

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

Hybrid & via Zoom, San Juan Island Library
(access information provided at www.sjlib.org)
September 10th, 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

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

FOL Present: Judy Bentzen, FOL Board Treasurer

2) Visitors: none

3) Public Access: none

4) Agenda Approval:

Items **10 c) Board Retreat Planning** and **10 d) Strategic Planning** will be discussed after New Business.

Added item **10 e) Spring Street Caretakers** to Old Business.

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

5) Approval of Board Minutes of August 13th, 2024 Regular Meeting:

MSC Karen Vedder moved and Barbara Sharp seconded to approve the minutes of the **August 13th, 2024** regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Boyd Pratt, Tuesday, October 1st, 2024, 4 to 6 pm, in the Library Meeting Room.

FOL Board Treasurer Judy Bentzen reported:

- The Book Sale took in \$2527 and spent \$335, netting \$2192, which is less than they earned last year. Judy reported that FOL board members, volunteers, and shoppers had a lot of fun at the sale.
- In August the building fund CD came due. The board reupped it for 4 months at a 4.46% interest rate; they will revisit in December when it comes due again.
- The FOL are cosponsoring the Scarecrow Contest with the Chamber of Commerce. They encouraged the Library to participate with a scarecrow this year.

- The Annual FOL Newsletter was sent to the printers at the end of August; they expect it to be in mailboxes around Sept 23rd. The membership drive starts the following week.
- The FOL board is planning for National Friends of the Library week October 20th-26th. The theme is “Reading is our Superpower.” They will have a display on the Main Salon display table that week, and have the Library’s entryway display case for the month of October.
- The Holiday Fundraiser theme this year is “Time to Hang the Stockings.” The Holiday Sale will be held November 30th in the Library Meeting Room, and the Silent Auction will be held November 30th through December 7th in the Main Salon.
- The wrapping service will be held in the Treasure Cove this year, November 11th through December 21st.
- The FOL board will hold a retreat in January for 2025 planning.

7) Approval of Bills

The consent agenda included the following:

Bills dated August 5, 2024 in the amount of \$6,689.10.

Bills dated August 5, 2024 in the amount of \$12,899.56.

Bills dated August 19, 2024 in the amount of \$15,274.82.

Bills dated August 19, 2024 in the amount of \$7,770.94.

Bills dated August 31, 2024 in the amount of \$13,699.53.

MSC Barbara Sharp moved and Karen Vedder seconded to accept the Consent Agenda for Expense Claims Transmittals as submitted. Carried.

8) Payroll

MSC Karen Vedder moved and Barbara Sharp seconded to affirm the **August 2024 Payroll** dated August 27th, 2024 in the amount of \$91,698.26. Carried.

9) Reports

Director Report (Laurie Orton)

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

- Laurie and Heather met with Orcas and Lopez library staff about the upcoming county auditor changes. They have a meeting with the county auditor and treasurer next week to get more details about the change.
- The public records request discussed at the August 13th meeting has been closed.

- The regularly scheduled board meeting in November 2025 falls on a holiday. Laurie proposed we move board meeting that month to November 18, 2025, 3-5pm. Board members approved.
- Laurie spoke with a community member to answer their questions about consulting fees in recent years.

Assistant Director/Adult Services Manager Report (Anthony Morris)

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

- Anthony thanked everyone for helping out at the fair booth. He noted that we had more than double the turnout this year at the booth compared to last year.
- Anthony shared that he would like to do a "get to know your trustees" feature for the next few monthly newsletters. He encouraged board members to reach out to him with any information they'd like to include in the features.
- Anthony answered questions about upcoming adult programs.

Youth Services Manager Report (Melina Lagios)

Melina's written report was noted.

- Boyd noted that it was a very successful summer with the Summer Reading Program, and appreciated the essays from summer interns Milo and Nery.

IT Administrator Report (Floyd Bourne)

Floyd's written report was noted.

- Anthony reported that the SJICF Fair Grant for additional hotspots was fully funded and then some.
- Laurie pointed out that public printing numbers jumped a lot in August.

Financial Report (Heather Dima)

Heather's written report was noted.

- Heather sent the Operating Fund and Project Fund financial reports to the board.

10) Old Business

a) Insurance Update

- Enduris declined to extend our insurance coverage through October 31st, and also declined a requested 10 to 15-day extension.
- Laurie has secured six new insurance policies from five insurance companies.
 - **Hartford** provides property and liability insurance for the Guard St. property.
 - **Coalition** provides directors and officers (DNO), employment practices, crime, and cyber insurance, at any Library property.
 - **Liberty Mutual** provides pollution insurance at any Library property.

- **CRC Group** provides general liability insurance for the Spring St. property.
 - Laurie is still working with brokers on securing property insurance for the Spring St. property.
- b) Claim Update**
 - Laurie updated the board on our attorney's actions in regard to the insurance claim with Enduris.
- c) Board Retreat Planning**
 - Boyd summarized what information board members need to review prior to the retreat and got feedback on additional documents to include. Boyd will share the documents he compiled with Laurie to distribute.
 - Discussion was held on topics the board will discuss at the retreat and the agenda for the day.
 - Board members decided a workshop facilitator isn't needed.
- d) Strategic Planning**
 - Anthony led the board in a brief strategic planning session. Board members brainstormed about services they'd like to see at the Library and what services they like that we already offer. They then discussed which services are or could be offered in our current location, and which services would require a new location to offer.
 - Discussion was held on gathering public input about strategic planning in the future.
- e) Spring Street Caretaker**
 - Laurie has received multiple applications for the position and will be setting up interviews soon. We still have a landscaper working on the property weekly.

11) New Business

- a) Budget Amendments – Fall Initiatives**
 - Laurie has started working on budget amendments and expects to have a first draft ready for the October 8th regular board meeting.
 - Managers have decided on four initiatives to pursue this fall:
 - Biblioboard, an online platform which allows local writers to self-publish and print their own books. Authors retain the rights to their work and submissions will be included in the Washington Indie Author Project and a San Juan Island Library collection. The service also includes Creator, which staff can use to curate multimedia digital collections of local content- art, photography, music, recipes, etc., as well as multimedia contests, such as creative writing contests or art contests.

- A new public printer with color print and faxing capabilities.
- Expanded evening hours on Tuesdays and Thursdays. We'll be open until 8pm those nights, restoring hours to what they were pre-Covid. ELL classes will be held 6-7:30pm to allow for wrap up time. The change will go into effect with a soft launch on September 24th. The new hours will be announced in October after we've had time to adjust to the change and determine staffing needs for those evenings.
- Notary services. Anthony is studying to obtain his certification and will be able to offer services Tuesday through Saturday.
- Managers are still discussing other ideas and changes that can be implemented on a longer timeline.

b) TASC Premium Only Plan (POP)

- Laurie recommended the board add a new employee benefit. The plan allows staff to pay health insurance premiums pre-tax, which would save both staff and the library on taxes. Laurie noted that the tax savings usually cover the cost of plan administration.
- The board authorized Laurie to pursue adding this benefit if compatible with our insurance. Laurie will prepare a resolution and changes to the personnel manual to present to the board if we move forward with the POP.

c) Architect Downtown Library Study

- The board acknowledged receipt of a 2007 plan for a downtown civic center, which was shared by a community member, but noted that it is premature to consider any action on it.

Adjournment

MSC Karen Vedder moved and Barbara Sharp seconded to adjourn the meeting at 5:05 pm. Carried.

Respectfully submitted:

DocuSigned by:
Barbara Sharp
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Board Secretary

Approved:

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[Signature]
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Board President