

## **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))  
August 13<sup>th</sup>, 2024

**1) Call to Order:** President Boyd Pratt called the meeting to order at 3:00 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:** Sue Stricker, FOL Board Director

**2) Visitors:** Mark Madsen

**3) Public Access:** none

**4) Agenda Approval:**

**MSC** Karen Vedder moved and Barbara Sharp seconded to accept the agenda as submitted. Carried.

**5) Approval of Board Minutes of July 9th, 2024 Regular Meeting:**

**MSC** Kyle Loring moved and John Aschoff seconded to approve the minutes of the **July 9<sup>th</sup>, 2024** regular meeting as submitted. Carried.

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

Delegate to next FOL meeting: Kyle Loring, Tuesday, September 3<sup>rd</sup>, 2024, 4 to 6 pm, in the Library Meeting Room.

FOL Board Director Sue Stricker reported:

- The FOL are continuing their monthly summer Farmers Market visits. They have one more in August and one in September.
- The Annual Book Sale was held on Saturday, August 10<sup>th</sup>. They don't have final sales numbers yet.
- National FOL week is October 20<sup>th</sup> through 26<sup>th</sup>.
- They will hold a Holiday Auction at the end of November/early December.

**7) Approval of Bills**

The consent agenda included the following:

Bills dated July 1, 2024 in the amount of \$16,714.49.

Bills dated July 1, 2024 in the amount of \$16,177.83.

Bills dated July 15, 2024 in the amount of \$40,095.72.

Bills dated July 15, 2024 in the amount of \$1,175.05.

Bills dated July 29, 2024 in the amount of \$15,919.56.

Bills dated July 31, 2024 in the amount of \$14,702.14.

**MSC** Kyle Loring moved and Karen Vedder 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 **July 2024 Payroll** dated July 23<sup>rd</sup>, 2023 in the amount of \$91,651.41. Carried.

## 9) Reports

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

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

- Laurie updated the board on a time-consuming ongoing public records request. Laurie and Kasey will be working on it further with assistance from attorney Jessica Kerr.

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

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

- Anthony discussed the upcoming Fair booth and thanked board members who signed up for shifts.
- The Library is participating in the San Juan Island Community Foundation Fair Grant program. We are collecting donations to fund obtaining and supporting more wifi hotspots.
- Anthony reported on the Library of Things collection and the new museum passes. He discussed steps we've been taking to increase circulation of those items.

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

Melina's written report was noted.

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

Floyd's written report was noted.

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

Heather's written report was noted.

- Laurie reported that she and Heather will have a meeting with Orcas and Lopez library staff to brainstorm together about how to adjust to the Auditor's Office discontinuation of services.

## 10) Old Business

### a) 2024 Levy Lid Lift Election

- Board members discussed ideas for modest changes and updates to Library services that could happen as early as this fall now that the levy lid lift has passed. They noted the importance of the community being able to see the tangible effect their support of the levy lid lift has. Laurie will take their suggestions to the managers and explore options as she begins work on 2024 budget amendments.
- Board members expressed gratitude to staff and volunteers for their work over the course of the election.

### b) Enduris / Claim / Insurance

- Laurie shared the letter sent to the Enduris Board of Directors, asking for reconsideration of our membership discontinuation or an extension of the termination date. She has not received a response yet.
- Laurie is working with Katie Henry, an insurance broker, on applications for new insurance coverage. Discussion was held on current insurance premiums with Enduris and the potential costs for new insurance.
- Laurie will ask attorney Dan Gottlieb about the possibility of a grace period after termination of Enduris coverage.

**MSC** Karen Vedder moved and Kyle Loring seconded to authorize Laurie to take whatever steps necessary to continue coverage with Enduris or acquire a new policy to ensure that the Library is insured come September 1<sup>st</sup>, 2024. Carried.

## 11) New Business

### a) State Audits

- Laurie shared copies of the completed 2020-2022 Accountability Audit and the 2022 Financial Audit. There was one finding for the financial audit. We corrected the error when notified, and auditor staff assured us that a finding was normal for an agency's first financial audit.
- At the completion of the audit process, auditor staff informed us that we have the option to complete a two-year (2023-2024) audit next year, or a three-year (2023-2025) audit in 2026. Laurie recommended that we proceed with the two-year audit in 2025. The board agreed.
- Boyd thanked staff for their work on the audit.

### b) Fix Our Ferries Letter

- Board discussed a letter the Chamber of Commerce distributed to local businesses with the suggestion they sign and send it to the Governor.
- Discussion was held on whether such action falls under the board's purview and the board decided not to sign the letter.

**c) Strategic Plan**

- Anthony presented strategic planning materials to the board. Over the course of several months, Anthony has been leading small strategic planning sessions during staff meetings. Anthony gathered feedback from those sessions and created a draft strategic plan, focused on updating our mission statement, core values, and strategic priorities. Board members asked questions and provided feedback.
- Discussion was held on integrating Anthony’s strategic planning work at the strategic planning board retreat on October 5<sup>th</sup>, 2024. Board members discussed topics to focus on at that meeting and assigned tasks to prepare for that meeting.

**Adjournment**

**MSC** Karen Vedder moved and John Aschoff seconded to adjourn the meeting at 5:05 pm. Carried.

Respectfully submitted:

DocuSigned by:  
*Barbara Sharp*  
Board Secretary

Approved:

DocuSigned by:  
*[Signature]*  
Board President