

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 September 9, 2020

5 Library Board President Martha Fuller convened the meeting at 10:00 a.m. on Zoom. Also
6 attending were Trustees Jens Kruse, Julia Wrapp, and Teresa Patrick; Library Director Phil
7 Heikkinen; and staff members Janet Marlow, Lovella Daoust, and Rhett Ariston.
8 Attendance was by Zoom due to the revised OPMA in response to COVID-19.

9 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone. New Adult Services
10 Librarian Rhett Ariston introduced himself to the Board, and the Board welcomed him to
11 the team.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Martha proposed adding a
13 resolution to recognize retiring Adult Services Librarian Martin Arnold’s contribution and
14 years of service, and the Board agreed. The item was added to New Business.

15 **ROUTINE MATTERS**

16 Minutes: The Trustees reviewed the Minutes from the Aug 12 Regular Board
17 Meeting. Julia made a **MOTION** to approve the Minutes; Jens seconded, and the **MOTION**
18 passed unanimously.

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

21 Aug 2020 Payroll	\$40,016.56
22 Invoice Accounting Report 8/3/2020 (GF)	\$8,180.40
23 Invoice Accounting Report 8/14/2020 (GF)	\$4,707.14
24 Invoice Accounting Report 8/28/2020 (GF)	\$9,386.60

25 Jens made a **MOTION** to approve the August payroll in the amount of \$40,016.56.
26 Teresa seconded, and the **MOTION** passed unanimously.

27 Julia made a **MOTION** to approve the submitted August 2020 General Fund
28 vouchers totaling \$22,274.14. Jens seconded, and the **MOTION** passed unanimously.

29 **PUBLIC COMMENT** – None

30 **NEW BUSINESS**

- 31 ➤ **Relevant News and Issues:** None
- 32 ➤ **Resolution of Recognition and Appreciation:** Phil read **Resolution 1-2020** recognizing
33 the contribution and years of service of retiring Adult Services Librarian Martin
34 Arnold. Julia made a **MOTION** to adopt Resolution 1-2020. Jens seconded, and the
35 **MOTION** passed unanimously.
- 36 ➤ **Director’s Report:** Lovella Daoust joined the meeting as the staff representative for
37 the month. Phil introduced her to the Board, and Lovella discussed her duties. Phil
38 then updated the Board on other staff movements, including that Rhett’s first day
39 was September 8, and that Mary was reducing hours to 15 hours/week so part of
40 Rhett’s job will be program support. Part of Holly’s current adult services duties may
41 also be going to Rhett, and Holly will then take over responsibility for the website.
42 Phil also informed the Board that the Library was working to offer support to
43 students going back to school, offering Wi-Fi and possibly allowing some use of

44 interior space within the County’s distancing guidelines. He added that the
45 Funhouse, school, and Camp Orkila are all doing the same. Phil also explained the
46 new “Grab Bag” option added to the curbside pickup services. There was also
47 discussion between Phil and the Board regarding a recent community relations issue
48 and the resulting no-trespass order put in place in order to protect staff and patrons.

49 ➤ **Friends of the Library:** Phil said that curbside sales were progressing at a good pace
50 and that the Friends approved the Library’s grant request of \$15,000 for the 2021
51 budget. Phil suggested to the Friends that we review the distribution between
52 programs and collection development in light of funding rolling over from 2020 and
53 will confirm the final allocation with them by their October meeting. The Friends
54 Annual Meeting is scheduled for Sunday, October 18, at 2:00 p.m.

55

56 **REPORTS FROM ACTIVE COMMITTEES:**

57 ➤ **Resources and Programs:** Jens said that the Library has done a very good job
58 keeping programs going in these socially distanced times. He added that Ben
59 Montgomery is having a new book coming out in January, so it may be an idea for a
60 program. There was also a discussion of Jens’ ongoing book club.

61 ➤ **Community Relations:** Julia said that it’s important to keep reaching out to the
62 community to let them know the Library is here to support them.

63 ➤ **Facilities & Systems:** Phil stated that remodeling of the old lobby is delayed due to
64 waiting on materials. He also said that he’s planning to mix organic materials into
65 the south lawn, including native grasses and wildflower seeds, in order to continue to
66 help that area recover from the expansion construction.

67 ➤ **Policy & Personnel:** Nothing to report at this time.

68 ➤ **Finance:** Martha presented the latest draft of the 2021 Budget and explained the
69 formatting changes from previous years. There was a discussion of the possibility of
70 reallocating unreserved cash at 2021 yearend into reserves. The Board discussed the
71 timing of the October Public Budget Hearing and November approval.

72 **PUBLIC COMMENT** – None.

73 **OTHER** – Julia mentioned that she would like to continue moving forward regarding the
74 parcel between Library Park and Roses Restaurant, but that her work with OICF was put
75 on the back burner for now. Phil reminded Martha that, with her term expiring, she could
76 re-join the Board for a second term if she’d like. Martha said that we will recruit and
77 interview potential new Board Members in the next months, and she reminded the Board
78 that we had multiple good candidates last year.

79 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:38
80 a.m.

81 Submitted by Janet Marlow.

82 Approved _____