

**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](http://www.sjlib.org))

December 10<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, Kasey Rasmussen

**FOL Present:** Nina VanLund, FOL Board Director

**2) Visitors:** none

**3) Public Access:** none

**4) Agenda Approval:**

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

**5) Minutes**

**a) Approval of Board Minutes of November 12th, 2024 Regular Meeting:**

**MSC** Karen Vedder moved and Barbara Sharp seconded to approve the minutes of the **November 12<sup>th</sup>, 2024** regular meeting as submitted. Carried.

**b) Approval of Board Minutes of December 2nd, 2024 Special Meeting:**

**MSC** Karen Vedder moved and Barbara Sharp seconded to approve the minutes of the **December 2<sup>nd</sup>, 2024** special meeting as submitted. Carried.

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

Delegate to next FOL meeting: Kyle Loring, Tuesday, January 7<sup>th</sup>, 2025, 4 to 6 pm, in the Library Meeting Room.

FOL Board Director Nina VanLund reported:

- The Christmas Sale and Holiday Auction have concluded. There are still some baskets to be picked up from the auction, so they don’t have final figures on how much was earned.
- In January, the Treasure Cove will be renamed “The Book Nook.” Jewelry will be removed and they will only sell books.

- The FOL board will have a brown bag lunch meeting in January for 2025 event planning.
- Boyd remarked on how impressive the auction was and asked Nina to thank the FOL board for all their work and dedication.

## 7) Approval of Bills

The consent agenda included the following:

Bills dated November 5, 2024 in the amount of \$3,562.80.

Bills dated November 5, 2024 in the amount of \$32,150.62.

Bills dated November 18, 2024 in the amount of \$20,389.64.

Bills dated November 18, 2024 in the amount of \$2,283.51.

Bills dated November 30, 2024 in the amount of \$13,711.83.

**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 **November 2024 Payroll** dated November 20<sup>th</sup>, 2024 in the amount of \$87,833.72. Carried.

## 9) Reports

### Director Report (Laurie Orton)

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

- The future library sign at the Spring St. property was replaced.
- Laurie was able to cancel the fire alarm service at Spring St. after getting the permit from the town approved. Guardian Security will remove the equipment this Thursday.
- Laurie announced that we are pursuing issuing ecards to local students. The ecard will allow access to digital materials and a limit of three physical items. The card will be connected with the student's school emails. At the beginning of the school year, a notice will be sent home to parents allowing them to opt out of their child participating in the program. A MOU is in the works with FHHS, where the pilot program is happening. Eventually, we hope to be able to expand to the middle school and private schools. Staff are excited to further develop our partnership with the schools, especially with providing access to our databases, and opening up access to our resources for kids whose parents aren't able to come into the library to fill out library card registrations.

- Boyd confirmed that there is an anonymous complaint system for employees. The form is available with other staff forms on Plaza. To file an anonymous complaint, an employee would print and fill out the form, put it in a sealed envelope labeled “Confidential,” and addressed to the Board President, full Board, or other appropriate person. Laurie and Kasey will do further research on the public records implications.
- Mediation is scheduled for 9 am on Tuesday, February 18<sup>th</sup> via Zoom. Karen and John will attend. The board will prepare for executive sessions at the January 14<sup>th</sup> and February 11<sup>th</sup> regular board meetings to consult with our attorney and determine settlement authority in advance of the mediation meeting.
- Laurie noted that staff would discuss the 2025 budget at the staff meeting tomorrow, December 11<sup>th</sup>.

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

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

- Anthony noted that we’ve already had enough submissions by local authors on Biblioboard to have a San Juan Island Featured Authors display on the Biblioboard homepage. In 2025, Anthony hopes to host classes to help familiarize patrons with the platform.
- The mini art show works will be digitized to allow online viewing on Biblioboard.
- Anthony talked to the art committee about digitizing the permanent art collection, or the public art show submissions, to add to a Biblioboard collection as well. The art committee will discuss.

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

Melina’s written report was noted.

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

Floyd’s written report was noted.

- Discussion was held on rising public computer use and material circulation.

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

Heather’s written report was noted.

- After getting more information from the State Auditor’s Office, Laurie and Heather are discussing the possibility of doing our own AP. SAO staff let us know that wouldn’t trigger an audit finding, as long as there were sufficient checks and controls. Laurie will discuss with our attorneys, as well as with other library directors from systems that do their own AP. It may require opening a new reimbursable bank account that all bill payments would come out of. Our funds would still come from the SJC Treasurer, as required by law. Laurie hopes to have more information to share at the February 11<sup>th</sup>, 2025 regular meeting.

The board agreed to approve Laurie’s vacation in excess of two weeks.

## 10) New Business

### a) Hillis Clark Martin & Peterson 2025 Engagement Letter / Fee Schedule

- The board discussed the upcoming fee increases. The new rates take effect January 1<sup>st</sup>, 2025.

**MSC** Kyle Loring moved and Barbara Sharp seconded to authorize Laurie to sign the engagement letter for legal representation with Hillis Clark Martin & Peterson. Carried.

### b) Trustee Professional Memberships

- Laurie noted that in the past the Library has paid for professional memberships for all five trustees to United for Libraries/ALA. The annual membership rate has risen to \$130. Discussion was held on whether to keep one membership for the President, or to pay for memberships for the whole board. The board decided to keep just one membership.

### c) Staff Leave Policy Revisions

- Laurie reviewed the proposed changes to sections 1.05 and chapter 8 of the personnel policy manual, defining leave accrual for regular employees with irregular hours.

**MSC** Kyle Loring moved and Barbara Sharp seconded to adopt the changes to section 1.05 and chapter 8 of the Personnel Policy Manual as proposed. Carried.

## 11) Old Business

### a) Insurance Claim Update

- Discussed above as part of the Director's Report.

### b) Planning Updates

- Karen and Boyd attended a meeting with Paul Fischburg and Jim Goetz from the San Juan Community Home Trust. They discussed affordable housing ideas that have been suggested to the board and the district's legal obligations regarding the property purchase bond. Boyd and Karen let Paul and Jim know that the board would have more information after insurance mediation concludes, and planned to schedule another meeting after that.
- Boyd is working on the new building project planning document for the SJICF as discussed in the November 12<sup>th</sup>, 2024 regular meeting.
- Discussion was held regarding a conversation on social media about an affordable housing project at the Spring Street property. Boyd posted a response clarifying information about the property and the new building project. Jeff Noedel with CNL2 reached out to interview Boyd about the subject. The interview is available on [cnl2.com](http://cnl2.com).

### c) Director's Evaluation Process

December 10<sup>th</sup>, 2024

- John updated the board on the director’s evaluation. The staff survey has closed. The board will discuss the summarized results in an executive session at the January 14<sup>th</sup>, 2025 regular meeting.
- Boyd noted that he will not be directly quoting staff in his summary and discussion this year.

**d) Strategic Planning**


- Anthony led the board in a strategic planning discussion focused on library values.

Boyd expressed his appreciation of the board and their accomplishments this year, and board members thanked Boyd for his service as the President in 2024.


**Adjournment**

**MSC** Karen Vedder moved and Barbara Sharp seconded to adjourn the meeting at 4:58 pm. Carried.

Respectfully submitted:

DocuSigned by:  
  
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Board Secretary

Approved:

Signed by:  
  
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Board President