

**SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES**

Hybrid & via Zoom, San Juan Island Library  
(access information provided at [www.sjlib.org](http://www.sjlib.org))

June 11<sup>th</sup>, 2024

**1) Call to Order:** President Boyd Pratt called the meeting to order at 3:02 pm.

**Members Present:** Boyd Pratt, Karen Vedder, Barbara Sharp, John Aschoff, Kyle Loring

**Staff Present:** Laurie Orton, Anthony Morris, Heather Dima, Kasey Rasmussen

**FOL Present:** none

**2) Visitors:** Mark Madsen, Glenn "Bishop" Storey

**3) Public Access:** none

**4) Agenda Approval:**

Added item 10 e) Library Property Proposal to New Business.

**MSC** Kyle Loring moved and Karen Vedder seconded to accept the agenda as amended. Carried.

**5) Approval of Board Minutes of May 14<sup>th</sup>, 2024 Regular Meeting:**

**MSC** Kyle Loring moved and John Aschoff seconded to approve the minutes of the **May 14<sup>th</sup>, 2024** regular meeting as submitted. Carried.

**6) Friends of the Library (FOL)**

Delegate to next FOL meeting: Boyd Pratt, Tuesday, July 2<sup>nd</sup>, 2024, 4 to 6 pm, in the Library Meeting Room.

There was no FOL report.

**7) Approval of Bills**

The consent agenda included the following:

Bills dated May 6, 2024 in the amount of \$10,523.70.

Bills dated May 6, 2024 in the amount of \$893.43.

Bills dated May 20, 2024 in the amount of \$12,738.63.

Bills dated May 20, 2024 in the amount of \$7,537.89.

Bills dated May 31, 2024 in the amount of \$14,706.31.

**MSC** Karen Vedder moved and Kyle Loring seconded to accept the Consent Agenda for Expense Claims Transmittals as submitted. Carried.

## 8) Payroll

**MSC** Karen Vedder moved and Kyle Loring seconded to affirm the **May 2024 Payroll** dated May 22<sup>th</sup>, 2023 in the amount of \$89,882.56. Carried.

## 9) Reports

### **Director Report (Laurie Orton)**

Laurie's written report was noted. Laurie also reported on the following:

- Boyd and Laurie will visit the Community Foundation to talk about the library and the levy lid lift.
- Laurie pointed out attorney Susannah Carr's suggestion that we hire a general contractor for a construction estimate for the insurance claim. The cost for that service will be approximately \$3,900.

### **Assistant Director/Adult Services Manager Report (Anthony Morris)**

Anthony's written report was noted. Anthony also reported on the following:

- The Summer Reading Program starts on Thursday, June 13<sup>th</sup>, for kids, teens, and adults.
- Anthony answered questions about the Vulnerable Populations workgroup. Gabriel attended a meeting and explained what tech support and assistance we offer in the Library, as well as the assistive technology we offer in our Aids for Daily Living collection.
- Anthony reported that there has been a lot of positive feedback about the seed library.

### **Youth Services Manager Report (Melina Lagios)**

Melina's written report was noted.

- Anthony highlighted the wide variety of entertainers that Melina arranged for the Summer Reading Program.

### **IT Administrator Report (Floyd Bourne)**

Floyd's written report was noted.

- Boyd noted that while ebooks make up about half of our collection (due to our participation in the Washington Digital Library Consortium), circulation of physical books is approximately four times the circulation of ebooks, demonstrating the continued demand for print materials.

- In response to questions about ebook licensing, Laurie explained that digital licenses can be three to four times the price of a physical book. Licenses either have a predetermined number of checkouts or a time limit. Laurie noted that the consortium we are a part of for digital materials is having a summit in October to do strategic planning regarding the future of the Washington Anytime Library.
- Laurie pointed out that the monthly door count is continuing to increase, even with the day we were closed for a holiday last month.

### **Financial Report (Heather Dima)**

Heather's written report was noted.

- Heather noted that the final version of the May financial report sent to the board included updated information on revenue from property taxes that she received from the county. Otherwise there were no changes from the draft included in the board report.

## **10) Old Business**

### **a) 2024 Levy Lid Lift**

- Laurie is working on the two different draft budgets to post online in response to questions we've received from the public. One budget will model the next three years without the levy lid lift, and one will model the next ten years with the levy lid lift.
- Anthony noted that there have been a number of positive comments and conversations on social media about the library and in support of the levy lid lift in the past few weeks.
- Boyd reported that he spoke to the Lions Club and felt that the visit went well and the members had great questions. Boyd and Karen presented to Soroptimist and felt that went well as well. Laurie and Karen are scheduled to speak with Island Rec next week.

### **b) 2023 WA Public Library Annual Report and 2024 Salary Survey**

- The board reviewed the 2023 Annual Report and 2024 Salary Survey.
- Anthony noted that some of the statistics from the report will be included in the annual newsletter. Anthony pointed out that nearly 5,000 island residents have an active library card (approximately 60% of the island population).

### **c) Spring Street Roof Condition**

- The board discussed the materials received from architect David Waldron and general contractor Tom Carter about the roof and structural conditions of the 660 Spring St. building, as presented at the May 14, 2024 regular meeting.
- Laurie will confirm with Heritage Bank the exact details regarding restrictions on projects at the Spring St. property before the loan is paid off.

- Laurie recommended we move forward with a short-term, three to four-year fix for the roof. Per our procurement policy, she will solicit three proposals for the work.

**MSC** Karen Vedder moved and John Aschoff seconded to give Laurie the authority to solicit three bids for removal and repair of rotten and damaged roof sheeting at the 660 Spring St. building and enter a contract for said work if the proposal is under \$10,000, per policy section 2.1.7.

**d) Affordable Housing Proposal**

- The board reviewed a letter from David Waldron about his affordable housing proposal. Mr. Waldron requested the board approve language on handouts he would distribute to the community about his project proposal. Discussion was held. Karen pointed out that approving the language suggested in the letter would amount to endorsing the project and John noted that endorsing any affordable housing project at this stage would contradict the board's commitment to seeking community feedback on the new library building and project.
- The board agreed to respond to Mr. Waldron with a letter explaining why the board is not in a position to endorse any specific project at this time. Kyle, Karen, and Laurie will draft a letter to be reviewed by the board at the July 9, 2024 regular meeting.

**e) Library Property Proposal**

- Visitor Glenn "Bishop" Storey summarized his proposal, sent in a letter to the board, to split off a portion of the Spring St. property in exchange for labor on a project for the Library. Boyd explained that the board's current focus is on the levy lid lift, and discussed the restrictions on splitting or selling a portion of the property until the bond loan is paid off, but noted that the board will consider the proposal in the future.

**f) Open Public Meetings Act Board Training**

- The board watched a training from the Attorney General's Office about the OPMA, fulfilling their annual OPMA training for 2024 as required by the State Auditor's Office.

**11) New Business**

**a) Resolution Appointing Auditing Officers**

- Laurie presented proposed Resolution #2-2024. The resolution updates the district's auditing officers, replacing previous Assistant Director Rowan Buckton with current Assistant Director Anthony Morris.

**MSC** Karen Vedder moved and Kyle Loring seconded to approve Resolution #2-2024 appointing auditing officers for the library district. Carried.

**b) Public Records Training**

- Public Records training was postponed to the July 9, 2024 regular meeting.

**Adjournment**

**MSC** Kyle Loring moved and Karen Vedder seconded to adjourn the meeting at 4:48 pm. Carried.

Respectfully submitted:

DocuSigned by:  
*Barbara Sharp*  
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Board Secretary

Approved:

DocuSigned by:  
*[Signature]*  
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Board President