Board
45 and the Friends that had been proposed last year. Mary said that she had suggested
46 that in 2022 when the Friends were trying to define their leadership, but it wasn't
47 the right moment. Madeline suggested that perhaps the Library's Strategic Planning
48 process can have a portion specifically for the Friends. Ingrid shared that she is
49 helping to coordinate a kids' poster conference for the Friends' Library Fair this
50 summer. Mary highlighted that one of the Washington State Library's Third
51 Thursdays Trustee Training topics included relationships with Friends and
52 Foundations.
- 53 ➤ **Bylaws Revision:** Ingrid presented Resolution 01-2023 Amending the By-Laws of the
54 Board of Trustees which would simplify Section 1.3 Committees and Article 3.7
55 Order of Business by removing specific committee names and allow the Board to
56 appoint committees according to current needs. The Board discussed and were in
57 agreement on the change, however any change to the Bylaws needs the approval of
58 four trustees, and since only three were present, this topic will be revisited at the
59 June Regular Board Meeting.
- 60 ➤ **Strategic Planning:** Ingrid and the Board discussed gathering thoughts and ideas
61 over the course of the year in order to formally start the strategic planning process in
62 January 2024. She explained that she and Janet would be presenting some financial
63 training topics over the next months in order to start the process, and asked what
64 else might be necessary. The trustees discussed sharing the "Strategic Planning for
65 Libraries" book which Ingrid and Rhett acquired and attending any of WA State
66 Library's Third Thursday Trustee Trainings that pertained to the topic. Ingrid said
67 that we might want to identify a preferred vendor to facilitate the process by early
68 fall, and she will start looking at available resources.

69 **REPORTS FROM ACTIVE COMMITTEES:**

- 70 ➤ **Finance / Budget:** Ingrid and Janet provided a training introducing the impact of
71 inflation on operating expenses as well as the impact of property tax assessments on
72 the Library's Tax Levy.
- 73 ➤ **Policy:** Ingrid discussed that the change to Policy 2.8 Fair Treatment and Rules of
74 Conduct which was recommended by the Library's attorney. The Board discussed
75 the proposed change, and Mary stated that good management processes should be
76 separate from the policy manual. The Board agreed to revisit the topic after
77 Executive Session.

78 **Executive Session:** The Board entered into Executive Session at 3:34 p.m. in accordance
79 with RCW 42.30.110 to review the performance of a public employee. The session was
80 scheduled to last 10 minutes. The session was then extended another 6 minutes. Regular
81 session resumed at 3:50 p.m.

82 **Policy (revisited):** Mary made a **MOTION** to delete Section 4 "Progressive Discipline Action"
83 from Policy 2.8 Fair Treatment and Rules of Conduct. Tom seconded, and the **MOTION**
84 passed unanimously. Ingrid and the Board discussed that a restructuring and review of the
85 entire policy manual was needed, and Madeline suggested involving the staff in the process.

86 **PUBLIC COMMENT** – None.

87 **OTHER** – None.

88 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:56 p.m.

89 Submitted by Janet Marlow.

90 Approved _____