

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 January 10, 2020

5 Library Board Vice President Martha Fuller convened the meeting at 9:12 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor,
7 Jens Kruse, Julia Wrapp, and Teresa Patrick (via telephone); Library Director Phil
8 Heikkinen and staff member Janet Marlow; and Friends Board Secretary Michael Armenia.
9

10 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone and introduced new
11 Library Trustee Julia Wrapp.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – The Board agreed to move “Policy
13 & Personnel” prior to “Facilities & Systems.”

14 **OFFICER ELECTION, COMMITTEE ASSIGNMENTS, AND CALENDAR**

15 ➤ **Officer Election:** Madeline nominated Martha for President. Jens seconded, and
16 **MOTION** passed unanimously. Martha nominated Madeline for Vice President. Jens
17 seconded, and the **MOTION** passed unanimously. Madeline nominated Julia for Secretary.
18 Martha seconded, and the **MOTION** passed unanimously.

19 ➤ **Committee Assignments:** The Board agreed to table committee assignments until
20 the Board Retreat. There was a discussion of the responsibilities and accomplishments of
21 the committees over the past year.

22 ➤ **2020 Meeting Dates and Times; Agenda format review:** After discussion, the Board
23 decided that the monthly meeting will remain on the 2nd Wednesday of each month, but that
24 start time would be pushed back to 10:00 a.m. Martha made a **MOTION** to revise the
25 schedule. Jens seconded, and the **MOTION** passed unanimously. The Board agreed that no
26 changes to the Agenda format were necessary at this time.

27 ➤ **Library Board Retreat: Agenda, Date, and Time:** The Board agreed that they had
28 appreciated having stakeholders at last year’s retreat and requested that all staff attend
29 this year. The Board and Phil agreed that the Library would need to be closed in order to
30 accommodate the staff’s attendance. Phil suggested that the least disruptive approach
31 would be to open late on a Friday. Martha suggested that the Board meet with stakeholders
32 first and then meet separately as a Board after. The Board agreed to have the Board
33 Retreat on Friday, January 31, starting at 10:00 a.m.

34 **ROUTINE MATTERS**

35 Minutes: The Trustees reviewed the Minutes from the December 11 Regular Board
36 Meeting. Madeline made a **MOTION** to approve the Minutes; Jens seconded, and the
37 **MOTION** passed unanimously with Julia abstaining.

38 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
39 vouchers and payroll and recommended approval.

40	December 2019 Payroll	\$37,263.86
41	Invoice Accounting Report 12/9/2019 (GF)	\$5,429.07
42	Invoice Accounting Report 12/23/2019 (GF)	\$8,379.15
43	Invoice Accounting Report 12/31/2019 (GF)	\$1,988.48
44	Invoice Accounting Report 1/6/2020 (GF – 13 th Month)	\$3,432.87

45 Martha made a **MOTION** to approve the December payroll in the amount of
46 \$37,263.86. Madeline seconded, and the **MOTION** passed unanimously.

47 Martha made a **MOTION** to approve the submitted December 2019 General Fund
48 vouchers totaling \$19,228.57. Madeline seconded, and the **MOTION** passed unanimously.

49 **PUBLIC COMMENT** – None.

50

51 **NEW BUSINESS**

52 ➤ **Relevant News and Issues:** Phil highlighted a survey conducted by the Jefferson
53 County Library District regarding audio and e-books, suggesting that people who check out
54 these items are more likely to purchase them. Phil explained that there is currently a
55 library boycott of some publishers regarding the restrictive purchasing terms for libraries.

56 ➤ **Donation of Ostermiller Rabbit Sculpture:** Phil gave the background of the offered
57 donation from the Warren estate and explained that the donation would include
58 installation. Martha made a **MOTION** to accept the donation of the sculpture and
59 installation with the location to be confirmed. Madeline seconded, and the **MOTION** passed
60 unanimously.

61 ➤ **Director's Report:** Phil informed the Board about his IOSA meeting on January 9 as
62 well as the progress being made on the bench being donated in memory of Ginny Lu Wood.
63 Regarding the Library Park maintenance agreement question which had been raised at the
64 December 2019 meeting, Phil explained the separation of Library Park administration
65 versus the Library and the vacant parcel between the Park and Roses. Julia asked that we
66 follow up with Phyllis Henigson regarding the possible donation of the parcel. Phil also
67 showed the Board the updated Library brochure designed by staff member Lynn Johnson.

68 ➤ **Friends of the Library:** Michael Armenia informed the Board that the Friends'
69 Winter Book Sale would be held on March 7 from 10:00 a.m. to 3:00 p.m. Julia agreed to
70 attend the Friends' February 11 meeting on the Board's behalf.

71

72 **REPORTS FROM ACTIVE COMMITTEES:**

73 ➤ **Resources and Programs:** Jens said that he had nothing to report at this time and
74 acknowledged Mary Pugh as key to the success of the programs.

75 ➤ **Community Relations:** Phil informed the Board of a recent incident which raised
76 some concern over possible patron drug use. Phil also mentioned young adult
77 meeting room behavior and that the staff is enforcing the Meeting Room Policy
78 regarding needing an adult to be responsible and present in order to use a meeting
79 room.

80 ➤ **Policy & Personnel**

81 ○ **Purchasing & Contracting Policy:** Phil explained the background of receiving no
82 bids in response to last year's formal Invitation for Bids for the combined
83 remodeling projects and the subsequent conversations with MRSC and Library
84 attorney Dan Gottlieb. As a result of these conversations, Phil explained that a
85 section regarding direct negotiations and contracting was added to the Policy, and
86 some of the bid thresholds were increased in line with an RCW change. Martha
87 made a **MOTION** to accept the changes to the Purchasing & Contracting Policy.
88 Jens seconded, and the **MOTION** passed unanimously.

89

- 90 ➤ **Facilities & Systems:**
- 91 ○ **Rolf Eriksen Bid:** The Board reviewed a bid submitted by Rolf Eriksen for the
92 construction work necessary to prep for the NanaWall installation at a total cost
93 of \$41,971.39. Martha asked Phil what services HKP would perform for
94 construction administration. Phil stated that HKP would confirm that the work
95 that was done was according to the specs bid set, coordinate with the certified
96 installer (EuroStyle), and resolve any issues that may arise between the
97 construction prep-work and the installer. Martha asked that HKP review the
98 construction bid and formalize the agreement with Rolf and manage
99 communication between Rolf and the installer. Martha made a **MOTION** to
100 proceed with Rolf Eriksen’s bid subject to (1) a review of the bid by HKP and (2)
101 an agreement with EuroStyle for the installation. Madeline seconded, and the
102 **MOTION** passed unanimously.
- 103 ○ **Furniture Purchase:** Phil explained that the supplier Systems Source was found
104 through research, and that Lynn Johnson had researched the various
105 manufacturer options and organized the selection process for the chairs. Phil
106 requested Board approval for the purchase of 12 chairs through Systems Source
107 at a total cost of \$20,870.20, including tax and shipping. Martha made a
108 **MOTION** to approve the purchase of the chairs per the Systems Source proposal.
109 Madeline seconded, and the **MOTION** passed unanimously. Madeline
110 volunteered to donate the shipping through Orcas Freight in order to reduce the
111 total cost.
- 112 ➤ **Finance:** Janet presented a preliminary view of the Library’s cash position at the
113 end of the year, estimating that the cash forward for 2020 would be approximately
114 \$38,000 higher than budgeted.

115 **PUBLIC COMMENT** – None.

116 **EXECUTIVE SESSION FOR REVIEW OF THE DIRECTOR:** The Board moved into
117 Executive Session at 11:11 a.m. The Board returned at 11:34 a.m. No action was taken.

118 **OTHER** – None.

119 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:34
120 a.m.

121 Submitted by Janet Marlow.

122 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Library Board Retreat Minutes

4 January 31, 2020

5
6 Library Board Vice President Madeline Sheplor called the Board Retreat to order at 10:03 a.m. in
7 the Orcas Island Library Community Room. Also attending were Trustees Jens Kruse and Julia
8 Wrapp; Library Director Phil Heikkinen and staff member Janet Marlow.

9
10 **Library public stakeholders, including staff and volunteers joined the Board for the morning**
11 **portion of the Retreat.** Madeline opened the Retreat by welcoming all attendees, giving an
12 overview of the structure of the morning portion, and asking everyone to introduce themselves.

13
14 Goals & Ideas: The Board asked the stakeholders present to share a professional development goal
15 for the year as well as one idea for something new they'd like to try in their respective areas in
16 2020. Recurring topics included:

- 17 • Increase social media skills and presence to promote programs and resources
- 18 • Outreach to seniors
- 19 • Disaster planning
- 20 • Donor estate planning
- 21 • Possible conferences and training opportunities for staff and Board
- 22 • Enhance volunteer appreciation
- 23 • Program and class ideas
- 24 • Bookmobile
- 25 • Possibility of a generator
- 26 • Local author section
- 27 • Completion of facilities and landscaping projects
- 28 • Handicap accessibility with new entrance
- 29 • Collaboration with the Shaw Island Volunteer Library
- 30 • Computer and network security

31
32 Strategic Directions: The Board and stakeholders then reviewed the Library's stated Strategic
33 Directions: mission, service goals, and core service values. The group agreed that the Strategic
34 Directions remain appropriate and discussed ideas of ways to support them, including a
35 bookmobile, library card campaigns, and reaching out to the local Hispanic population.

36
37 **The morning portion with stakeholders adjourned at 11:57 a.m. The Board took a lunch break**
38 **from 11:57 a.m. to 12:33 p.m.**

39
40 Library Board Vice President Madeline Sheplor called the afternoon portion of the Retreat to order
41 at 12:33 p.m.

42
43 Review of stakeholder ideas:

- 44 • Training opportunities: Phil explained the different conferences available for staff to
45 attend. Madeline mentioned that social services training appeared as a common theme and
46 suggest that something be offered this year, perhaps an in-person event including the
47 Sheriff's Office and Fire Department.
 - 48 ○ **Action Item:** The Board agreed that First Aid/ CPR training for the whole staff
49 should be a priority for the year. Madeline mentioned that staff should train
50 volunteers on where the First Aid Kit and AED are located.

- 51 • Resources: The Board discussed the promotion of resources offered by the Library.
52 • Programming: Phil asked if, with the abundance of ideas, the Programs Committee could
53 help define and prioritize the focus for the year.
54 • Disaster Planning & Generator: The Board discussed what the role of the Library could be
55 in the event of a community disaster and agreed that the Library needs to have a plan in
56 place, whether it's to be a shelter or not.
57 ○ **Action Item:** Phil suggested that the Board create a Disaster Planning Task Force.
58 Julia agreed to participate.
59 ○ **Action Item:** The Board agreed to investigate funding opportunities for a generator
60 (i.e., FEMA grant)
61 • Board & Staff interaction:
62 ○ **Action Item:** The Board and Phil agreed that one staff member would attend a
63 Board Meeting at least once per quarter to present a brief, informal update on their
64 area. Phil also welcomed Trustees to attend the semi-monthly staff meetings at
65 their convenience.
66

67 Review Strategic Directions input: The Board agreed that the Strategic Directions remain
68 appropriate, and discussed the current priorities for the Library.

- 69 • **Action Item:** The group agreed that the main priority for the year is to complete the
70 remaining remodeling items.
71

72 Volunteer, Donor, and Friends of the Library recognition ideas: The group discussed the current
73 recognition methods and brainstormed how to enhance the recognition. Ideas included: Books of
74 donors rather than traditional plaques; annual party for all volunteers, friends, and donors;
75 volunteer recognition on social media; goodie bags or treats for Friends at the annual book sales.

- 76 • **Action Item:** The group agreed to engage local artists to share creative ideas to recognize
77 the donors for the building project.
78

79 Committee Assignments: The Board tabled this topic until the February Regular Board Meeting.
80

81 Other Topics:

- 82 • Community Relationships: The group discussed the established relationships with local
83 groups and agencies. Suggestions included the possibility of providing legal aid to the
84 community and to partner with the Department of Energy Management in conjunction with
85 the Disaster Planning goal for the year.
86 • How best for Trustees to represent the community to the Library, and vice versa: The
87 Trustees discussed representing the Library at community potlucks. The group also
88 discussed the possibility of having an informational booth at the Saturday Market.
89 • Review of the role of a library board; Board training ideas: The Board discussed the Open
90 Public Meeting Act training required for all new Trustees. Phil also reminded the Trustees
91 of the information available online for trustees and that a curated list of those resources
92 can be found on a Google Drive created for the Board.
93 • Donor development, estate planning: Phil said that he would like to provide convenient
94 information online to potential donors to assist in establishing bequests. Madeline
95 suggested that the Bellingham Library may have information online that could be helpful.
96 The group agreed that this topic may be appropriate for the Community Relations
97 Committee.
98

99 **Adjournment:** Having completed the agenda, the meeting was adjourned by the Vice President at
100 2:00 p.m.

101

102 Submitted by Janet Marlow.

103 Approved: _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 January 31, 2020

5 Library Board Vice President Madeline Sheplor called the Special Meeting to
6 order at 9:31 a.m. in the Library’s Community Room meeting room. Also attending
7 were Trustees Julia Wrapp, Jens Kruse, Teresa Patrick (via telephone), and
8 Martha Fuller (via telephone); Library Director Phil Heikkinen and staff member
9 Janet Marlow.

10 1. Welcome: Madeline welcomed everyone to the meeting.

11 2. Additions and Modifications to the Agenda: None

12 3. Purchasing and Contracting Policy:

- 13 • Phil explained that while the RCW now allows the option of retainage in
14 lieu of a performance bond for contractors for contracts less than
15 \$150,000, the Library’s purchasing policy specifies performance bonds
16 are required, not allowing for flexibility with contractors on small jobs.
- 17 • The wording as presented would allow retainage “at the request of the
18 contractor and with the approval of the Board.” Phil advised that, if this
19 wording is approved, there should be clear and consistent approval
20 criteria.
- 21 • The criteria suggested by Phil and the Board included ideas such as
22 Better Business Bureau ratings, credit ratings, strength of referrals, and
23 any resources at the State of Washington.
- 24 • Teresa stated that she prefers to have Board approval be part of the
25 process in recognition of the Board’s fiduciary duty.
- 26 • Martha stated that she would prefer to always require performance
27 bonds, and allow the option for additional retainage only in rare
28 circumstances.
- 29 • Julia highlighted the difficulty of finding available contractors on Orcas
30 and said the process of working with the Library shouldn’t be so
31 cumbersome that it turns contractors away.
- 32 • Unable to formulate a clear approach to implementation in the time
33 available for the meeting, the Board agreed to table the policy revision
34 and revisit it at the February Regular Board Meeting.

35 4. Other: None

36 5. Adjournment: There being no further business, the meeting was adjourned at
37 10:00 a.m.

38 Submitted by Janet Marlow.

39 Approved: _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 February 12, 2020

5 Library Board President Martha Fuller convened the meeting at 10:06 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor
7 and Jens Kruse; Library Director Phil Heikkinen and staff member Janet Marlow.
8

9 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the January 10 Regular Board
13 Meeting. Jens made a **MOTION** to approve the Minutes; Madeline seconded, and the
14 **MOTION** passed unanimously.

15 The Trustees reviewed the Minutes from the January 31 Special Board Meeting.
16 Madeline made a **MOTION** to approve the Minutes; Jens seconded, and the **MOTION**
17 passed unanimously.

18 The approval of the Minutes from the January 31 Board Retreat was postponed until
19 the March 11 Regular Board Meeting.

20 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
21 vouchers and payroll and recommended approval.

22 January 2020 Payroll	\$39,357.85
23 Invoice Accounting Report 1/13/2020 (GF)	\$9,063.47
24 Invoice Accounting Report 1/28/2020 (GF)	\$16,762.60

25 Martha made a **MOTION** to approve the January payroll in the amount of
26 \$39,357.85. Madeline seconded, and the **MOTION** passed unanimously.

27 Martha made a **MOTION** to approve the submitted January 2020 General Fund
28 vouchers totaling \$25,826.07. Madeline seconded, and the **MOTION** passed unanimously.

29 **PUBLIC COMMENT** – None.
30

31 **NEW BUSINESS**

- 32 ➤ **Relevant News and Issues:** None
- 33 ➤ **Director’s Report:** Phil highlighted the high average daily door count and checkouts
34 in January.
- 35 ➤ **OPMA Training:** Madeline confirmed that she had completed the required Open
36 Public Meetings Act training in February 2019. Jens and Martha also confirmed
37 that they had completed the training shortly after joining the Board. Phil confirmed
38 that Teresa had also completed the required training.
- 39 ➤ **Committee Assignments:** Martha asked for expressions of interest in the various
40 Committees, and after discussion appointed Martha to Finance, Madeline to
41 Facilities and Systems, Jens to Resources and Programs, Teresa to Policies and
42 Personnel, and Julia to Community Relations, subject to the agreement of Teresa and

43 Julia. Martha made a **MOTION** to approve this slate of committee chairs. Madeline
44 seconded, and the **MOTION** passed unanimously.

45 ➤ **Library Newsletter – Board Portion:** The Board discussed adding a message from the
46 Board to the monthly Library Newsletter. The Board agreed it would be a good idea
47 to contribute every other month and discussed possible topics. Martha agreed to
48 contribute the first communication for the March Newsletter.

49 ➤ **Friends of the Library:** Madeline attended the Friends’ February meeting on behalf
50 of the Board and briefed the Board on the highlights from the meeting, most notably
51 the preparations for the March 7 Winter Book Sale. She also informed the Board
52 that the Friends have changed their meeting times to 10:00am, still on the second
53 Tuesday of each month. It was agreed that Martha would attend the April meeting.

54

55 **REPORTS FROM ACTIVE COMMITTEES:**

56 ➤ **Resources and Programs:** Jens reported that he was working with Mary to start a
57 multi-week class titled Faustian Bargains beginning in March. There was also a
58 discussion of the ongoing Black History Month programs.

59 ➤ **Community Relations:** Phil discussed the recent trespassing of a patron. Martha
60 asked that the Board have a conversation in March about the priorities of the
61 Community Relations Committee for the year.

62 ➤ **Facilities & Systems:** Phil updated the Board on the landscaping work party on
63 February 11 with KaBloom and seven volunteers. He said that it was a successful
64 day, and that the group accomplished a lot.

65 ○ **Update on Remodeling Projects and Contracts:** Phil updated the Board on the
66 ongoing contract negotiations with the contractor who had already bid on the
67 NanaWall prep work and said that three other contractors have done walk-
68 throughs. He anticipates bids from some or all by the end of February. Martha
69 discussed the HKP memos previously distributed and highlighted the importance
70 of HKP’s assistance in the projects, and wants to encourage the Library to use
71 HKP to their full advantage. The Board discussed how much operational detail
72 they’d like to receive from Phil related to the projects and contracts. Madeline
73 expressed an interest in continuing to receive the operational communications,
74 and she and Phil agreed to look at some of the working documents together to
75 agree on what to share.

76 ➤ **Policy & Personnel:**

77 ○ **Purchasing & Contracting Policy:** Revisiting the proposed policy change
78 introduced at the January 31 Special Meeting, the Board further discussed
79 criteria that could be considered if a contractor was unable to secure a
80 Performance Bond, and which reasons would be sufficient to allow additional
81 retainage in lieu of the bond. The Board agreed that clear criteria to aid in the
82 decision should be developed. Martha read the revised language of the
83 Purchasing and Contracting Policy section V.h. “Bid Deposit, Performance Bond,
84 and Noncollusion Affidavit for Public Works Improvement Projects” and made a
85 **MOTION** to adopt the revisions to the policy. Jens seconded, and the **MOTION**
86 passed unanimously.

87 ➤ **Finance:** None

88

89 **PUBLIC COMMENT** – None.

90 **OTHER** – None.

91 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:25
92 a.m.

93 Submitted by Janet Marlow.

94 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 March 11, 2020

5 Library Board President Martha Fuller convened the meeting at 10:06 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor,
7 Jens Kruse, Teresa Patrick (by phone) and Julia Wrapp (by phone); Library Director Phil
8 Heikkinen, and staff members Janet Marlow and Jennifer DeGroot.

9 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Phil offered for Children’s
11 Librarian Jennifer DeGroot to join the meeting to provide the Trustees with an update on
12 her activities, and the Board agreed.

13 **ROUTINE MATTERS**

14 Minutes: The Trustees reviewed the Minutes from the January 31 Board Retreat.
15 Madeline made a **MOTION** to approve the Minutes; Jens seconded, and the **MOTION**
16 passed unanimously with Teresa and Martha abstaining due to not having attended.

17 The Trustees reviewed the Minutes from the February 12 Regular Board Meeting.
18 Jens made a **MOTION** to approve the Minutes; Madeline seconded, and the **MOTION**
19 passed unanimously with Julia abstaining due to not having attended the meeting.

20 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
21 vouchers and payroll and recommended approval.

22 February 2020 Payroll	\$40,127.08
23 Invoice Accounting Report 2/7/2020 (GF)	\$3,900.00
24 Invoice Accounting Report 2/10 /2020 (GF)	\$8,444.80
25 Invoice Accounting Report 2/24/2020 (GF)	\$871.57

26 Madeline made a **MOTION** to approve the February payroll in the amount of
27 \$40,127.08. Jens seconded, and the **MOTION** passed unanimously.

28 Martha made a **MOTION** to approve the submitted February 2020 General Fund
29 vouchers totaling \$13,216.37. Madeline seconded, and the **MOTION** passed unanimously.

30 **PUBLIC COMMENT** – Jennifer informed the Board about the Bellingham Children’s
31 Literature Conference she attended. She also discussed her perspective on COVID-19
32 impact related to Children’s activities.

33 **NEW BUSINESS**

- 34 ➤ **Relevant News and Issues:** None
- 35 ➤ **Director’s Report:** Phil informed the Board that the WLA Director’s Meeting he was
36 scheduled to attend had been cancelled due to the virus. He also reintroduced the
37 VOICE newsletter available to the trustees and reviewed the February door count
38 versus checkout levels. There was also a discussion of the high attendance of teens
39 and tweens at the Library.
- 40 ➤ **OPMA Training:** Julia confirmed that she had completed the required Open Public
41 Meetings Act training, which means all Trustees are now up to date.

42 ➤ **Friends of the Library:** Phil updated the Board on the March 10 Friends meeting,
43 informing them that the focus of the meeting was how to recoup the revenue that was
44 lost by the cancellation of their Winter Book Sale.

45

46 **REPORTS FROM ACTIVE COMMITTEES:**

47 ➤ **Resources and Programs:** Phil informed the Board that the program the week of the
48 meeting was cancelled due to the virus, and decisions on upcoming programs was
49 being made on a case-by-case basis at this time.

50 ➤ **Community Relations**

51 ○ **Priorities for 2020:** Martha informed the Board that she and Julia discussed
52 Julia handling the Community Relations Committee. Martha asked that the
53 Board think about possible priorities to discuss when Julia is able to move ahead
54 with committee. Phil mentioned that he and Julia had discussed estate planning.

55 ➤ **Facilities & Systems:** Madeline said that the Facilities Committee met the previous
56 week, mostly to bring the rest of the committee up to date on the current projects.
57 The committee is also prioritizing a landscape masterplan for which Margaret Payne
58 is taking the lead. She also mentioned that the upholstered chairs are coming soon
59 and end tables are still to be determined.

60 ○ **Remodeling Projects and Proposals:** Phil gave an overall status of the three bids
61 for the remodeling projects. There was a discussion of Rolf Eriksen's amended bid
62 for the NanaWall prep work. Phil had asked DVK Construction to break out its
63 proposal to show individual project components so that the Board can compare
64 equivalent bids. The Board agreed to postpone making a decision on any proposal
65 for the NanaWall prep work until that information was received. There was also
66 discussion of Timeless Woodsmith's estimate for the lobby remodel. Board agreed
67 that clarification was needed, and Phil will continue working with the vendor to
68 solidify the bid.

69 ➤ **Policy & Personnel:**

70 ○ **Emergency Operations Policy:** Martha introduced the Emergency Operations
71 Policy draft previously distributed by Phil and commented that she's glad it's
72 broad in scope. Teresa said that the draft policy is fine but feels that the Library
73 can proceed without it since the actions it contains are already within the scope of
74 the Board and Director. She also said that the Library should look to larger
75 government decisions to guide our own. Phil said that it would be useful to have
76 a policy that communicates our approach. Martha read the Emergency
77 Operations Policy and recommended its adoption. Jens made a **MOTION** to adopt
78 the policy. Madeline seconded, and the **MOTION** passed unanimously.

79 ➤ **Finance:** None

80 **PUBLIC COMMENT** – None.

81 **OTHER** – None.

82 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 12:02
83 p.m.

84 Submitted by Janet Marlow.

85 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 March 17, 2020

5 Library Board President Martha Fuller called the Special Meeting to order at 3:32
6 p.m. in the Library's Community Room meeting room. Also attending were
7 Trustees Madeline Sheplor, Julia Wrapp (via telephone), Jens Kruse (via
8 telephone), and Teresa Patrick (via telephone); Library Director Phil Heikkinen
9 and staff member Janet Marlow; and contractor Rolf Eriksen.

10 1. Welcome: Martha welcomed everyone to the meeting.

11 2. Review of Proposals for NanaWall Preparation and Installation:

- 12 • Martha reintroduced the proposals discussed at the March 11 Regular
- 13 Board Meeting and said that the Board's initial concerns from that
- 14 meeting had been addressed, and could now say with certainty that the
- 15 bid from Rolf Eriksen was a fixed-fee contract and that there were no
- 16 other bids which were competitive.
- 17 • Rolf Eriksen joined the meeting at 3:37 p.m.
- 18 • The Board discussed the public perception of commencing a project while
- 19 the Library was closed due to the COVID-19 virus. Rolf emphasized that
- 20 it's the safest time to do the project without the public in the area.
- 21 • The Board and Rolf discussed the number of workers on the team and
- 22 the possible ways to practice social distancing during the work.
- 23 • Martha made a **MOTION** to approve the execution of the agreement
- 24 with Rolf for the NanaWall prep work in the amount of \$53,024.40 plus
- 25 an addition of 2% toward costs for performance bonding, plus sales tax,
- 26 for a total cost of \$58,465.77, contingent upon a signed contract.
- 27 Madeline seconded, and the **MOTION** passed unanimously.
- 28 • Rolf Eriksen thanked the Board and left the meeting.

29 3. Other: The Board discussed the recent closure of the Library, emphasizing
30 that it was the right choice due to the number of patrons who are either high-
31 risk for complications or children. Madeline pointed out that the American
32 Library Association's stance that all libraries should close was also compelling.
33 Phil informed the Board that there was a staff meeting scheduled for the next
34 day to discuss ways to safely provide some level of service to the public without
35 being open.

36 4. Adjournment: There being no further business, the meeting was adjourned at
37 4:00 p.m.

38 Submitted by Janet Marlow.

39 Approved: _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 March 25, 2020

5 Library Board President Martha Fuller called the Special Meeting to order at 3:34
6 p.m. via teleconference. Also attending by phone were Trustees Madeline Sheplor,
7 Julia Wrapp, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and
8 staff member Janet Marlow joined from the Library Community Room.

9 1. Welcome: Martha thanked everyone for joining the meeting.

10 2. Staff Policy Update: Paid Administrative Leave:

- 11 • Martha explained that, in light of the Governor’s Stay Home--Stay Safe
- 12 Proclamation, Phil has introduced this amendment to the 2.16 Employee
- 13 Benefits portion of the Policy Manual after researching what other libraries
- 14 are doing in the state and country, as well as using guidance from MRSC
- 15 (Municipal Research and Service Center) and our Attorney Dan Gottlieb.
- 16 • Phil added that the policy change would allow the Library to be flexible in
- 17 response to an implementation of our Emergency Operations Policy.
- 18 • Martha asked how the policy would be implemented with the staff in this
- 19 particular case, and Phil explained that all staff will be continuing
- 20 activities remotely as they are able but will not be tracking hours. Everyone
- 21 would be paid their standard FTE rate.
- 22 • Martha added that it would be a great time to encourage professional
- 23 development, specifically through any online courses available.
- 24 • Teresa pointed out that continuing to pay Library staff has a positive
- 25 impact on not only the employees but the community.
- 26 • Jens added that paying the staff at this time was a relatively easy thing for
- 27 the Library to do since the Library’s revenues are not directly impacted by
- 28 the Governor’s Proclamation.
- 29 • Phil said that the decision to pay staff would be reevaluated regularly in
- 30 the context of the evolving pandemic and any legal requirements.
- 31 • Martha read the content of the revised 2.16.I and 2.16.J and recommended
- 32 approval. Jens made a **MOTION** to adopt the policy revision. Julia
- 33 seconded, and the **MOTION** passed unanimously.
- 34 • Phil thanked the Board and explained that since the Stay-Home order was
- 35 effective midnight on March 25, all employees would be put on Paid
- 36 Administrative Leave starting on March 26.

37 3. Other: None

38 4. Adjournment: There being no further business, the meeting was adjourned at 3:55
39 p.m.

40 Submitted by Janet Marlow.

41 Approved: _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 April 8, 2020

5 Library Board President Martha Fuller convened the meeting at 10:01 a.m. on
6 teleconference. Also attending were Trustees Madeline Sheplor, Jens Kruse, Teresa Patrick,
7 and Julia Wrapp; Library Director Phil Heikkinen, and staff member Janet Marlow. All
8 attendance was by phone due to the revised OPMA in response to COVID-19.

9 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the March 11 Regular Board
13 Meeting, the March 17 Special Meeting, and the March 25 Special Meeting. Jens made a
14 **MOTION** to approve the Minutes; Madeline seconded, and the **MOTION** passed
15 unanimously.

16 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
17 vouchers and payroll and recommended approval.

18	March 2020 Payroll	\$39,687.61
19	Invoice Accounting Report 3/3/2020 (GF)	\$8,235.07
20	Invoice Accounting Report 3/16/2020 (GF)	\$13,804.44
21	Invoice Accounting Report 3/30/2020 (GF)	\$11,168.76

22 Teresa made a **MOTION** to approve the March payroll in the amount of \$39,687.61.
23 Julia seconded, and the **MOTION** passed unanimously.

24 Madeline made a **MOTION** to approve the submitted March 2020 General Fund
25 vouchers totaling \$33,208.27. Jens seconded, and the **MOTION** passed unanimously.

26 **PUBLIC COMMENT** – None

27 **NEW BUSINESS**

- 28 ➤ **Relevant News and Issues:** None
- 29 ➤ **Director’s Report:** Phil highlighted the high level of checkouts in the days prior to
30 the Library’s closure. Regarding COVID-19 response, he informed the Board that he
31 is participating in the weekly San Juan County Partners Conference Call to get a
32 weekly update from County Health and Community Service Director, Mark
33 Tompkins. He also informed the Board that he would be participating in a call with
34 the Public Libraries of Washington Directors in the afternoon of April 8 to discuss
35 unified messaging to the Governor on what level of service libraries can provide
36 during this time. Phil emphasized that, whatever the Library does, we need to make
37 sure it is compliant with county and state guidelines and that we need to be able to
38 show that we can do it safely. Teresa added that we should ensure that we have a
39 united front with the other San Juan County libraries.
- 40 ➤ **Friends of the Library:** The Friends Treasurer’s Report was previously sent to the
41 Board from the Friends Treasurer.

44 **REPORTS FROM ACTIVE COMMITTEES:**

- 45 ➤ **Resources and Programs:** Jens informed the Board that he was starting a reading
46 group in April focused on “Pandemics in Literature” and that they would be meeting
47 over Zoom. As of this time, 20 people have signed up for the group.
- 48 ➤ **Community Relations:** Julia emphasized that it’s important to communicate to the
49 community at this time and explain what’s happening at the Library during the
50 closure. The Board discussed different outlets for communication, and Julia and Phil
51 agreed to work on an update.
- 52 ➤ **Facilities & Systems:** Madeline informed the Board that the chairs arrived yesterday
53 (April 7). Phil added that the Library will surplus the old chairs at a price of around
54 \$10 each. Phil also updated the Board on the NanaWall project. He said that the
55 contractor had mobilized on Monday (April 6) and were cutting into drywall today.
56 He added that they have their own keys and will be isolated to the west portion of the
57 building. Phil added that the Library’s attorney agrees that construction can
58 continue during the statewide Stay-at-Home Order since this is a public works
59 project. The Board agreed that it is a silver lining to be able to get this project done
60 so quickly during the closure.
- 61 ➤ **Policy & Personnel:** Phil discussed the ongoing staff activities during the closure.
- 62 ➤ **Finance:** Phil said that we may see a decrease in expenses during the closure, but
63 that he has encouraged staff to continue ordering for the collection in the meantime.

64 **PUBLIC COMMENT** – None.

65 **OTHER** – Phil and the Board thanked Orcas Freight for delivering the new chairs, saving
66 the Library approximately \$1500.

67 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:47
68 a.m.

69 Submitted by Janet Marlow.

70 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 May 13, 2020

5 Library Board President Martha Fuller convened the meeting at 10:01 a.m. on
6 teleconference. Also attending were Trustees Madeline Sheplor, Jens Kruse, Teresa Patrick,
7 and Julia Wrapp; Library Director Phil Heikkinen, staff member Janet Marlow, and Friends
8 Board President Ken Gibbs. All attendance was by phone due to the revised OPMA in
9 response to COVID-19.

10 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the April 8 Regular Board
14 Meeting. Teresa made a **MOTION** to approve the Minutes; Madeline seconded, and the
15 **MOTION** passed unanimously.

16 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
17 vouchers and payroll and recommended approval.

18 April 2020 Payroll	\$41,120.97
19 Invoice Accounting Report 4/13/2020 (GF)	\$27,555.18
20 Invoice Accounting Report 4/27/2020 (GF)	\$39,785.95

21 Jens made a **MOTION** to approve the submitted April 2020 General Fund vouchers
22 totaling \$67,341.13. Julia seconded, and the **MOTION** passed unanimously.

23 Teresa made a **MOTION** to approve the April payroll in the amount of \$41,120.97.
24 Jens seconded, and the **MOTION** passed unanimously.

25 **PUBLIC COMMENT** – None

26 **NEW BUSINESS**

27 ➤ **Relevant News and Issues:** None

28 ➤ **Director’s Report:** Phil told the Board that there is now a pop-up tent trailer in the
29 Library parking lot that was set up as a community shelter for the current stay-at-
30 home order. The Board discussed the communication and rationale of that decision,
31 and Phil said that there is an agreement in place between the occupant and a
32 coalition led by the Orcas Community Resource Center (OCRC). The Board
33 discussed the situation, and Martha summarized the discussion by saying that while
34 they understand that this is very unusual, exceptional time and have agreed to host
35 this camper in response to a specific request from OCRC, this does not set a
36 precedent for future use of Library grounds, and once the Library is ready to resume
37 operations, the camper will need to vacate. Phil also highlighted the installation of
38 the NanaWalls, saying that there were some change orders related to work done by
39 HKP and requests from the County inspector. The Board said that the photos
40 showing the finished work look great. Phil added that he’d also just received the
41 quote from Rolf Eriksen for the remodeling of the former lobby and would present it
42 to the Board after a thorough review. He also informed the Board that curbside
43 pickup is still being discussed with the County and State. The Board agreed that the
44 Library should keep pressing to see when this service could be offered.

45 ➤ **Friends of the Library:** Ken discussed the impact of the statewide shutdown on the
46 Friends' finances due to the loss of book sales and said that the group is looking at
47 possibilities for recouping some of this loss. The Board thanked Ken for the
48 information and ongoing support.

49 **REPORTS FROM ACTIVE COMMITTEES:**

50 ➤ **Resources and Programs:** The Board discussed the Small Business Loan and
51 Unemployment support that the Library staff is currently offering to the community.
52 Jens said that he has also had several meetings of his Pandemics in Literature
53 reading group via Zoom.

54 ➤ **Community Relations:** Julia said that she is working with Phil on Planned Giving.
55 She asked for Board support in contacting OICF so she can start the conversation
56 about legacy giving, and Martha volunteered to facilitate an introductory call.

57 ➤ **Facilities & Systems:** Phil said that the Library is surplussing the old chairs.
58 ○ Review of Proposals for Remodel of Former Lobby: This discussion was postponed
59 until the newly received bid could be reviewed.

60 ➤ **Policy & Personnel:** None.

61 ➤ **Finance:** Janet informed the Board that property tax revenues are being received
62 from the County at a good rate but it remains unclear how total yearly income may
63 be impacted. Phil added that we may need to start thinking about the 2021 budget
64 earlier than usual.

65 **PUBLIC COMMENT** – None.

66 **OTHER** – Julia asked for Board support in contacting OICF

67 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:10
68 a.m.

69 Submitted by Janet Marlow.

70 Approved _____

41 Submitted by Janet Marlow.

42

43 Approved: _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 June 10, 2020

5 Library Board President Martha Fuller convened the meeting at 10:01 a.m. on
6 teleconference. Also attending were Trustees Madeline Sheplor, Jens Kruse, Teresa Patrick,
7 and Julia Wrapp; Library Director Phil Heikkinen, and staff member Janet Marlow. All
8 attendance was by phone due to the revised OPMA in response to COVID-19.

9 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the May 13 Regular Board
13 Meeting. Madeline made a **MOTION** to approve the Minutes; Julia seconded, and the
14 **MOTION** passed unanimously.

15 The Trustees reviewed the Minutes from the May 27 Special Meeting. Jens made a
16 **MOTION** to approve the Minutes; Teresa seconded, and the **MOTION** passed unanimously
17 with Julia abstaining due to not having attended the meeting.

18 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
19 vouchers and payroll and recommended approval.

20 May 2020 Payroll	\$39,251.38
21 Invoice Accounting Report 5/11/2020 (GF)	\$37,506.07
22 Invoice Accounting Report 5/25/2020 (GF)	\$19,540.46

23 Julia made a **MOTION** to approve the submitted May 2020 General Fund vouchers
24 totaling \$57,046.53. Jens seconded, and the **MOTION** passed unanimously.

25 Julia made a **MOTION** to approve the May payroll in the amount of \$39,251.38.
26 Teresa seconded, and the **MOTION** passed unanimously.

27 **PUBLIC COMMENT** – None

28 **NEW BUSINESS**

- 29 ➤ **Relevant News and Issues:** None
- 30 ➤ **Director’s Report:** Phil highlighted that the staff would come off of administrative
31 leave and resume normal working hours and completing timesheets on Monday, June
32 15. The staff is also resuming its normal staff meeting schedule. He said that
33 curbside checkout has begun, and the community seems very appreciative of it.
34 Regarding quarantining of materials for curbside pickup, Phil told the Board that the
35 State recommended 24 hours in its guidelines assuming library materials are books,
36 but we are using 72 hours to ensure all non-paper items are sufficiently quarantined.
37 He added that the Library is currently getting returns in large numbers. Looking
38 ahead to Phase 3, Phil informed the Board that the State is providing guidance, and
39 to some degree the Library will be able to choose what services and guidelines best
40 apply to us as a small library. The Board discussed the possible services, rules, and
41 enforcement issues that could come along with Phase 3. Phil also told the Board that
42 the Library has qualified to apply for grants from the State Library to assist in
43 COVID-19 responses, including funds for PPE, hot spots, and community outreach.

44 Finally, Phil highlighted that, as a result of the May 27 Special Meeting, the Library
45 now has a signed contract in place with Rolf Eriksen for the remodeling of the former
46 lobby.

47 ➤ **Friends of the Library:** Phil forwarded an email to the Board from Friends President
48 Ken Gibbs, and the Board discussed the major points, including the fact that the
49 Friends have very little revenue at this time, so the Library should adjust their
50 expectations for funding accordingly. The Friends were wondering when lobby sales
51 and donations could resume on site, and the Board and Phil agreed that it could
52 possibly happen in Phase 3. Martha said that the Friends should feel free to do what
53 they are comfortable doing as long as the Library is also comfortable with their
54 decision. The Friends also asked for input regarding a Summer Library Fair. The
55 Board tended to agree that it could possibly have a modified or reduced scope, but
56 that it's too soon to know what the virus situation at that time would allow.

57 **REPORTS FROM ACTIVE COMMITTEES:**

58 ➤ **Resources and Programs:** Phil said that Mary Pugh is becoming a Zoom expert and
59 working with Jenny DeGroot to facilitate this year's Summer Reading Program via
60 Zoom. She is also hosting Genealogy Club meetings and the First Fridays Book Club
61 through Zoom.

62 ➤ **Community Relations:** Regarding planned giving, Julia said that she and the staff
63 will continue discussions and schedule a meeting with OICF at a later time. Phil
64 informed the Board about a recent interaction with an angry neighbor, and the Board
65 encouraged Phil and the staff not to hesitate to call the sheriff when necessary.

66 ➤ **Facilities & Systems:** None.

67 ➤ **Policy & Personnel:** None.

68 ➤ **Finance:** Phil recommended advancing the budget planning process to present a
69 preliminary 2021 budget preview at the July Regular Board Meeting. The Board
70 agreed.

71 **PUBLIC COMMENT** – None.

72 **OTHER** – None.

73 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:57
74 a.m.

75 Submitted by Janet Marlow.

76 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 July 8, 2020

5 Library Board President Martha Fuller convened the meeting at 10:04 a.m. on
6 teleconference. Also attending were Trustees Madeline Sheplor, Jens Kruse, Teresa Patrick,
7 and Julia Wrapp; Library Director Phil Heikkinen, and staff members Janet Marlow, Holly
8 King, and Martin Arnold. Attendance was by phone due to the revised OPMA in response to
9 COVID-19.

10 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the June 10 Regular Board
14 Meeting. Jens made a **MOTION** to approve the Minutes; Madeline seconded, and the
15 **MOTION** passed unanimously.

16 Vouchers and Payroll: Martha said that she had reviewed the prior month's
17 vouchers and payroll and recommended approval.

18 June 2020 Payroll \$42,663.68

19 Invoice Accounting Report 6/16/2020 (GF) \$14,206.36

20 Invoice Accounting Report 6/29/2020 (GF) \$18,534.10

21 Julia made a **MOTION** to approve the June payroll in the amount of \$42,663.68.
22 Teresa seconded, and the **MOTION** passed unanimously.

23 Julia made a **MOTION** to approve the submitted June 2020 General Fund vouchers
24 totaling \$32,740.46. Jens seconded, and the **MOTION** passed unanimously.

25 **PUBLIC COMMENT** – None

26 **NEW BUSINESS**

27 ➤ **Relevant News and Issues**: Public Services Librarian Martin Arnold informed the
28 Board that he will be retiring at the end of July. He and the Board discussed his
29 current duties and the skills and education required for his job. Phil confirmed that
30 the Public Services Librarian for Adult Services position that Martin is vacating
31 would be posted and filled. Public Services Librarian Holly King introduced herself to
32 the Board and told the Board what she has been working on during the closure,
33 including curbside pickup, online resources, increasing our Overdrive holdings, the
34 Summer Reading Program Collaborative Site, and promotional videos.

35 ➤ **Director's Report**: Phil highlighted curbside pickup and Summer Reading Program
36 events. Regarding facilities, he informed the Board that the gutters been repaired,
37 the magazine racks moved, and the window above Martin's desk removed. He
38 updated the Board on the three State Library grants that the Library had applied
39 for, and said that we'd been awarded \$500 for PPE, and will likely be approved for 5
40 hotspots for checkout and \$2000 toward hotspot service fees. The Library also
41 applied for \$2000 in outreach, including virtual reality headsets and tablets.
42 Regarding the virus, Phil and the Board discussed the many operational complexities
43 that will need to be resolved both in the short term and long term when the public is

44 allowed back in the building. Phil also reminded the Board that the Governor has
45 put all phase progressions on hold at this time. The Board and Phil agreed that
46 whatever services the Library offers, they want to ensure it can be done safely and
47 that the Board will review and agree on any approach before it is communicated to
48 the public.

49 ➤ **Friends of the Library:** Phil said that the Friends are trying to determine what to do
50 with the Library Fair, that they're running out of storage space, and that people are
51 asking to buy books at curbside checkout. Martha reminded the Board that any
52 decrease in Friends funding due to their lack of revenue this year would not impact
53 the Library in 2020 but in the following years.

54

55 **REPORTS FROM ACTIVE COMMITTEES:**

56 ➤ **Resources and Programs:** Jens told the Board to keep an eye on the Library website
57 for the latest programming, as many online activities are being scheduled.

58 ➤ **Community Relations:** Julia commended Phil for keeping the community well
59 informed during the shutdown.

60 ➤ **Facilities & Systems:** Martha asked about the progress of the construction in the
61 former lobby, and Phil said that items are being ordered and that construction will
62 hopefully start in a few weeks.

63 ➤ **Policy & Personnel:** Teresa said that we are going to need to look at staffing, with
64 Martin leaving. Phil and Teresa agreed to review.

65 ➤ **Finance- 2021 Budget:** Martha introduced a preliminary 2021 draft and five-year
66 projection which included a 1.5% COLA and a 2% staff increase. She encouraged the
67 Trustees to start thinking about what level of reserves the Library should have on
68 hand and reminded them that property tax revenues can only increase 1% a year.
69 The Board discussed possible opportunities to increase revenue or decrease expenses,
70 and agreed to continue discussions at the August Regular Board Meeting.

71 **PUBLIC COMMENT** – None.

72 **OTHER** – None.

73 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:32
74 a.m.

75 Submitted by Janet Marlow.

76 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 August 12, 2020

5 Library Board President Martha Fuller convened the meeting at 10:00 a.m. on
6 teleconference. Also attending were Trustees Madeline Sheplor, Jens Kruse, and Teresa
7 Patrick; Library Director Phil Heikkinen, and staff member Janet Marlow. Trustee Julia
8 Wrapp joined the meeting at 10:15 a.m. Attendance was by phone due to the revised OPMA
9 in response to COVID-19.

10 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the July 8 Regular Board Meeting.
14 Jens made a **MOTION** to approve the Minutes; Madeline seconded, and the **MOTION**
15 passed unanimously.

16 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
17 vouchers and payroll and recommended approval.

18 July 2020 Payroll	\$39,556.61
19 Invoice Accounting Report 7/13/2020 (GF)	\$8,172.81
20 Invoice Accounting Report 7/27/2020 (GF)	\$38,607.39

21 Teresa made a **MOTION** to approve the July payroll in the amount of \$39,556.61.
22 Madeline seconded, and the **MOTION** passed unanimously.

23 Madeline made a **MOTION** to approve the submitted July 2020 General Fund
24 vouchers totaling \$46,780.20. Jens seconded, and the **MOTION** passed unanimously.

25 **PUBLIC COMMENT** – None

26 **NEW BUSINESS**

27 ➤ **Relevant News and Issues:** None

28 ➤ **Director’s Report:** Phil told the Board that he will forward them an FAQ regarding
29 Library services during the shutdown put together by the Stevens County Library
30 Director. Teresa updated the Board on the hiring status of a new Adult Services
31 Librarian: They had 28 applicants, the majority of which had MLS degrees; the
32 committee of 5 reviewed the applicants and picked 10 to interview on Zoom; the
33 committee had narrowed it down to 3, and Phil is checking references; 1 of those 3
34 had withdrawn from consideration. The Board discussed housing availability for the
35 final candidate. Martha thanked the committee for all of their time and effort. Phil
36 noted that Martin Arnold officially retired on July 31.

37 Julia Wrapp joined the meeting at 10:15 a.m.

38 ➤ **Contract for Web Design Services:** Phil explained the contract with Martin Arnold to
39 maintain the website and to train staff as needed, with the expectation that a staff
40 member will eventually take over the responsibility. The value of the contract at
41 eight hours per week is \$14,000 a year, maximum. Julia made a **MOTION** to
42 approve the contract with Martin Arnold for web design services; Jens seconded, and
43 the **MOTION** passed unanimously.

44 ➤ **Friends of the Library:** Phil informed the Board that the Friends have been talking
45 about how to sell books and plan to begin book sales in conjunction with curbside
46 pickup. They are also looking into bulk sales to book dealers. The next Friends
47 meeting is Tuesday, August 18, and Julia volunteered to attend.

48

49 **REPORTS FROM ACTIVE COMMITTEES:**

50 ➤ **Resources and Programs:** The Board discussed the success of ongoing Zoom
51 programing. Regarding resources, Phil told the Board that the staff is looking into
52 adding grab bags of books for curbside distribution.

53 ➤ **Community Relations:** Nothing to report at this time.

54 ➤ **Facilities & Systems:** Phil said that Rolf is waiting on materials in order to begin the
55 lobby remodel project and that Lynn is continuing to work on lamps and tables. Also,
56 the wall next to the staff room door was fully enclosed by Michael Greenberg, who
57 volunteered his services. The sealing of the Nana Walls is still in progress.

58 ➤ **Policy & Personnel:** Teresa said that they need to look at policies related to an
59 eventual reopening but the past month had been dedicated to interviews. Phil
60 discussed the transfer of activities among the staff during Martin's absence.

61 ➤ **Finance:** Janet explained the latest changes to the budget: The additional revenue
62 brought in by the Nell F. Brown trust dissolution; cost-of-living index now set at 1%
63 for 2021, and an updated salary schedule for the new Adult Services Librarian. Phil
64 added that the Adult Services Librarian's hours and medical insurance would be
65 determined. Phil also said that Lynn is looking into purchasing additional outdoor
66 tables since we aren't able to open the building, specifically two 2-person tables for
67 the north amphitheater. Julia asked if people are using the outdoor space. Phil said,
68 yes, the outside space has been extremely popular with people taking advantage of
69 the Library's Wi-Fi.

70 **PUBLIC COMMENT** – None.

71 **OTHER** – Julia asked about any concerns for a possible reopening during the virus. Phil
72 said that he would forward an FAQ from Steven's County Library addressing reopening
73 topics. The Board also discussed the school district's possible reopening strategies.

74 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:52
75 a.m.

76 Submitted by Janet Marlow.

77 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 September 9, 2020

5 Library Board President Martha Fuller convened the meeting at 10:00 a.m. on Zoom. Also
6 attending were Trustees Jens Kruse, Julia Wrapp, and Teresa Patrick; Library Director Phil
7 Heikkinen; and staff members Janet Marlow, Lovella Daoust, and Rhett Ariston.
8 Attendance was by Zoom due to the revised OPMA in response to COVID-19.

9 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone. New Adult Services
10 Librarian Rhett Ariston introduced himself to the Board, and the Board welcomed him to
11 the team.

12 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Martha proposed adding a
13 resolution to recognize retiring Adult Services Librarian Martin Arnold’s contribution and
14 years of service, and the Board agreed. The item was added to New Business.

15 **ROUTINE MATTERS**

16 Minutes: The Trustees reviewed the Minutes from the Aug 12 Regular Board
17 Meeting. Julia made a **MOTION** to approve the Minutes; Jens seconded, and the **MOTION**
18 passed unanimously.

19 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
20 vouchers and payroll and recommended approval.

21 Aug 2020 Payroll	\$40,016.56
22 Invoice Accounting Report 8/3/2020 (GF)	\$8,180.40
23 Invoice Accounting Report 8/14/2020 (GF)	\$4,707.14
24 Invoice Accounting Report 8/28/2020 (GF)	\$9,386.60

25 Jens made a **MOTION** to approve the August payroll in the amount of \$40,016.56.
26 Teresa seconded, and the **MOTION** passed unanimously.

27 Julia made a **MOTION** to approve the submitted August 2020 General Fund
28 vouchers totaling \$22,274.14. Jens seconded, and the **MOTION** passed unanimously.

29 **PUBLIC COMMENT** – None

30 **NEW BUSINESS**

- 31 ➤ **Relevant News and Issues:** None
- 32 ➤ **Resolution of Recognition and Appreciation:** Phil read **Resolution 1-2020** recognizing
33 the contribution and years of service of retiring Adult Services Librarian Martin
34 Arnold. Julia made a **MOTION** to adopt Resolution 1-2020. Jens seconded, and the
35 **MOTION** passed unanimously.
- 36 ➤ **Director’s Report:** Lovella Daoust joined the meeting as the staff representative for
37 the month. Phil introduced her to the Board, and Lovella discussed her duties. Phil
38 then updated the Board on other staff movements, including that Rhett’s first day
39 was September 8, and that Mary was reducing hours to 15 hours/week so part of
40 Rhett’s job will be program support. Part of Holly’s current adult services duties may
41 also be going to Rhett, and Holly will then take over responsibility for the website.
42 Phil also informed the Board that the Library was working to offer support to
43 students going back to school, offering Wi-Fi and possibly allowing some use of

44 interior space within the County’s distancing guidelines. He added that the
45 Funhouse, school, and Camp Orkila are all doing the same. Phil also explained the
46 new “Grab Bag” option added to the curbside pickup services. There was also
47 discussion between Phil and the Board regarding a recent community relations issue
48 and the resulting no-trespass order put in place in order to protect staff and patrons.

49 ➤ **Friends of the Library:** Phil said that curbside sales were progressing at a good pace
50 and that the Friends approved the Library’s grant request of \$15,000 for the 2021
51 budget. Phil suggested to the Friends that we review the distribution between
52 programs and collection development in light of funding rolling over from 2020 and
53 will confirm the final allocation with them by their October meeting. The Friends
54 Annual Meeting is scheduled for Sunday, October 18, at 2:00 p.m.

55

56 **REPORTS FROM ACTIVE COMMITTEES:**

57 ➤ **Resources and Programs:** Jens said that the Library has done a very good job
58 keeping programs going in these socially distanced times. He added that Ben
59 Montgomery is having a new book coming out in January, so it may be an idea for a
60 program. There was also a discussion of Jens’ ongoing book club.

61 ➤ **Community Relations:** Julia said that it’s important to keep reaching out to the
62 community to let them know the Library is here to support them.

63 ➤ **Facilities & Systems:** Phil stated that remodeling of the old lobby is delayed due to
64 waiting on materials. He also said that he’s planning to mix organic materials into
65 the south lawn, including native grasses and wildflower seeds, in order to continue to
66 help that area recover from the expansion construction.

67 ➤ **Policy & Personnel:** Nothing to report at this time.

68 ➤ **Finance:** Martha presented the latest draft of the 2021 Budget and explained the
69 formatting changes from previous years. There was a discussion of the possibility of
70 reallocating unreserved cash at 2021 yearend into reserves. The Board discussed the
71 timing of the October Public Budget Hearing and November approval.

72 **PUBLIC COMMENT** – None.

73 **OTHER** – Julia mentioned that she would like to continue moving forward regarding the
74 parcel between Library Park and Roses Restaurant, but that her work with OICF was put
75 on the back burner for now. Phil reminded Martha that, with her term expiring, she could
76 re-join the Board for a second term if she’d like. Martha said that we will recruit and
77 interview potential new Board Members in the next months, and she reminded the Board
78 that we had multiple good candidates last year.

79 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:38
80 a.m.

81 Submitted by Janet Marlow.

82 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 October 14, 2020

5 Library Board President Martha Fuller convened the meeting at 10:03 a.m. on Zoom. Also
6 attending were Trustees Jens Kruse, Julia Wrapp, Madeline Sheplor, and Teresa Patrick;
7 Library Director Phil Heikkinen; staff member Janet Marlow; and Friends Board Members
8 Michael Armenia and Ken Gibbs. Attendance was by Zoom due to the revised OPMA in
9 response to COVID-19.

10 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Martha asked that discussion
12 regarding reopening the Library be moved from the Director’s Report to the end of the
13 meeting. The Board agreed.

14 **ROUTINE MATTERS**

15 Minutes: The Trustees reviewed the Minutes from the Sept 9 Regular Board
16 Meeting. Jens made a **MOTION** to approve the Minutes; Teresa seconded, and the
17 **MOTION** passed unanimously with Madeline abstaining due to not having attended the
18 meeting.

19 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
20 vouchers and payroll and recommended approval.

21	September 2020 Payroll	\$40,721.77
22	Invoice Accounting Report 9/8/2020 (GF)	\$6,500.72
23	Invoice Accounting Report 9/25/2020 (GF)	\$7,841.07

24 Madeline made a **MOTION** to approve the September payroll in the amount of
25 \$40,721.77. Teresa seconded, and the **MOTION** passed unanimously.

26 Julia made a **MOTION** to approve the submitted September 2020 General Fund
27 vouchers totaling \$14,341.79. Jens seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – None

29 **FY 2021 Budget Discussion with Public Testimony**

30 ➤ **2021 General Fund Budget**: Martha highlighted the changes from the draft reviewed
31 at the previous month’s meeting, including an increased COLA in line with the Bureau of
32 Labor Statistics’ latest report, an increase to the New Construction income estimate, and a
33 change in the hours of one public service librarian position. The Board then reviewed the
34 level of reserves compared to unreserved cash, and agreed to move \$60,000 of unreserved
35 cash to reserves in 2021.

36 ➤ **2021 Debt Service Fund Budget**: The Board discussed the Debt Service Fund
37 payment schedule.

38 **NEW BUSINESS**

39 ➤ **Relevant News and Issues**: None

40 ➤ **Director’s Report**: Phil told the Board that he would be participating in a Zoom
41 meeting on October 15th regarding people experiencing homelessness locally. He also
42 highlighted that checkouts were climbing to around 50% of their previous levels. He and the
43 Board discussed the upcoming Outdoor Trick-of-Treating for Books on Halloween. Phil

44 explained that downtown Eastsound is having its traditional trick-or-treating and that the
45 traffic is being managed (one-way, distanced) in order to be compliant with social-distancing
46 best practices. Madeline asked what the public feedback has been lately regarding the use
47 of the Library during COVID, and Phil confirmed that the library has been getting calls
48 with questions about reopening status and use of the meeting rooms.

49 ➤ **Friends of the Library:** Michael Armenia reminded the Board that the Friends'
50 annual meeting would be on Sunday, October 18, at 2pm. Ken Gibbs added that the Friends
51 have a lot of book donations coming in and that they are hoping to have a rolling book sale
52 in the future. Teresa thanked the Friends for their continuing support of the Trick-or-Treat
53 for Books. Julia asked about a possible public space for a rolling book sale, and Ken
54 explained that they were looking into the option of the Senior Center. Julia asked how
55 curbside sales were going, and Ken confirmed that the revenue from curbside sales were
56 better than expected.

57 ➤ **Trustee Recruitment:** Martha informed the Board that there were four probable
58 candidates and that she and Phil were reaching out to last year's applicants. Phil explained
59 that it would be ideal if the Hiring Committee could present its recommendation to the
60 Board at the November Regular Board Meeting to then send to the County Council for
61 approval in December. Martha and Phil discussed the process of the Hiring Committee with
62 the Board, and Teresa and Jens agreed to participate in the committee. Phil said that he
63 would send them sample interview questions that they've used before as a starting point.

64

65 **REPORTS FROM ACTIVE COMMITTEES:**

66 ➤ **Resources and Programs:** Nothing to report at this time.

67 ➤ **Community Relations:** Nothing to report at this time.

68 ➤ **Facilities & Systems:** Phil said that he expected the remodel of the former lobby to
69 start that day.

70 ➤ **Policy & Personnel:** Nothing to report at this time.

71 ➤ **Finance – Resolution to Transfer and Close Building Fund:** The Board agreed to
72 table this item until the November meeting due to an outstanding warrant on the
73 fund.

74 **Limited Reopening of the Library:** Phil explained the staff committee that was in place to
75 create a re-opening plan and said that the target reopening date is Monday, November 2nd.
76 He walked through the checklist previously provided to the Board, emphasizing the "20/20"
77 approach of permitting 20 people in the building for a maximum of 20 minutes. Phil
78 stressed that adjustments to the plan would need to be made on a week-by-week basis,
79 taking into account what's working and what's not, and that the approach is to start small
80 and hopefully be able extend services. Madeline asked if curbside pickup would still be
81 available, and Phil said that it would still be offered on request or for non-mask users. The
82 Board discussed the problem of tracking time a patron is in the building and brainstormed
83 some ideas. Phil added that he anticipates the Orcas Island community to be pretty
84 conscientious. The Board agreed that Island Market's success with this process is a very
85 encouraging sign. Julia asked what the Library would do if there is a positive case, and Phil
86 said that the Library would follow the guidelines set by the County Health Department.
87 Madeline thanked Phil and the staff for putting the reopening guidelines together. Phil
88 added that the library community in Washington is very generous in sharing resources and
89 ideas.

90

91 **PUBLIC COMMENT** – None.

92 **OTHER** – Since the November Regular Board Meeting falls on Veterans Day, the Board
93 agreed to meet on the following day, Thursday, November 12, at 10:00 a.m.

94 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:25
95 a.m.

96 Submitted by Janet Marlow.

97 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 November 12, 2020

5 Library Board President Martha Fuller convened the meeting at 10:02 a.m. on Zoom. Also
6 attending were Trustees Jens Kruse, Julia Wrapp, Madeline Sheplor, and Teresa Patrick;
7 Library Director Phil Heikkinen; staff member Janet Marlow; and prospective Library
8 Board Trustee Sam Blackman. Attendance was by Zoom due to the revised OPMA in
9 response to COVID-19.

10 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None.

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the October 14 Regular Board
14 Meeting. Madeline proposed one correction to the draft minutes. Jens made a **MOTION** to
15 approve the Minutes as corrected; Julia seconded, and the **MOTION** passed unanimously.

16 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
17 vouchers and payroll and recommended approval.

18	October 2020 Payroll	\$38,203.19
19	Invoice Accounting Report 10/13/2020 (GF)	\$10,045.78
20	Invoice Accounting Report 10/26/2020 (GF)	\$9,102.83

21 Teresa made a **MOTION** to approve the October payroll in the amount of \$38,203.19.
22 Jens seconded, and the **MOTION** passed unanimously.

23 Julia made a **MOTION** to approve the submitted October 2020 General Fund
24 vouchers totaling \$19,148.61. Madeline seconded, and the **MOTION** passed unanimously.

25 **PUBLIC COMMENT** – None

26 **NEW BUSINESS**

27 ➤ **Relevant News and Issues**: None

28 ➤ **Director’s Report**: Phil and the Board discussed how the limited reopening of the
29 Library was going, and Phil explained that the numbers have increased after publicizing the
30 open hours, but the number of patrons remained well under the 20-person maximum. Phil
31 also explained the HVAC upgrade that would be installed on Monday, November 16. He
32 outlined the pros and cons of the various anti-virus system modifications available and
33 explained why an ionization system was selected. He also emphasized that the staff is
34 enforcing the use of face masks and suggesting the use of hand sanitizer or hand washing
35 upon entry. Phil also said that a few volunteers have opted to change their schedule to work
36 hours when the Library is not open. Madeline asked what the feedback has been from the
37 community, and Phil said that it’s been overwhelmingly positive. Phil also explained that
38 HKP Architects’ work with the Library Expansion was recently recognized with a Merit
39 Award during the 2020 NWAIA Design Awards (NW Washington Chapter of the American
40 Institute of Architects), specifically for the integration of the expansion with the existing
41 design.

42 ➤ **2021 Budget Proposal:** Martha explained a small change from the October budget
43 presentation. Julia made a **MOTION** to adopt the 2021 General Fund and Debt Service
44 Fund Budgets; Jens seconded, and the **MOTION** passed unanimously.

45 ○ **2021 General Fund Budget:** Martha read Resolution 2-2020 Adopting the
46 General Fund Budget for the Year 2021 in the amount of \$1,410,976.00. Teresa
47 made a **MOTION** to adopt Resolution 2-2020; Jens seconded, and the **MOTION**
48 passed unanimously. Martha read Resolution 3-2020 Adopting the Tax Levy for
49 the 2021. Julia made a **MOTION** to adopt Resolution 3-2020; Madeline seconded,
50 and the **MOTION** passed unanimously. Madeline signed the Levy Certification on
51 behalf of the Board.

52 ○ **2021 Debt Service Fund Budget:** The Board reviewed the Debt Service Fund
53 Budget transferring the funds necessary for the scheduled payments for 2021.
54 Martha read Resolution 4-2020 Adopting the Debt Service Fund Budget for the
55 Year 2021 in the amount of \$104,950.00. Teresa made a **MOTION** to adopt
56 Resolution 4-2020; Jens seconded, and the **MOTION** passed unanimously.

57 ➤ **Friends of the Library:** Teresa updated the Board with news from the latest Friends
58 meeting, including the election of officers for 2021 and plans to not move forward with a
59 book sale at this time. Phil added that the Friends are also looking into ways to increase
60 their membership.

61 ➤ **Trustee Recruitment:** Teresa said that all four candidates that were interviewed for
62 would have been a great addition to the team, but that she and Jens looked at a mixture of
63 skills and demographics that would best complement the existing Trustees and therefore
64 chose Sam Blackman as their recommendation for appointment. Teresa and Jens suggested
65 that the other candidates be kept on hand in case there are any other vacancies in the Board
66 this year. The Board discussed the high qualifications of the applicants and agreed to
67 approach them for committee involvement or other volunteer opportunities. Teresa made a
68 **MOTION** to recommend that County Council to approve Sam Blackman as the new Library
69 Trustee; Jens seconded, and the **MOTION** passed unanimously.

70 71 **REPORTS FROM ACTIVE COMMITTEES:**

72 ➤ **Resources and Programs:** Jens recognized Mary's ongoing work with programs and
73 pointed out that some programs have become easier and more affordable due to Zoom.

74 ➤ **Community Relations:** Julia said that Phil has taken up the effort of community
75 relations and that reopening has addressed a lot of it.

76 ➤ **Facilities & Systems:** Phil updated the Board on the progress of the remodeling of
77 the former lobby and thanked Orcas Freight for their donation of delivery services.

78 ➤ **Policy & Personnel:** Nothing to report at this time.

79 ➤ **Finance – Resolution to Transfer and Close Building Fund:** Martha read Resolution
80 5-2020 Closing the Building Fund. Julia made a **MOTION** to adopt Resolution 5-2020;
81 Madeline seconded, and the **MOTION** passed unanimously.

82 **PUBLIC COMMENT** – Sam Blackman commented that he was very excited to work with
83 everyone.

84 **OTHER** – None.

85 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:11
86 a.m.

87 Submitted by Janet Marlow.

88 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 December 9, 2020

5 Library Board President Martha Fuller convened the meeting at 10:01 a.m. on Zoom. Also
6 attending were Trustees Madeline Sheplor, Jens Kruse, Teresa Patrick, and Julia Wrapp
7 (joined at 10:34 a.m.); Library Director Phil Heikkinen; staff member Janet Marlow; and
8 Friends of the Library President Ken Gibbs. All attendance was by Zoom due to the revised
9 OPMA in response to COVID-19.

10 **WELCOME & INTRODUCTIONS** – Martha welcomed everyone.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – None

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the November 12 Regular Board
14 Meeting. Jens made a **MOTION** to approve the Minutes; Madeline seconded, and the
15 **MOTION** passed unanimously.

16 Vouchers and Payroll: Martha said that she had reviewed the prior month’s
17 vouchers and payroll and recommended approval.

18 November 2020 Payroll	\$41,864.97
19 Invoice Accounting Report 11/16/2020 (GF)	\$16,338.45
20 Invoice Accounting Report 1130/2020 (GF)	\$32,954.47
21	

22 Jens made a **MOTION** to approve the November payroll in the amount of \$41,864.97.
23 Teresa seconded, and the **MOTION** passed unanimously.

24 Madeline made a **MOTION** to approve the submitted November 2020 General Fund
25 vouchers totaling \$49,292.92. Jens seconded, and the **MOTION** passed unanimously.

26 **PUBLIC COMMENT** – None

27 **NEW BUSINESS**

- 28 ➤ **Relevant News and Issues:** None
- 29 ➤ **Director’s Report:** Phil informed the Board that the remodeling of the former lobby
30 was progressing well and encouraged the Board to stop by to take a look. He also
31 stated that he needs to meet with the Programming Committee to review 2020 and to
32 set priorities for 2021. Phil also highlighted that checkouts have reached
33 approximately 50% of pre-COVID rates, despite the Library currently being open 12
34 hours per week compared to the previous 51 hours. He also said that patrons are
35 complying with the “browse and go” guidelines.
- 36 ➤ **Friends of the Library:** Ken Gibbs reported that Dave Kosiur and Martin Arnold are
37 revising the Friends of the Library’s website with an emphasis on encouraging
38 membership. He also informed the Board that Robert Demarest was creating a list of
39 Barbara Brown’s donated northwest tribes collection, and that the Friends hope to
40 find one or more homes for the collection. Ken said that the Friends were
41 disappointed not to be able to have the annual Holiday Tea in light of COVID-19, but
42 they are trying to push lobby book sales during the Library’s open hours.

43 ➤ **Library Board Appointment:** Phil stated that the appointment of Sam Blackman as
44 Library Trustee was unanimously approved by the San Juan County Council on
45 November 24th.

46

47 **REPORTS FROM ACTIVE COMMITTEES:**

48 ➤ **Resources and Programs:** Martha asked about the interest of trustee candidates in
49 participating in the committee. Phil said that, yes, the candidates are interested,
50 and he is hoping to involve them in a meeting soon.

51 ➤ **Community Relations:** The Board asked about the status of a community member
52 who was recently trespassed from the Library. Phil confirmed that there had been
53 no further problems.

54 ➤ **Facilities & Systems:** Phil said that, in addition to the work ongoing with the former
55 lobby, staff member Lynn Johnson was looking at lighting, window shades, and
56 recovering task chairs. Martha asked if Phil could please take pictures of the lobby
57 to share through the website or newsletter.

58 ➤ **Policy & Personnel:** Teresa highlighted the need to reconfigure staff tasks or possibly
59 have a new hire whenever staff member Mary Pugh retires. Phil agreed that it is a
60 topic they will need to discuss. Phil also said that, regarding policies, he has been
61 sharing our Emergency Operations and Paid Administrative Leave policies with other
62 libraries who appreciate the policies' flexibility.

63 Trustee Julia Wrapp joined the meeting at 10:34 a.m.

64 ➤ **Finance:** Janet reported that the Building Fund had been closed with the County as
65 approved by the Board at the November regular meeting. Phil added that the
66 financial projection for 2020 remains on target.

67 **PUBLIC COMMENT** – None.

68 **OTHER** – Madeline introduced Resolution 6-2020 acknowledging outgoing Trustee Martha
69 Fuller's contribution to the Board. Madeline read the resolution into record. Jens made a
70 **MOTION** to adopt Resolution 6-2020; Teresa seconded, and the **MOTION** passed
71 unanimously.

72 **EXECUTIVE SESSION FOR REVIEW OF THE DIRECTOR:** The Board moved into
73 Executive Session at 10:43 a.m. The Board returned at 10:59 a.m. and communicated the
74 agreed process for the annual review of the Library Director.

75 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:04
76 a.m.

77 Submitted by Janet Marlow.

78 Approved _____