

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)

January 14th, 2025

1) Call to Order: President Karen Vedder 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: Melinda Balkom, FOL Board Director

2) Visitors: Paul Fischburg, Susannah Carr, Daniel Bentson

3) Public Access: none

4) Agenda Approval:

MSC Boyd Pratt moved and John Aschoff seconded to accept the agenda as submitted. Carried.

5) Approval of Board Minutes of December 10th, 2024 Regular Meeting:

MSC John Aschoff moved and Boyd Pratt seconded to approve the minutes of the **December 10th, 2024** regular meeting as submitted. Carried.

6) Friends of the Library (FOL)

Delegate to next FOL meeting: Karen Vedder, Tuesday, February 4th, 2025, 4 to 6 pm, in the Library Meeting Room.

FOL Board Director Melinda Balkom reported:

- The Holiday Sale and Silent Auction raised \$9,660.
- The FOL board met on January 6th for their 2025 planning meeting. So far, they are planning on the following events:
 - Annual Membership meeting in April.
 - Mother’s Day tea on May 11th, at the Mullis Center. They plan to set ticket prices at \$45 this year.
 - A monthly Farmers Market visit in June, July, and August.
 - 4th of July Cakewalk.
 - Annual Book Sale in August.
 - Membership drive beginning in October.
- Melinda and Judy are working on applying for an ALA grant for FOL groups.

- Stan and Judy met with the San Juan Island Community Foundation (SJICF) to discuss the role of the FOL.
- Melinda met with Laurie to discuss fundraising opportunities for the library, particularly a year-end appeal.
- Reorganization of the Book Nook is in progress.

7) Approval of Bills

The consent agenda included the following:

Bills dated December 2, 2024 in the amount of \$5,398.76.

Bills dated December 2, 2024 in the amount of \$7,170.52.

Bills dated December 16, 2024 in the amount of \$1,040.54.

Bills dated December 16, 2024 in the amount of \$47,518.86.

Bills dated December 31, 2024 in the amount of \$14,689.84.

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

8) Payroll

MSC John Aschoff moved and Barbara Sharp seconded to affirm the **December 2024 Payroll** dated December 20th, 2024 in the amount of \$89,774.03. Carried.

9) Reports

Director Report (Laurie Orton)

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

- Laurie noted that we added a list of public records exemptions to the website, and are up to date on our PRA requirements.
- Josh Blain filled in a pothole in the library parking lot.
- We're working to get a car removed from the parking lot. The car has been there for a few weeks with a flat tire.
- Barbara asked about a teen patron that was trespassed in November. Laurie updated the board on the patron's situation. As of January 1st, he is allowed back on a limited basis.

Assistant Director/Adult Services Manager Report (Anthony Morris)

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

- Anthony reported that Kashis is no longer a library substitute due to a change in their availability. We've posted the job opening for that position.

- Barbara and Karen noted their appreciation of Gabriel's ELL program report.

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.

- Heather noted that we are still in the 13th month, so there will be changes to the December draft financials from what is included in the board report.
- Laurie and Heather reviewed the new chart of accounts Heather has created. Heather will give the board an in-depth explanation of the new format at the February 11th, 2025 regular meeting.

10) Executive Sessions

a) RCW 42.30.110(1)(i) – To discuss with legal counsel representing the agency matters relating to agency litigation or potential litigation.

An executive session was called at 3:19 pm, and expected to last 30 minutes, ending at 3:49 pm. The executive session was closed at 3:49 pm.

No action was taken.

b) RCW 42.30.110(1)(g) –To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

An executive session was called at 3:52 pm, and expected to last 20 minutes, ending at 4:12 pm. The executive session was closed at 4:12 pm.

No action was taken.

11) New Business

a) Director's Current Contract – 2024 Salary

- Karen reviewed Amendment 2, Section 4) B. of Laurie's contract, detailing provisions for salary increases.
- The board approved a 5% COLA for 2024, but did not approve Laurie's annual 1% salary increase. Karen believes that that was not in compliance with her contract.
- Heather will calculate what Laurie should have received in 2024, to be paid retroactively in a lump sum as part of the January 2025 payroll. Her expected annual 1% salary increase for 2025 will be calculated with that amount included.

MSC Boyd Pratt moved and Kyle Loring seconded to approve paying Laurie the 1% annual salary increase for 2024 based on Amendment 2, Section 4) B. of her contract. Carried.

b) Director's Contract Review

- The Director's contract is meant to be reviewed every 3 years. Karen proposed that the board form a two-person committee to review the contract and present their findings at the February 11th, 2025 regular meeting. Barbara and Boyd will form that committee.

c) Resolution #1-2025 to Establish Accounts Payable Bank Account

- Laurie explained that after consultation with other library districts, she and Heather confirmed that we could run our own accounts payable. We determined it would be most convenient to create a new bank account solely for accounts payable, rather than using the same account that we will be running payroll out of.
- The account will open with \$50,000 from the beginning cash. We will request a reimbursement from the treasurer on a monthly basis to replenish what is spent on bills.

MSC John Aschoff moved and Barbara Sharp seconded to approve Resolution #1-2025 – Resolution to Establish Accounts Payable Account as proposed. Carried.

12) Old Business

a) Director's Evaluation Process

- An executive session is planned for the February 11th, 2025 regular meeting to review the Director's Evaluation.
- Boyd will meet with Laurie prior to that meeting to provide a summary of results before the evaluation.

b) PRA / Complaints

- Laurie updated the board on the question of disclosure requirements for anonymous employee complaints, confirming that they may be subject to public disclosure if responsive to a public records request. The retention period for a complaint may vary depending on the scope of the complaint and whether or not there is an investigation.
- Discussion was held on the anonymous complaint process. Boyd will work on creating a form for board members to document complaints received.

c) Insurance Claim Update

- Updates will be discussed at the February 11th, 2025 regular meeting.

d) Project Planning Update

- Boyd updated the board on his progress on an RFQ for a consultant to study site plan/building project options, which is to be shared with the

SJICF. He will have a draft ready to discuss with the board at the February 11th, 2025 regular meeting. He confirmed that the meeting with the SJICF wouldn't occur until after the insurance mediation is complete. Discussion was held on how the San Juan Community Home Trust could potentially be involved in that meeting, with visitor Paul Fischburg sharing some suggestions.

- Karen met with Tom Carter regarding his affordable housing proposal for 660 Spring Street, originally presented to the board at the May 14th, 2024 regular meeting. She explained why the Library can't move forward on a project at this time, and suggested that Tom have a meeting with the Library Board and potentially the Home Trust later in the year once the Library has more information about the project fund financial situation.


e) Strategic Planning – Elevator Speeches

- Barbara and Boyd shared their short speeches discussed in last month's strategic planning session.
- Discussion was held on survey responses Anthony received from the board and staff. He will use insights gained from running this internal survey to create surveys for the public.


Adjournment

MSC Kyle Loring moved and Barbara Sharp seconded to adjourn the meeting at 5:02 pm. Carried.

Respectfully submitted:

DocuSigned by:

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 Board Secretary

Approved:

Signed by:

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 Board President