

SAN JUAN ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES
Hybrid Attendance—in person in the Library’s Meeting Room and by Zoom
(access information provided at www.sjlib.org)
November 12th, 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, Heather Dima, Kasey Rasmussen

FOL Present: Melinda Balkom, FOL Board Director

2) Visitors: none

3) Public Access: none

4) Agenda Approval:

Removed items **10 a) Hillis Clark Martin & Peterson 2025 Fee Schedule, 10 e) Resolution Relating to Charging Fees for Public Records, and 10 f) Revised Leaves Policy** from New Business.

Renamed item **11 c) Strategic Planning as Planning Updates**

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

5) Minutes:

a) Approval of Board Minutes of October 5th, 2024 Special Meeting:

MSC Karen Vedder moved and Barbara Sharp seconded to approve the minutes of the **October 5th, 2024** special meeting as amended. Carried.

b) Approval of Board Minutes of October 8th, 2024 Regular Meeting:

MSC Karen Vedder moved and John Aschoff seconded to approve the minutes of the **October 8th, 2024** regular meeting as submitted. Carried.

c) Approval of Board Minutes of October 30th, 2024 Special Meeting:

MSC Karen Vedder moved and John Aschoff seconded to approve the minutes of the **October 30th, 2024** special meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Barbara Sharp, Tuesday, December 3rd, 2024, 4 to 6 pm, in the Library Meeting Room.

FOL Board Director Melinda Balkom reported:

- Melinda introduced herself as a new FOL board member.
- The 2025 annual membership drive began in October after the annual newsletter went out.
- Another new board member, Alla Abato, has joined the FOL board; all ten spots are now filled.
- Melinda reported that she and Judy Bentzen, FOL Board Treasurer, attended a San Juan Island Community Foundation (SJICF) lunch meeting last week to discuss fundraising for non-profits.
- National FOL week was October 20-26th. The FOL held various events in the Library to celebrate.
- The board is preparing for the Holiday Sale on November 30th and the silent auction November 30th through December 7th.

7) Approval of Bills

The consent agenda included the following:

Bills dated September 30, 2024 in the amount of \$2,570.34.

Bills dated September 30, 2024 in the amount of \$19,603.22

Bills dated October 14, 2024 in the amount of \$49,920.78.

Bills dated October 14, 2024 in the amount of \$74,458.77.

Bills dated October 21, 2024 in the amount of \$3,482.37.

Bills dated October 31, 2024 in the amount of \$13,690.17.

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

8) Payroll

MSC Barbara Sharp moved and Karen Vedder seconded to affirm the **October 2024 Payroll** dated October 23rd, 2024 in the amount of \$85,953.91. Carried.

9) Reports

Director Report (Laurie Orton)

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

- Laurie answered questions about the Library 2035 conference.

- Boyd highlighted the 2023 Washington Public Libraries Statistical Report, noting that we are in the top ten libraries in the state for circulation and library visits per capita.

Assistant Director/Adult Services Manager Report (Anthony Morris)

Anthony's written report was noted.

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.

10) New Business

a) Resolution to Establish Payroll Account

- Laurie shared the final draft of Resolution #5-2024 and discussed with the board. She proposed small edits to the language of the draft.

MSC Karen Vedder moved and Kyle Loring seconded to accept Resolution #5-2024 – Resolution to Establish Payroll Account as amended. Carried.

b) Revised Public Records Policy

- Laurie reviewed the proposed changes to section 2.1.15 of the policy manual, and proposed small edits to fix typos in the draft. Discussion was held on the updates to the policy.

MSC Kyle Loring moved and Karen Vedder seconded to adopt the changes to section 2.1.15 of the Policy Manual as amended. Carried.

c) Resolution to Declare Public Disclosure Indexing as Unduly Burdensome

- Laurie explained the PRA's indexing requirements. Discussion was held on the requirements and the feasibility of implementing an index for an agency of our size.

MSC Kyle Loring moved and Karen Vedder seconded to accept Resolution #6-2024 – Resolution to Declare Public Disclosure Indexing As Unduly Burdensome Pursuant to RCW 42.56.070 as proposed. Carried.

d) 2025 Board Recommendations and Officers

- The board reviewed trustee terms and the officer position rotation.
- In 2025, Karen will be President, Kyle will be Vice President, and Boyd will be Secretary.

MSC John Aschoff moved and Barbara Sharp seconded to approve the slate of officers for 2025. Carried.

MSC Kyle Loring moved and John Aschoff seconded to recommend Karen Vedder and Barbara Sharp be reappointed for full second terms subject to approval by the San Juan County Council. Carried. Karen and Barbara abstained.

11) Old Business

a) Insurance Claim Update

- Laurie updated the board on the insurance claim. We are moving forward with mediation. We have reached agreement with the insurers on two potential mediators and are waiting to hear back on their availability.

b) Director's Evaluation Process

- John updated the board on the evaluation process. He will send the survey tomorrow after introducing it at the staff meeting. Survey responses are due December 6th.
- The board agreed to plan on an executive session at the January 14th, 2025 regular meeting for trustees to discuss the responses, and an executive session at the February 11th, 2025 regular meeting to review the evaluation with Laurie.
- Board members also agreed to discuss possible revisions to the director's evaluation at the March 11th, 2025 regular meeting.

c) Planning Updates

- Board members discussed the meeting with Amy Saxe-Eyler and John Moalli of the SJICF that Boyd, John, and Anthony attended. Boyd noted continued interest in affordable housing as part of the project. Boyd reported that they also discussed the importance of developing some sort of visual design to present to the public.
- Melinda shared some thoughts from her perspective as a former fundraising professional.
- Discussion was held regarding professional assistance to create a preliminary design/project vision and the possibility of finding donor support for that step. Laurie noted that we had previously engaged Allied8, Fivedot, and SiteWorkshop to create a project design before pausing to focus on the levy lid lift.
- Boyd will draft an RFQ for the above services to share with the SJICF in order to start looking for donor support.
- Boyd reported on a meeting he and John had with a local architect.
- Board members discussed an upcoming meeting with the Home Trust that Boyd and Karen will attend.

Adjournment

MSC Karen Vedder moved and Barbara Sharp seconded to adjourn the meeting at 4:56 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