

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 Sept 14, 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, Julia Gates, Sam Blackman, and Tom
8 McDonough; Library Director Ingrid Mattson; staff members Jenny De Groot, Janet
9 Marlow, and Rhett Ariston; Friends members Laura Hanks and Michael Armenia; and a
10 member of the public.

11 **WELCOME & INTRODUCTIONS** – Madeline welcomed everyone, and introductions were
12 made.

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

14 **ROUTINE MATTERS**

15 Minutes: The Trustees reviewed the Minutes from the August 17 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 August 2023 Payroll	\$43,361.83
21	
22 Invoice Accounting Report 8/1/2023 (GF)	\$4,760.37
23 Invoice Accounting Report 8/21/2023 (GF)	\$13,044.54
24	

25 Madeline made a **MOTION** to approve the August payroll in the amount of
26 \$43,361.83. Julia seconded, and the **MOTION** passed unanimously.

27 Madeline made a **MOTION** to approve the submitted August 2023 General Fund
28 vouchers totaling \$17,804.91. Mary seconded, and the **MOTION** passed unanimously.

29 **PUBLIC COMMENT** – Children’s Librarian Jenny De Groot thanked the Board for
30 allowing staff to attend the Dolly Parton Imagination Library event. Jenny explained the
31 Imagination Library program for those attendees who weren’t aware of it, and Ingrid
32 discussed plans to use Dolly Parton’s album release date in November to host an event to
33 promote the registration of children under the age five to the program.

34 **NEW BUSINESS**

- 35 ➤ **Relevant News and Issues:** Ingrid shared that she had met with a formerly
36 trespassed patron, and the trespass order had been lifted. She also shared that the
37 library is having a recurring issue with a patron who leaves a very vocal dog in the
38 parking lot and discussed possible approaches.
- 39 ➤ **Director’s Report:** Ingrid reported that she had found an electrician interested in
40 helping the Library. She updated the Board on the planned improvements and said
41 that the electrician expected to have time in October to fit in the work. She also
42 shared that she had talked to the Library’s insurance provider, Enduris, and had
43 more information about the requirements to serve alcohol at events in the Library, if
44 and when the topic arose again. In grant news, Ingrid reported that the Digital

45 Navigator funds that the Library had applied to were not granted, because the WA
46 State Library, who would be administering the program, did not receive the federal
47 funds. She also reported that she was selected to be on the WA Dept. of Commerce
48 Grant Committee for 2024. Finally, she shared that she would be attending the
49 Public Libraries of Washington Directors' Meeting in Spokane on Sept 28-29.

50 ➤ **Friends of the Library:** Michael Armenia reminded everyone that the Friends'
51 Annual Meeting will be held on October 8 at 3:00pm at the Outlook Inn. He said that
52 the meeting will include the bylaws revision previously discussed and that local
53 author (and Library team member) Samuel Gailey will be speaking. Mary
54 commented on how easy it is to renew Friends membership online now. There was a
55 discussion of the updates to the process and the new newsletter.

56 ➤ **Library Board Recruitment:** Tom said that he had invited the member of the public
57 attending the meeting in order to potentially recruit new Board members. Madeline
58 explained the Board's activities to the visitor, and the group discussed various facets
59 of the work. Mary asked about forming a recruitment committee, and the Board
60 agreed that Mary and Tom would serve on the committee, conduct interviews, and
61 present a recommendation to the Board at the November Regular Board Meeting.

62 **REPORTS FROM ACTIVE COMMITTEES:**

63 ➤ **Finance / Budget:** The group discussed that the October Regular Board Meeting
64 would also be the Library's Public 2024 Budget Hearing, and it was agreed there
65 would be a quorum for the October 12th date. Ingrid presented the current 2024
66 Budget draft, and the group discussed plans to fill the vacant Librarian position.
67 Tom asked about budget allocation for online databases and if that money could
68 better be used for other resources. The group discussed databases and reviewed all
69 the expenses.

70 ➤ **Policy:** Ingrid discussed her meeting with the Spokane County Library District HR
71 Director reviewing the structure of their policy manual which makes a clear
72 distinction separating procedure from policy.

73 ➤ **Planning:** None.

74 **Executive Session:** The Board entered into Executive Session at 3:23 p.m. in accordance
75 with RCW 42.30.110 to review the performance of a public employee. The session was
76 scheduled to last 10 minutes. Regular session resumed at 3:33 p.m.

77 **PUBLIC COMMENT** – None.

78 **OTHER** – None.

79 **ADJOURNMENT** – There being no further business, the meeting adjourned at 3:36 p.m.

80 Submitted by Janet Marlow.

81 Approved _____