

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Special Board Meeting Minutes**

4 **January 7, 2014**

5 Library Board President Rachel Newcombe called the Special Meeting to order
6 at 8:30 a.m. on January 7, 2014, in the Library Conference Room. Also present
7 were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and Regina
8 Zwilling.

9 President Rachel Newcombe introduced the single agenda item, which was the
10 annual performance review for the Library Director, Phil Heikkinen. The Board
11 immediately entered into Executive Session. The group reviewed individual
12 inputs submitted by Trustees, the self-evaluation submitted by the Director, and
13 a synthesis of all inputs prepared by the President. Discussion of various aspects
14 of the rating was conducted with all Trustees participating.

15 The Board returned to the public meeting at 10:12. The President said that she
16 will compile the evaluation for Board presentation to and discussion with the
17 Director during an Executive Session at the regularly scheduled monthly Board
18 Meeting on January 14, 2014.

19 There being no further discussion, the meeting was adjourned by the President
20 at 10:15 a.m.

21 Submitted by Tom Fiscus.

22 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 January 14, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:33 a.m. in the
6 Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret
7 Payne, Donna Riordan and Regina Zwilling; Library Director Phil Heikkinen, Library
8 staff members Nita Couchman and Mary Pugh; Friends President Tim Lunde; and
9 Orcas Island School *Readiness To Learn Program* Manager Margie Doyle.

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

11 **OFFICER ELECTION AND COMMITTEE ASSIGNMENTS**

12 Margaret said she would like to see the Board retain its current configuration
13 and made a **MOTION** nominating Rachel Newcombe as President, Donna as Vice-
14 President, and Margaret as Secretary. Tom seconded, and the **MOTION** passed
15 unanimously.

16 Rachel appointed Regina as Finance Chair; Donna and Margaret as Facilities
17 and Systems Co-Chairs; Margaret as Collection Management Chair; Tom as Community
18 Relations Chair; and Rachel as Policy and Personnel Chair.

19 The Board discussed the 2014 meeting days and basic agenda. It was agreed that
20 the regular meeting of the Library Board Trustees will be held on the second Tuesday of
21 each month beginning at 8:30 am in the meeting room of the Library. The agenda will
22 remain the same.

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

24 **ROUTINE MATTERS**

25 Minutes: The Board reviewed the minutes from prior meetings.

26 Margaret made a **MOTION** to approve the Minutes of the December 10, 2013
27 Regular Board Meeting. Tom seconded, and the **MOTION** passed unanimously, with
28 Regina abstaining.

29 Margaret made a **MOTION** to approve the Minutes of the December 22, 2013
30 Special Board Meeting. Tom seconded, and the **MOTION** passed unanimously, with
31 Donna and Regina abstaining.

32 Donna made a **MOTION** to approve the Minutes of the January 7, 2014 Special
33 Board Meeting. Regina seconded, and the **MOTION** passed unanimously.

34 Vouchers and Payroll: Donna said she had reviewed the payroll and invoices, and
35 recommends approval. Mary explained how the end of year expenditures would be paid.

36	12/10/2013	Invoice Accounting Report	\$2,279.29
37	12/16/2013	Invoice Accounting Report	\$2,998.13
38	12/26/2013	Invoice Accounting Report	\$2,004.98
39	12/27/2013	Invoice Accounting Report	\$400.00
40	1/7/2014	Invoice Accounting Report	\$6,638.36
41	January 2014 Payroll		\$28,280.67

42 Donna made a **MOTION** to approve the January payroll; Margaret seconded, and the
43 **MOTION** passed unanimously. Donna made a **MOTION** to approve all payments from
44 the invoice accounting reports, Margaret seconded, and the **MOTION** passed
45 unanimously. Rachel thanked Donna for her hard work as Finance Chair on budgets
46 and keeping track of spending.

47 **PUBLIC COMMENT** – Margie Doyle thanked the Board for working to move the
48 Library forward in the role of community information hub; she said it was an
49 appropriate role and much appreciated. Margie said the *Readiness To Learn Program* is
50 hosting two workshops on child bullying at the School library and asked the Library’s
51 help in getting the word out.

52 **PLANNING & PRIORITIES**

53 Library Building Expansion Discussion: The Board discussed the permitting
54 process, with updates on drainage and parking to the 2005 information currently on file with
55 the County. Tom reviewed the timeline and primary monthly objectives. Margaret talked
56 about the prospectus draft and updates. She also spoke of innovative local funding endeavors
57 and how to incorporate similar aspects into the building campaign. Tom asked for the report
58 on the volunteer focus meeting; Phil will resend it to everyone.

59 **The Board took a break from 9:25 a.m. to 9:30 a.m.**

60 Board Work Session Agenda for January 28: The Agenda will include RFPs for
61 design services and a project assistant; the communication timeline; donors and fundraising;
62 and a working lunch.

63 **NEW BUSINESS**

64 Relevant News and Issues: Rachel remarked how random encounters, in her case
65 a visit to Seattle and chance meeting with an artist, resulted in an introduction to n
66 island resident and discussion on the building project. She encourages out-of-the box
67 discussions.

68 Director’s Report: Phil answered questions from his report, including the Allen
69 Foundation grant; an update on the “community hub” meeting, a change to the K20
70 annual contract; his increased desk time to cover for staff; and under-spending for
71 collection materials.

72 Friends of the Library: Friends President Tim Lunde spoke on the “fantastic”
73 Holiday Tea on Saturday, December 7th; new Friends’ merchandise; The upcoming
74 March 1 Winter Booksale; and new Friends Board Members. Tim said he will bring a
75 proposal to his board for financial support of the building expansion. Tom will attend
76 the January Friends meeting; Rachel in February, Margaret in March and Donna in
77 April.

78 **REPORTS FROM ACTIVE COMMITTEES**

79 Collection Management: None.

80 Community Relations: Tom said he and Phil are planning to hold a focus group
81 meeting at the Senior Center weekly lunch.

82 Facilities & Systems: Margaret said over 100 bulbs had been planted. Donna
83 asked about the ILS search and Tom asked about adding the school library as a branch.
84 Phil said that likely nothing would happen until after the school remodel and estimated
85 a \$3000 cost.

86 Finance: Donna noted the financial end of year closing for 2013 under budget
87 approximately \$20,000. She credited cautious spending and good budget management.

88 Policy & Personnel: Air Med-Evac Policy: Rachel asked if everyone had reviewed
89 the information from the December meeting. The consensus of the Board is to continue
90 to provide up to a maximum benefit of \$79 per employee that can be used to purchase a
91 air medical evacuation membership to be chosen by the employee.

92 Salary Survey: Phil discussed the survey results with the Board. Rachel asked
93 Regina to meet with Phil.

94 **PUBLIC COMMENT** – Margie Doyle encouraged the use of Orcas Issues for any
95 Library announcements. Tim commented on the robust wifi, and Donna commented on
96 the higher usage.

97 **Regina left the meeting at 10:30 a.m.**

98 **The Board took a break at 10:37 a.m.**

99 **EXECUTIVE SESSION** – The Board reconvened in Executive Session at 10:48 a.m.
100 without Trustee Regina Zwilling, for the review of the Library Director. The Board
101 reconvened in General Session at 11:42 a.m. There was no action taken. The next
102 review of the Library Director will be in January 2015.

103 **OTHER** – Tom said he would discuss with the Friends Board how to ask for and the
104 type of support for the building expansion.

105 There being no further action, the Meeting was adjourned at 11:46 a.m.

106 Submitted by Mary Pugh

107 Approved _____

45 donors with the needs that resonate with them. Donna said that we are looking for
46 donors who want to invest in the community.

47 We returned to the previous discussion.

- 48 • Donna said that she envisions the design/building committee helping with an RFP
- 49 for design consulting, evaluation of proposals, budgeting, and helping to fill in our
- 50 gaps in expertise.
- 51 • Phil suggested that Regina, as Finance Chair, could work closely with him on
- 52 monitoring the capital project budget, as she is assigned to do for the operating
- 53 budget, and that we could pull in help as needed. Donna offered to back up Regina.
- 54 • We discussed who might be good as a fundraising consultant, and how to scope the
- 55 amount of work required; Donna will talk with someone she knows; and Phil will
- 56 talk with consultant Ruth Metz, who has worked on library capital projects.

57 [We took a break from 10:35 to 10:48 a.m.]

- 58 • Rachel reviewed the project timeline.
- 59 • Steve said that Helen Bee can help us to identify potential major donors; Rachel and
- 60 Donna will meet with her.
- 61 • Donna suggested the idea of a fundraising pyramid, from a small number of large-
- 62 dollar donors to a large number of small-dollar donors.
- 63 • We will continue developing the list of potential donors and advisors.
- 64 • We discussed the close relationship between communication and fundraising.
- 65 • Phil will approach Harvey Himelfarb, who is familiar with policies regarding
- 66 naming opportunities.
- 67 • We talked about the timing for the public campaign, and hopes that we will have a
- 68 good base of major donations in place at the time of a major public fundraising
- 69 event.

70 [Rachel left to pick up lunch at 11:50 a.m.]

- 71 • Vice President Donna Riordan led the discussion in Rachel's absence, reviewing the
- 72 potential Trustee-led committees, including Design/Building,
- 73 Communications/Fundraising/Development, and Naming.

74 [We took a lunch break from noon to 12:30 p.m.]

- 75 • Rachel returned to a review of the timeline, including letters of support, newspaper
- 76 interviews with staff and trustees, and the public campaign.
- 77 • Committee assignments will include:
 - 78 ○ Design/Building: Margaret and Regina, with outcomes including an RFP for
 - 79 design consulting, and oversight of the building project. Regina will take the
 - 80 lead on tracking the building fund budget. We also discussed possible
 - 81 community members helping this committee.
 - 82 ○ Communication/Fundraising/Development: Donna and Tom, with possible
 - 83 subcommittees including Public Relations (Tom and Rachel);
 - 84 Donors/Prospects/Stewardship (Donna Rachel), with outcomes including a
 - 85 donor list; and Events (Rachel, Margaret), including a legacy chicken dinner
 - 86 launch on May 4.
 - 87 ○ Naming: Rachel, Phil, and Harvey Himelfarb, with outcomes including
 - 88 naming policies and suggested dollar amounts for each opportunity.
- 89 • The Board agreed on upcoming special meetings on March 4, March 25, and April
- 90 22, in the Library meeting room if possible.

91 [We took a break from 1:15 to 12:45 p.m.]

92 • Dawn D’Haeze joined the meeting to share a fundraising video that she and her
93 husband produced for the Seaview Theater upgrade project, and to discuss how she
94 might contribute to the building project. She would be available to produce
95 something within the Board’s March/April timeframe. She emphasized sharing the
96 story about what the Library could look like, and what additional services would be
97 available after an expansion.

98 [Regina left the meeting at 2:30 p.m.]

99 • Margaret updated the Board on her meetings with a prospective designer for the
100 prospectus and other project-related design work.

101 • Phil shared his discussions with legislators during his participation in WLA
102 Legislative Day. He said that we have some slight possibilities for State capital
103 funding; Phil and Donna will follow up.

104 • Hilary Canty joined the meeting at 3:00 p.m. Some of her suggestions included
105 telling the Library story; making sure people understand our plans; use the website
106 for telling the back story; be transparent; if a particular donor is not a good fit, then
107 ask for a reference for another donor; offer a variety of options for people to
108 contribute; get donors’ advice, and let them come to a decision in their own ways; tell
109 stories about kids, families, and that the Library is a politically-neutral place for all;
110 collect library stories; consider matching grants, which can speed up the fundraising
111 process; we can make clear that any extra funds raised will go to future
112 capital/building needs; strive for a barnbuilding atmosphere, in order to build
113 community; be able to say that the entire Board and staff have contributed; consider
114 a listserv for each subcommittee to aid in communication; Kate Long and Jennifer
115 Wallace at OICF can be helpful; Lithex is a good print company; our message should
116 say that it is our turn now as a community to pay it forward for the future of library
117 services; spell people’s names right; ask if donors would prefer to be anonymous;
118 send three thank-yous for each donation; call people on the phone sometimes;
119 consider a weekly email update; use Facebook to facilitate donations.

120 There being no further discussion, the meeting was adjourned by the President at 3:55
121 p.m.

122 Submitted by Phil Heikkinen.

123 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 February 11, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:32a.m. in the
6 Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret
7 Payne, Donna Riordan, and Regina Zwilling [who arrived at 8:45]; Library Director Phil
8 Heikkinen; and Friends Board Member Carol Ordway.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** –Because Finance Chair Regina
11 Zwilling was delayed, Rachel moved New Business to the top of the agenda in order to
12 discuss Routine matters in Regina’s presence.

13 **NEW BUSINESS**

14 Relevant News and Issues: Donna noted that Bob Henigson passed away in
15 January; he provided strong guidance as a Library Trustee, and strong financial
16 support over many years.

17 Director’s Report: Phil highlighted some of the items from his report, including
18 the Community Hub conversations, expressions of interest in the project from local
19 architects, and two new student workers. Donna asked about the First Fridays Book
20 Club; and Margaret noted the increases in door count and checkouts in January.

21 Friends of the Library: Carol Ordway noted the successful sales of Friends books
22 on eBay. [Regina arrived at this time.] The Board discussed the possibility of special
23 book sales, and such ideas as solicitations of first editions from community members.

24 **ROUTINE MATTERS**

25 Minutes: The Board reviewed the minutes from prior meetings.

26 Margaret made a **MOTION** to approve the Minutes of the January 14, 2014
27 Regular Board Meeting. Tom seconded, and the **MOTION** passed unanimously.

28 Tom made a **MOTION** to approve the Minutes of the January 28, 2014 Special
29 Board Meeting. Margaret seconded, and the **MOTION** passed unanimously.

30 Vouchers and Payroll: Regina said she had reviewed the payroll and invoices,
31 and recommends approval.

32	1/14/2014 Invoice Accounting Report (13 th month)	\$2,746.77
33	1/14/2014 Invoice Accounting Report	\$4,559.44
34	1/21/2014 Invoice Accounting Report	\$4,829.22
35	1/27/2014 Invoice Accounting Report	\$2,469.26
36	1/14/2014 Invoice Accounting Report (Building Fund)	\$377.78
37	February 2014 Payroll	\$28,524.15

38 Regina made a **MOTION** to approve the February payroll; Margaret seconded, and the
39 **MOTION** passed unanimously. Margaret made a **MOTION** to approve all payments
40 from the invoice accounting reports, Regina seconded, and the **MOTION** passed
41 unanimously.

42 Regina noted that Mike Larkins's contract was up for renewal, at a rate of \$20.28/hour
43 for an average of 22 hours/week. Phil noted that he had increased the pay rate by the
44 same amount as for the staff, a COLA of 1.4%. Regina made a **MOTION** to approve the
45 contract; Tom seconded, and the **MOTION** passed unanimously.

46 **PUBLIC COMMENT** – None.

47 **PLANNING & PRIORITIES**

48 Library Building Expansion Discussion: Trustees took turns updating action items and
49 discussing a variety of related items. Some of the items included:

- 50 • Keeping the communication flow open and inclusive, while also observing the
51 OPMA.
- 52 • Phil will save copies of working documents to the Library server, in order to
53 document the project.
- 54 • Rachel assigned a point person for each committee and subcommittee.
- 55 • Rachel asked if everyone would be available for a check-in two weeks after each
56 Board meeting. Donna said that it could be online. Phil said we could do that, given
57 adequate public notice and ability to participate.
- 58 • Lynn Carter will be the next *Sounder* interview; followed by Holly King in March.
- 59 • Rachel is inviting all former trustees to a brunch on March 9 at 11:30 a.m. at Mia's
60 Restaurant.
- 61 • Rachel and Donna met with Helen Bee and Martha Farish, who contributed a lot of
62 ideas, especially for the initial major-donor fundraising campaign.
- 63 • Rachel will begin working on the May 4 chicken dinner fundraiser; though the Board
64 also discussed delaying this event. Rachel will check on deadlines for changes or
65 cancellation with Odd Fellows Hall. Donna said that it would be good if we made
66 sure to have reached at least 50% of our goal before entering the public phase of the
67 campaign.
- 68 • The Board will meet with Dawn D'Haeze on March 4, from 8:30 to 10:30 a.m. at the
69 Library, to talk about creating a fundraising video.
- 70 • Rachel plans to buy or print thank-you notes.
- 71 • Margaret is working with potential designers, including prospectus, online tools,
72 video, etc. It appears that Dawn D'Haeze may be able to incorporate the print and
73 related tools in conjunction with the fundraising video. Tom will talk with
74 communications experts that he knows.
- 75 • The Board asked Margaret to follow up on the prospectus and related needs, with
76 help from Phil, Donna, and others as needed.

77 **The Board took a break from 10:00 a.m. to 10:06 a.m.**

- 78 • Margaret shared the *Orcas Library Recipe Book*, which includes a lot of discussion
79 about the Library's early days.
- 80 • Tom and Margaret will hold a focus group meeting at the Senior Center on Friday
81 the 21st, after the Senior Lunch.
- 82 • Donna and Rachel met with Helen Bee and Martha Farish, who were very helpful
83 about the fundraising process, researching and developing a donor list, and the
84 process of asking for donations.
- 85 • The Board supported asking Sue Kimball for consulting help.
- 86 • Phil shared names of Orcas residents with fundraising expertise.

- 87 • Tom talked about the \$100,000 Friends pledge, including how best to announce it;
88 and setting up a web presence for the building project.
89 • Rachel scheduled a special board meeting for February 25, from 8:30 to 10:30.

90 **REPORTS FROM ACTIVE COMMITTEES**

91 Collection Management: None.

92 Community Relations: None.

93 Facilities & Systems: Phil shared input from Jean Dickerson about recent
94 plantings. Margaret will follow up, including with Pierrette and possibly Emily Aring.

95 Finance: Phil reviewed the P&L for 2013, noting that we are looking into
96 payment of the \$5,000 TLA50 grant; also, that tax revenues had reached about 95% of
97 the total expected for 2013.

98 Policy & Personnel: None.

99 **PUBLIC COMMENT** –None.

100 **OTHER** – None

101 There being no further action, the Meeting was adjourned at 11:16 a.m.

102 Submitted by Phil Heikkinen

103 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Special Board Meeting Minutes**

4 **February 25, 2014**

5 Library Board President Rachel Newcombe called the Special Meeting to order at 8:34
6 a.m. on February 25, 2014, in Library Community Room. Also present were Trustees
7 Tom Fiscus, Margaret Payne, and Donna Riordan (by phone); and Library Director Phil
8 Heikkinen.

9 President Rachel Newcombe reviewed the agenda, which included discussion of the
10 project timeline, updates on recent activities, and upcoming priorities.

11 Discussion items included:

- 12 • A summary of the meeting that Rachel and Margaret held with staff members Holly
13 King and Kathy Lunde to begin planning the June 22 public fundraising event.
14 Margaret is researching locations, as well as working on catering arrangements.
- 15 • The upcoming brunch at Mia's Restaurant, at 11:30 on March 9, to which all former
16 trustees are invited. This will be an opportunity to share the project overview and
17 gather input.
- 18 • Grouping potential major donors in various ways to help in communicating our
19 message appropriately for people's various interests. Each trustee will research one
20 or two potential donors.
- 21 • The design/construction committee is coming together, likely with four or five
22 community members in addition to Margaret, Regina, and Phil.
- 23 • Rachel attended the most recent Chamber of Commerce mixer, which was a good
24 opportunity to meet people and share our project.
- 25 • We will meet again on March 4, to continue discussing updates, as well as to discuss
26 a possible video with Kevin and Dawn D'Haeze of Rock Island Media.
- 27 • Wording used in the current OIFR levy campaign, which we can evaluate as to what
28 we might do the same or different.
- 29 • Kickstarter as a possible fundraising avenue at some point.
- 30 • The Seaview Theater campaign, which is a little over halfway to its goal.
- 31 • Tom reported on his experience at the February 21 focus group he held at the Senior
32 Center, with about 30 people attending. He also met Steve Bentley, Chair of the
33 Senior Center Advisory Group, who will help in coordinating further input.
- 34 • Rachel is looking into setting up meetings with capital funding specialists for
35 Seattle-area libraries. She pointed out the Capitol Hill branch of SPL, in particular.

36 There being no further discussion, the meeting was adjourned by the President at 9:10
37 a.m.

38 Submitted by Phil Heikkinen.

39 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 March 4, 2014

5 Library Board President Rachel Newcombe called the Special Meeting to order at 8:32
6 a.m. on March 4, 2014, in the Library Community Room. Also present were Trustees
7 Tom Fiscus, Margaret Payne, Donna Riordan, and Regina Zwilling; Consultant Sue
8 Kimball and Library Director Phil Heikkinen. Fred Klein attended as a guest.

9 President Rachel Newcombe reviewed the agenda, which included Additions or
10 Modifications to the Agenda, Library Building Project discussion of the timeline,
11 updates, and action items, as well as a presentation by Rock Island Media about
12 materials they can help us to produce; and Public Comment.

13 Discussion items included:

- 14 • Donna introduced Sue Kimball, who will be helping with the fundraising campaign.
- 15 • The June 22 public event planning.
- 16 • The March 9 brunch for former trustees, including an agenda including
17 history/background, vision for the project, the timeline, social media and design
18 process.
- 19 • Tools for researching potential donors, and people's experiences so far; also, Donna
20 will send out another list of names to research.
- 21 • The main promotional point about investing in this crucially important community
22 space and organization, which is meeting important community needs.
- 23 • Naming opportunities, and the development of a naming policy with help from
24 Harvey Himelfarb.
- 25 • Phil shared an update on possible Washington State capital funding; the naming
26 policy; and Consultant Penny Hummel's report sharing her perspectives about our
27 project.
- 28 • Dawn and Kevin D'Haeze of Rock Island Media arrived at 9:20. We discussed the
29 timeline, video, print products, and online resources such as social media and the
30 website. They will help us to develop key phrases and messages. The video will
31 include a variety of library users, local personalities, and main bullet points about
32 why we need an expansion. We can create a simple brochure and invite people to go
33 to our website for more detailed information. We could use a simple schematic
34 initially to show a possible building layout.
- 35 • We talked about a possible phased construction project, due to the possibility of
36 deferred funding from individuals or the State.
- 37 • Fred Klein recommended that we cast a broad net for design options, possibly
38 including a design charette.
- 39 • We talked about budget ranges, in line with our reputation for being fiscally
40 prudent.

41 There being no further discussion, the meeting was adjourned by the President at 10:25
42 a.m.

43 Submitted by Phil Heikkinen.

44 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 March 9, 2014

5 Library Board President Rachel Newcombe called the Special Meeting to order at 12:00
6 p.m. on March 9, 2014, at Mia's Restaurant, after 30 minutes of social interaction with
7 former Library Trustees. Also present were Trustees Tom Fiscus, Margaret Payne, and
8 Donna Riordan; Consultant Sue Kimball and Library Director Phil Heikkinen. Former
9 Trustees included Lois Cornell, Pierrette Guimond, Lynn Richards, and Bill Westlake.
10 Margie Doyle attended as a guest.

11 President Rachel Newcombe reviewed the purpose of the meeting, which was to share
12 information about the building project and gather feedback from the attendees.

13 Discussion items included:

- 14 • Lois Cornell reviewed her experience of the previous 2008-09 attempted building
15 project.
- 16 • Rachel shared background and purposes for our current effort, including the community
17 hub priority.
- 18 • Donna talked about the financial background and approach; also, about technology
19 priorities.
- 20 • Tom discussed the project timeline.
- 21 • Margie Doyle said that she supports the project and likes the way we are interacting
22 with the community.
- 23 • Margaret discussed the plans for a video, prospectus, design/construction committee,
24 basic existing floor plans, and future public events.
- 25 • Donna and Rachel talked about the quiet campaign phase to invite participation from
26 potential major donors; volunteer help from OICF and local fundraising experts; reserve
27 funds; and the Friends pledge of \$100,000.
- 28 • Lynn Richards commented about the influence of a capital project on ongoing
29 operational costs.
- 30 • Phil talked about online tools to support the project, including website, video, social
31 networking, and documents.
- 32 • Bill Westlake suggested we secure private pledges before beginning the public
33 campaign.
- 34 • Margaret discussed some of the program needs, including quiet space, variable seating
35 options, computer space, small-group rooms, a larger young adult area, and possibly a
36 bit of extra room for books.
- 37 • Pierrette Guimond recommended that we continue to share full information with the
38 public, stressing that we aren't asking for public bond funds.
- 39 • Bill talked about the importance of public meetings and interacting freely with critics.
- 40 • Tom discussed our use of focus groups and visits to social service and other community
41 groups.
- 42 • The former Trustees offered further suggestions such as having a clear message; getting
43 donations in hand as soon as possible; having good documentation about our progress;
44 and knowing how best to handle pledges. Margie added that personal contact is
45 important, for example about the community hub project.

46 • The former Trustees said that they would be available for future interviews.

47 There being no further discussion, the meeting was adjourned by the President at 1:17 p.m.

48 Submitted by Phil Heikkinen.

49 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 March 11, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:33a.m. in the
6 Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret
7 Payne, Donna Riordan, and Regina Zwilling; Library Director Phil Heikkinen and staff
8 member Mary Pugh; Friends Board Member Elane Phipps; and consultant Sue Kimball.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** –Margaret asked to include a
11 discussion of the Rock Island Media contract. Regina said she needed to leave early.

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the minutes from prior meetings. Donna made a
14 **MOTION** to approve the Minutes of the February 11, 2014 Regular Board Meeting.
15 Margaret seconded, and the **MOTION** passed unanimously.

16 Donna made a **MOTION** to approve the Minutes of the February 25, 2014 Special
17 Board Meeting. Regina seconded, and the **MOTION** passed unanimously.

18 Vouchers and Payroll: Regina said she had reviewed the payroll and invoices,
19 and recommends approval.

20	2/3/2014 Invoice Accounting Report	\$7,897.12
21	2/11/2014 Invoice Accounting Report	\$12,121.14
22	2/19/2014 Invoice Accounting Report	\$5,431.11
23	2/26/2014 Invoice Accounting Report	\$2,257.76
24	3/4/2014 Invoice Accounting Report	\$2,558.16
25	March 2014 Payroll	\$26,134.55
26	March 2014 Payroll (Building Fund)	\$69.54

27 Regina made a **MOTION** to approve all payments from the invoice accounting reports,
28 Margaret seconded, and the **MOTION** passed unanimously. Regina made a **MOTION** to
29 approve the March payroll from the Building Fund; Donna seconded, and the **MOTION**
30 passed unanimously. Regina made a **MOTION** to approve the regular March payroll;
31 Tom seconded, and the **MOTION** passed unanimously. The Board discussed the exempt
32 versus non-exempt employment status.

33 **PUBLIC COMMENT** – None.

34 **PLANNING & PRIORITIES**

35 ILS Contract Approval: Phil reported that after an exhaustive search by staff, he is
36 recommending the purchase of new Integrated Library Service (ILS) software from TLC.
37 The cost will be approximately \$18,500 with maintenance costs amortized over five
38 years. The new system is more user friendly for patrons and staff. Margaret made, and
39 Donna seconded a **MOTION** to authorize the purchase of new ILS software from TLC.
40 The Board discussed backup and redundancy; modules for multiple platforms allowing
41 greater access for mobile devices; and contract details. The **MOTION** passed

42 unanimously. The Board expressed their thanks to the Friends of the Library for the
43 significant donation of funds to offset the purchase price of the new system.

44 Library Building Expansion Discussion: Trustees took turns updating action items and
45 discussing a variety of related items. Some of the items included:

- 46 • Rachel reviewed upcoming articles and interviews and Tom will make adjustments
47 to the timeline. Timing, in lieu of the Fire District levy editorials, was discussed.
- 48 • Tom will make additional adjustment to the timeline for donor meetings and public
49 launch.
- 50 • Margaret discussed plans for a kickoff dinner. The Board discussed the cost
51 effectiveness and lower cost alternatives. Phil said staff time could not be used for an
52 event that would charge for. Rachel asked about a sponsor underwriting the event.
53 Regina said everyone would want to know how much of the ticket price would be
54 going to the Library. The Board discussed the 2013 picnic and the high energy felt
55 afterwards. The committee will meet Wednesday March 12.
- 56 • Margaret talked about the design committee meeting and feedback from the 2008-
57 2009 Kau design mockups. The committee felt it was a good design to begin asking
58 for donations, with updates later depending on the campaign success. Phil said that
59 the Library owns the designs and therefore does not need an RFP for design work.

60 **Regina left the meeting at 9:30 a.m.**

- 61 • Donna talked about a webinar recommendation to start with the budget then modify
62 the design.
- 63 • The Board discussed other campaign advice and agreed to seek \$1Million in
64 donations for the project. The Board asked Phil to have the Kau firm rework the
65 design plans for an open concept and smaller size. These will be used in the
66 promotional materials. They also requested the drawings in 3D.
- 67 • Tom asked about the downstream cost of a larger addition. Phil noted that the major
68 cost would be staff and that was included in the estimates. The additional cost of
69 overhead would be minimal.
- 70 • **The Board took a break from 10:00 a.m. to 10:07 a.m. Tom left the meeting at 10:00**
71 **a.m.**
- 72 • Donna asked that donor prospect information be forwarded to her. She talked about
73 the research and database updates.
- 74 • Phil talked about his meetings and discussion for adopting a naming policy.
- 75 • Phil said it was unlikely to receive state support this year, but something might
76 happen after mid-term elections. Donna said we would not rely on state funds, but
77 the project could be “up-scaled” if we received any.
- 78 • Sue asked about parking. Phil said there were 10 spaces available on Rose Street.
- 79 • Margaret suggested Tom review the contract from Rock Island Media.

80 **NEW BUSINESS**

81 Relevant News and Issues: None.

82 Director’s Report: Phil talked about meetings with the Department of Emergency
83 Management and the OICF community hub committee. Donna asked about the status of
84 the Whole Islands Catalog. Phil talked about the Paul Allen grant for early learners,
85 possibly using a reader’s kit.

86 Phil reviewed with the Board the gift of a sterling silver tea set used for the
87 Holiday Tea with the requirement of secured storage. He said that locked storage was
88 available and it was reasonable for us to accept. The Board agreed.

89 Friends of the Library: Friends Board Member Elane Phipps said she was
90 impressed with the work the Board was doing. Today's meeting was canceled and she
91 had no additional report.

92 **REPORTS FROM ACTIVE COMMITTEES**

93 Collection Management: None.

94 Community Relations: None.

95 Facilities & Systems: Margaret mentioned spring weeding and mowing would
96 start again.

97 Finance: None.

98 Policy & Personnel:None.

99 **PUBLIC COMMENT** –None.

100 **OTHER** – None

101 There being no further action, the Meeting was adjourned at 10:44 a.m.

102 Submitted by Phil Heikkinen

103 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 March 25, 2014

5 Library Board President Rachel Newcombe called the Special Meeting to order at 8:32 a.m. on
6 March 25, 2014, in the Library Community Room. Also present were Trustees Tom Fiscus,
7 Donna Riordan, and Regina Zwilling (who arrived at 8:50); Consultant Sue Kimball and Library
8 Director Phil Heikkinen. Helen Bee and Martha Farish attended as guests.

9 President Rachel Newcombe reviewed the purpose of the meeting, which was to share updates
10 about the building project and to gather feedback from the guests on our campaign, and how to
11 interact with potential donors.

12 Discussion items included:

- 13 • Practicing asking for donations and developing information that we will share with donors.
14 • Continuing to research major donors.
15 • Suggestions from Martha and Helen, including coming to donor meetings with two or three
16 questions to building a connection (such as “How did you come to Orcas Island?”); finding out
17 what the donors are passionate about, including how they relate to the Library; send a
18 friendly, informal letter before the meeting saying that we will be calling to set up a meeting
19 within a week; offer to send a link to our video; the key is to get a meeting set up, not taking
20 the first excuse not to; make it about a half hour; if a gatekeeper says “We’ll get back to you,”
21 wait a couple of days past the point of discomfort about not hearing back; understand what
22 the person is really interested in; consider a multi-year option for donations; caring is most
23 important; offer naming options; work with a tiered gift table; right now, focus on one-to-one
24 meetings with 25 potential major donors; say “I hope you will consider a gift of ____” and wait
25 for the response, and listen to that response; be ready to offer a packet of materials, including
26 more than one version of the prospectus; get at least a pledge in hand within a couple of
27 meetings (or have an agreement to meet again soon); in meetings, review the key points of the
28 project; list matching options “as of today”; have a donor pledge card in the packet; share from
29 the heart why this project matters; practice talking about the bullet points for the purpose of
30 the expansion; be prepared to set up a future meeting and/or other exchange of information—
31 ask which they would prefer; send a thank-you immediately after the visit (thanking them for
32 the visit itself), also if/when they donate any money.
33 • Easiest for fundraising simplicity might be to set up a fund at OICF specifically for this
34 project.

35 There being no further discussion, the meeting was adjourned by the President at 10:36 a.m.

36 Submitted by Phil Heikkinen.

37 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Regular Board Meeting**

4 **April 8, 2014**

5 Library Board President Rachel Newcombe convened the meeting at 8:35 a.m. in the
6 Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret
7 Payne, Donna Riordan, and Regina Zwilling [arriving at 8:40]; Library Director Phil
8 Heikkinen and staff member Nita Couchman; and consultant Sue Kimball. Community
9 members were in attendance.

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Margaret moved the Naming
12 Policy item up to the Building Expansion Discussion section.

13 **ROUTINE MATTERS**

14 Minutes: The Board reviewed the minutes from Special Meetings on March 4, 9,
15 and 25; and the Regular Meeting on March 11. Margaret made a **MOTION** to approve
16 the minutes from the four meetings as presented, which was seconded, and the **MOTION**
17 passed unanimously.

18 Vouchers and Payroll: Regina said she had reviewed the payroll and invoices, and
19 recommends approval.

20	3/12/2014 Invoice Accounting Report	\$6,119.79
21	3/18/2014 Invoice Accounting Report	\$3,633.90
22	3/25/2014 Invoice Accounting Report	\$3,540.27
23	3/31/2014 Invoice Accounting Report	\$12,506.59
24	3/25/2014 Invoice Accounting Report (Building Fund)	\$3,375.00
25	April 2014 Payroll	\$26,163.89
26	April 2014 Payroll (Building Fund)	\$24.37

27 Regina made a **MOTION** to approve all payments from the invoice accounting reports,
28 which was seconded; and the **MOTION** passed unanimously. Regina made a **MOTION** to
29 approve the April payroll from the Building Fund, which was seconded; and the
30 **MOTION** passed unanimously. Regina made a **MOTION** to approve the regular April
31 payroll, which was seconded; and the **MOTION** passed unanimously.

32 **PUBLIC COMMENT** – None.

33 **PLANNING & PRIORITIES**

34 Library Building Expansion Discussion: Tom reviewed the timeline, and noted
35 that he will add accomplishments that had not previously been written into it.

36 Rachel invited guest Harvey Himelfarb to discuss his help in drafting the
37 proposed new Naming Policy. Harvey shared the background of his relevant experiences
38 at the UC Davis, and some of the different considerations we will have on Orcas Island.
39 This policy can help make the donation and naming process transparent and legally
40 solid. He encouraged the Board to simply ask people directly for contributions, noting

41 that it is easier for most people to ask for something on behalf of a cause or another
42 person, as compared to asking for oneself; we need not try to be sophisticated about it

43 Harvey also discussed how we could apply the policy toward procedures that
44 would list the levels of donations for appropriate areas or items related either to the
45 existing building or the new wing. He recommended forming a naming committee, which
46 would include community members, and which would make recommendations to the
47 Board regarding specific naming opportunities. It would be helpful to have the options
48 available during conversations with lead donors. [Harvey left at 9:52.]

49 Margaret made a **MOTION** to approve the Naming Policy as proposed, and Donna
50 seconded. Phil suggested that it would be helpful to have the policy in place so that
51 Rachel could begin appointing the committee. Tom noted that he would take another look
52 at the policy and make any suggestions for modifications at a future meeting. The
53 **MOTION** passed unanimously. Rachel said that she would begin working on committee
54 appointments, for example including herself, Tom, Phil, Harvey, and possibly others.

55 **The Board took a break from 10 to 10:05.**

56 The Board discussed the phone meeting that some of us had with fundraising
57 expert Nanette Pyne.

58 **NEW BUSINESS**

59 Relevant News and Issues: None.

60 Director's Report: Phil talked about meetings with the Department of Emergency
61 Management and the OICF community hub committee. Donna asked about the status of
62 the Whole Islands Catalog. Phil talked about the Paul Allen grant for early learners,
63 possibly using a reader's kit.

64 Phil reviewed with the Board the gift of a sterling silver tea set used for the
65 Holiday Tea with the requirement of secured storage. He said that locked storage was
66 available and it was reasonable for us to accept. The Board agreed.

67 Friends of the Library: Friends Board Member Elane Phipps said she was
68 impressed with the work the Board was doing. Today's meeting was canceled and she
69 had no additional report.

70 **REPORTS FROM ACTIVE COMMITTEES**

71 Collection Management: None.

72 Community Relations: None.

73 Facilities & Systems: Margaret mentioned spring weeding and mowing would
74 start again.

75 Finance: None.

76 Policy & Personnel: None.

77 **PUBLIC COMMENT** – None.

78 **OTHER** – None

79 There being no further business, the Meeting was adjourned at 10:44 a.m.

80 Submitted by Phil Heikkinen

81 Approved _____

- 44 • We can work on a limited video rollout beginning with the honorary committee,
45 video participants, staff, Friends Board members, and Library Board at an upcoming
46 reception.
47 • Tom and Phil reviewed their meeting with Bob Lundeen in Lake Oswego and plans
48 for following up.
49 • Discussion of possible future events.
50 • Future attendance at a San Juan County Council meeting, most likely one held on
51 Orcas Island.

52 4. Public Comment: there was none.

53 5. Other: none.

54 6. Adjournment: there being no further discussion, the meeting was adjourned by the
55 President at 9:50 a.m.

56 Submitted by Phil Heikkinen.

57 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting Minutes

4 April 29, 2014

- 5 1. Library Board President Rachel Newcombe called the Special Meeting to order at
6 8:32 a.m. on April 29, 2014, in the Library Community Room. Also present were
7 Trustees Tom Fiscus, Margaret Payne, and Library Director Phil Heikkinen; and a
8 community member.
- 9 2. President Rachel Newcombe reviewed the agenda, which included Additions or
10 Modifications to the Agenda, Library Building Project, and Public Comment. There
11 were no changes.
- 12 3. Library Building Project discussion items included:
- 13 • Tom and Phil's follow-up phone call with Bob Lundeen, with no further
 - 14 developments.
 - 15 • Rachel invited Phyllis Henigson to join the honorary committee.
 - 16 • We will hold a reception for the honorary committee, the video participants,
 - 17 Trustees, staff, and Friends Board members. Tom will check into the availability of
 - 18 the Grange Hall at 6 pm on May 13.
 - 19 • Review of the Rock Island Media (RIM) work on the brochure; Phil confirmed the
 - 20 arrangements.
 - 21 • Rachel and Phil met with Harvey Himelfarb about to discuss next steps for creating
 - 22 naming opportunities. Harvey suggested creation of a tribute book about the
 - 23 building project.
 - 24 • Rachel, Margaret, and Tom will attend the May 8 Susan Howlett training at the
 - 25 Parish Hall, organized by OICF.
 - 26 • Phil will continue working with RIM.
 - 27 • Rachel will send the list of pairs who will work with various potential donors.
 - 28 • Phil and Tom talked about their sense that in several if not most instances, we will
 - 29 need to build relationships with potential donors to the building project over time,
 - 30 especially those not as familiar with the Library.
 - 31 • Martin Arnold is developing the Library's website to support the building project.
 - 32 • How best to make the payment options clear? The choices will be OICF (with an
 - 33 option to be anonymous), Library District, and Friends of the Library (which is a
 - 34 501(c)(3)).
 - 35 • We will schedule donor meetings at the May 13 meeting.
- 36 4. Public Comment: Kevin Sloan discussed possible naming opportunities and the
37 importance of landscaping elements in the project.
- 38 5. Other: none.
- 39 6. Adjournment: there being no further discussion, the meeting was adjourned by the
40 President at 9:40 a.m.

41 Submitted by Phil Heikkinen.

42 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 May 13, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:31 a.m. in the Community
6 Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan,
7 and Regina Zwilling; Library Director Phil Heikkinen, Friends Treasurer Lynn Carter, and
8 community member Kathi Ciskowski.

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Board reviewed the minutes from regular and special meetings. Donna made
13 a **MOTION** to approve the minutes from the April 8 Regular Meeting minutes; Margaret seconded,
14 and the **MOTION** passed unanimously. Donna made a **MOTION** to approve the April 22 Special
15 Meeting minutes; Margaret seconded, and the **MOTION** passed unanimously. Donna made a
16 **MOTION** to approve the April 29 Special Meeting minutes; Margaret seconded, and the **MOTION**
17 passed unanimously.

18 Vouchers and Payroll: Regina said she had reviewed the payroll and invoices, and
19 recommends approval.

20	4/8/2014 Invoice Accounting Report	\$9,542.82
21	4/15/2014 Invoice Accounting Report	\$2,185.90
22	4/22/2014 Invoice Accounting Report	\$4,133.84
23	4/29/2014 Invoice Accounting Report	\$2,778.95
24	5/5/2014 Invoice Accounting Report	\$4,052.70
25	4/8/2014 Invoice Accounting Report (Building Fund)	\$525.00
26	4/22/2014 Invoice Accounting Report (Building Fund)	\$2,500.00
27	May 2014 Payroll	\$27,128.18

28 Regina made a **MOTION** to approve all payments from the General Fund invoice accounting
29 reports; Tom seconded, and the **MOTION** passed unanimously. Regina made a **MOTION** to
30 approve all payments from the Building Fund invoice accounting reports, Donna seconded; and the
31 **MOTION** passed unanimously. Donna made a **MOTION** to approve the regular May payroll; Tom
32 seconded, and the **MOTION** passed unanimously.

33 **PUBLIC COMMENT** – Lynn Carter thanked the Board for moving forward with the building
34 project.

35 **PLANNING & PRIORITIES**

36 Library Building Expansion Discussion: Discussion items included:

- 37 • Tonight’s reception at the Grange at 6 pm. This will be a social event to thank the honorary
- 38 committee, staff, and actors in the promotional video. No Library business will be conducted.
- 39 • We will continue our contacts with existing donors, and start to make contacts with potential
- 40 new donors to the project.
- 41 • The all-day Susan Howlett fundraising seminar last Thursday, which Margaret, Rachel, and
- 42 Tom attended, was very helpful. Some of the key points included to:
- 43 ○ Build relationships with donors, including uncovering matching values.
- 44 ○ Listen well.

- 45 ○ Use stories and donor profiles.
- 46 ○ Host small events around shared areas of interest.
- 47 ○ Build a circle of involvement including meeting with advisors, sharing information, and
- 48 meeting with volunteers and potential donors.
- 49 ○ Remove painful terminology around fundraising.
- 50 ○ Focus efforts on smaller groups, such as current donors, past donors, and people closely
- 51 involved with the organization—people with whom we already have relationships; and
- 52 stay in contact with them.
- 53 ○ Consider the “radical hospitality” concept, in which everyone feels welcomed,
- 54 appreciated, and understands that they have made an impact, and has a sense of
- 55 belonging and community.
- 56 ○ Ask people to do small, individual things to support the project.
- 57 ● Everyone will think of at least one salon that they can host; bring ideas to the June meeting.
- 58 ● Focus on bringing people on board.
- 59 ● Plan an event for the volunteers to make sure they are invited to get involved.
- 60 ● Upcoming *Sounder* items will include the Holly King interview, with Tony upcoming; Diane
- 61 Berreth’s letter in May, and Kathi Ciskowski’s in June.
- 62 ● Rock Island Media, after a short delay, is working on the print brochure.
- 63 ● The Naming Committee will meet and develop the list of options.
- 64 ● Website: Martin is working on posting information and developing the donation page.
- 65 ● Phil will develop the staffing and expense profile with an expanded building.
- 66 ● Preparing for and practicing conversations with community members about the expansion, our
- 67 financial planning, and our incremental design strategy.

68 **The Board took a break from 9:40 to 9:45.**

69 **NEW BUSINESS**

70 Relevant News and Issues: Donna talked about attending a planning meeting for upcoming
71 18-minute TedX talks to be recorded on Orcas Island, likely scheduled around the first week of
72 November, perhaps focused on the theme of small-island living as a microcosm of America. She
73 suggested that the role of the public library would be an excellent topic. The Board agreed, and
74 will start considering how best to be involved.

75 Director’s Report: Phil talked about the recent WLA Conference, the April 29 staff retreat
76 that included lengthy discussion about building needs, the upcoming July 4 Museum Fair at which
77 we can have a booth, raising the annual non-resident card registration fee from \$75 to \$100; and
78 the Film Festival project for students.

79 Friends of the Library: Friends Board Member Lynn Carter shared that the board is
80 starting to plan the August 9 Library Fair.

81 **REPORTS FROM ACTIVE COMMITTEES**

82 Collection Management: We continue an active weeding program, and now have few bottom
83 shelves in use.

84 Community Relations: Tom suggested that we invite Friends members to an event about
85 the building project. Phil suggested that we start thinking about community potlucks in
86 Deer Harbor, West Sound, Olga, and Doe Bay.

87 Facilities & Systems: Margaret said that the plantings look great. Donna suggested that
88 soon, as we start looking at FY2015, we start looking at maintenance items that we can
89 roll into the building project, for example energy systems.

90 Finance: None.

91 Policy & Personnel: We are working on front-desk and receiving procedures in response to
92 our recent audit recommendations.

- 93 **PUBLIC COMMENT** – Kathi Ciskowski talked about her upcoming letter to *The Sounder*. She
94 will be focusing on what the Library means to her, personally.
- 95 **OTHER** – None
- 96 There being no further business, the Meeting was adjourned at 10:25 a.m.
- 97 Submitted by Phil Heikkinen
- 98 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 **Special Board Meeting Minutes**

4 **May 27, 2014**

- 5 1. Library Board President Rachel Newcombe called the Special Meeting to order at
6 8:32 a.m. on May 27, 2014, in the Library Community Room. Also present were
7 Trustees Tom Fiscus (via telephone), Margaret Payne, and Donna Riordan;
8 Consultant Sue Kimball; and Library Director Phil Heikkinen.
- 9 2. President Rachel Newcombe reviewed the agenda, which included Introductions,
10 Additions or Modifications to the Agenda, Library Building Project, and Public
11 Comment. There were no changes.
- 12 3. Library Building Project discussion items included:
- 13 • The logo ideas that we received from Rock Island Media are interesting; however, the
14 Board felt that making a change at this time was not necessary, would require
15 significant focus, and would distract us from the building project. Phil will ask RIM
16 to put this on hold.
 - 17 • The tri-fold brochure: the Board will share further feedback via email with Phil, who
18 will communicate with RIM. Some of the feedback was that it was too busy/chaotic;
19 colors are a bit sharp/harsh; some of the text is hard to read due to lack of color
20 contrast; and we should use a different cover photo.
 - 21 • Donna and Tom attended the May 20 SJC Council meeting held on Orcas Island.
22 Donna shared an overview of the project, and said that the Council was supportive.
 - 23 • The Friends of the Library will likely not pursue the June 19 Jimmy Buffet
24 simulcast, which had been offered by Rick Hughes.
 - 25 • The new Library website design shared by Martin Arnold looks good. Phil will share
26 the color palette with RIM for use in the brochure and prospectus.
 - 27 • Attendees felt that the May 13 advance screening and reception was very successful
28 and fun.
 - 29 • Phil will work with staff on creating a lobby poster to welcome part-time residents
30 and visitors.
 - 31 • Rachel and Margaret will attend a meeting with Library volunteers on June 3, from
32 1:30 to 3 p.m. to thank them, share new information about the building project, ask
33 for feedback, and talk about how we would like to involve them in the future.
 - 34 • We will share a booth with the Friends at the July 4 and 5 Historical Days/Parade
35 events at the Village Green. Phil has reserved space with the Museum.
 - 36 • We will work on some new t-shirt ideas.
 - 37 • The Library Picnic on July 19 is scheduled tentatively from noon to 2:30 p.m.,
38 including ice cream and maybe cake; the bouncy house; music; striped aprons; and
39 the building project video.
 - 40 • Phil will draft and email to the Board a letter that we will share with prospective
41 major donors in advance of our meetings.
 - 42 • Rachel and Phil will meet with Harvey Himelfarb to develop naming options.
 - 43 • We will look into scheduling a dinner event at Christina Orchid's Red Rabbit Farm.
 - 44 • Tom reviewed our action items and timeline.
- 45 4. Public Comment: none.
- 46 5. Other: none.

47 **6.** Adjournment: there being no further discussion, the meeting was adjourned by the
48 President at 9:57 a.m.

49 Submitted by Phil Heikkinen.

50 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 June 10, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:33 a.m. in the Community
6 Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and
7 Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh, and community
8 member Sue Kimball.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Donna said she needed to leave by
11 10:15 a.m.

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the Minutes from regular and special meetings. Margaret made
14 a **MOTION** to approve the May 13 Regular Meeting Minutes; Tom seconded, and the **MOTION**
15 passed unanimously. Donna made a **MOTION** to approve the May 27 Special Meeting Minutes;
16 Margaret seconded, and the **MOTION** passed unanimously.

17 Vouchers and Payroll: Regina said she had reviewed the payroll and invoices, and
18 recommends approval.

19	5/5/2014 Invoice Accounting Report	\$4,052.70
20	5/14/2014 Invoice Accounting Report	\$10,798.49
21	5/19/2014 Invoice Accounting Report	\$2,833.06
22	5/28/2014 Invoice Accounting Report	\$3,973.13
23	6/3/2014 Invoice Accounting Report	\$6,529.44
24	6/2/2014 Invoice Accounting Report (Building Fund)	\$2,021.25
25	June 2014 Payroll	\$29,850.17

26 Regina made a **MOTION** to approve all payments from the General Fund invoice accounting reports;
27 Margaret seconded, and the **MOTION** passed unanimously. Regina made a **MOTION** to approve the
28 Building Fund invoice accounting report, Tom seconded; and the **MOTION** passed unanimously.

29 Donna made a **MOTION** to approve the June payroll; Tom seconded, and the **MOTION** passed
30 unanimously.

31 **PUBLIC COMMENT** – None.

32 **PLANNING & PRIORITIES**

33 Library Building Expansion Discussion: Discussion items included:

- 34 • Phil’s meeting with Harvey Himelfarb on the naming opportunity matrix.
- 35 • The feedback from the volunteer focus group on the prospectus.
- 36 • Edits to the video presentation.
- 37 • Prospectus edits and updates.
- 38 • Accepting credit cards for donations by spontaneous and impulse donors.
- 39 • Review the July 19 Ice Cream Social public campaign kickoff.
- 40 • Ideas for “salon” meetings with prospective donors.
- 41 • Edits to the major donor letters.
- 42 • Large size prints of the preliminary plans.

43 **NEW BUSINESS**

44 Relevant News and Issues: None.

45 New Washington State Training Requirements: Phil explained the new requirements for
46 Trustee training on the Open Public Meetings and Public Records Act and records retention. Rachel
47 and Donna had previous training with Adina Cunningham's presentation to the Board in 2012. Tom,
48 Regina and Margaret will need training. Phil said the Attorney General Office has a tutorial on
49 OPMA that will qualify for the training. They will each watch the video and note their participation
50 for the minutes in an upcoming meeting.

51 Director's Report: Phil noted the closing of the OISD School Library for remodeling. He also
52 covered the migration of the ILS software from Horizon to TLC. Other items included information on
53 a energy audit and the possibility of installing an information sign in the Village Green.

54 Friends of the Library: Tom will be the Library representative at the Friends Meeting.

55 **REPORTS FROM ACTIVE COMMITTEES**

56 Collection Management: None.

57 Community Relations: None.

58 Facilities & Systems: None.

59 Finance: None.

60 Policy & Personnel: None.

61 **PUBLIC COMMENT** – None.

62 **OTHER** – None

63 There being no further business, the Meeting was adjourned at 10:16 a.m.

64 Submitted by Mary Pugh.

65 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting Minutes

4 June 24, 2014

- 5 1. Library Board President Rachel Newcombe called the Special Meeting to order at 8:30 a.m. on June
6 24, 2014, in the Library Community Room. Also present were Trustees Tom Fiscus and Margaret
7 Payne; and Consultant Sue Kimball.
- 8 2. President Rachel Newcombe reviewed the agenda, which included Introductions, Additions or
9 Modifications to the Agenda, Library Building Project, and Public Comment. There were no
10 changes.
- 11 3. Library Building Project discussion items included:
- 12 • Details for Ice cream social on July 19th, including arranging of musical guests
 - 13 • Signing of letters for donors
 - 14 • Follow up with donor letters
 - 15 • Review of Ask meetings
 - 16 • Margaret put forth ideas about a salon series
 - 17 • Sue will contact Victoria Parker to come to the July 8th Library Board meeting
 - 18 • Rachel and Margaret to meet 6/25 to follow up on ice cream social details
- 19 4. Public Comment: none.
- 20 5. Other: none.
- 21 6. Adjournment: there being no further discussion, the meeting was adjourned by the President at 9:45
22 a.m.
- 23 Submitted by Rachel Newcombe.

24 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 July 8, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:31 a.m. in the Community
6 Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and
7 Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh, and former Library
8 Director Victoria Parker and consultant Sue Kimball.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Donna asked to talk about the ALA
11 conference and Rachel will talk about a “Best Library” award opportunity.

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the Minutes from regular and special meetings. Margaret made
14 a **MOTION** to approve the June 10 Regular Meeting Minutes; Tom seconded, and the **MOTION**
15 passed unanimously. Margaret made a **MOTION** to approve the June 24 Special Meeting Minutes;
16 Tom seconded, and the **MOTION** passed unanimously.

17 Vouchers and Payroll: Regina said she had reviewed the payroll and invoices, and
18 recommends approval.

19	6/9/2014 Invoice Accounting Report	\$11,622.73
20	6/17/2014 Invoice Accounting Report	\$1,364.71
21	6/25/2014 Invoice Accounting Report	\$3,239.31
22	6/2/2014 Invoice Accounting Report (Building Fund)	\$511.36
23	July 2014 Payroll	\$29,101.80

24 Regina made a **MOTION** to approve all payments from the General Fund invoice accounting reports;
25 Donna seconded, and the **MOTION** passed unanimously. Regina made a **MOTION** to approve the
26 Building Fund invoice accounting report, Tom seconded; and the **MOTION** passed unanimously.

27 Regina made a **MOTION** to approve the July 2014 payroll; Donna seconded, and the **MOTION**
28 passed unanimously.

29 **PUBLIC COMMENT** – None.

30 **PLANNING & PRIORITIES**

31 Library Building Expansion Discussion: The Board asked former Library Director Victoria
32 Parker to give her impressions of the project to date and offer advice. Discussion items included:

- 33 • Update website with project information ASAP.
- 34 • Have current information on website, ie. updated Technology Plan.
- 35 • The original building project had three community committees: finance, building design, and
36 fund raising programs. However, the Library Board kept leadership of the project
- 37 • The building committee looked at service and needs, anticipating future needs.
- 38 • The Director was the owner’s representative in all phases of the project.
- 39 • Victoria said the Library had a perceived insiders group, with a “come to us” attitude. She said
40 they worked very hard to go out into the community with focus groups and presentations.
- 41 • Make sure the staff is on board and ready to be spokespersons.
- 42 • They had a two to two-one-half years project calendar.
- 43 • She said the original project was anticipated to need an addition.

- 44 • The building committee and PLA design fundamentals originally had a 12,000 square foot
45 recommendation.
46 • She called the Board “Stewards of the future.”
47 • List all financial and “in-kind” donors.
48 • The finance committee had a pie chart showing the shared commitment throughout the
49 community. The project was a true collaborative.
50 • Also used a jigsaw puzzle graphic to represent all participants, is. LSTA Grant, Friends, large
51 donors, small donors, and in-kind donors.

52 Phil discussed salon events and how Library programs are free events. The Board discussed
53 different ways to work as separate supporters. Donna will discuss with the Friends how they might
54 help sponsor events. Tom will update the calendar; Donna suggested a teen user interview, saying
55 Sky Bear Aguilar would be a good subject.

56 **The Board took a break from 9:51 a.m. to 9:56 a.m.**

57 Each Trustee is developing a fundraising salon, and gave updates on their projects. Phil updated
58 the Board on the website activation, pledge envelopes, naming opportunities.

59 **Regina left the meeting at 10:22 a.m.**

60 ALA Conference Update: Donna relayed her experiences at ALA; her overall impression is that
61 OIPL is doing so many things right. She would like to find a way to bring more programming into the
62 Library, with lectures and discussion groups.

63 Best Library Award Application: Rachel suggested we look into submitting an entry.

64 **NEW BUSINESS**

65 Relevant News and Issues: None.

66 New Washington State Training Requirements: Phil and Mary discussed the definition of a
67 record and how a records request might impact the Trustees. Mary will send out the web links.

68 Director’s Report: Phil discussed the Small and Rural Libraries Conference is in Tacoma,
69 September 4-7; Final tee shirt design and ordering.

70 Friends of the Library: Donna will be the Library representative at the Friends Meeting.

71 **REPORTS FROM ACTIVE COMMITTEES**

72 Collection Management: None.

73 Community Relations: None.

74 Facilities & Systems: None.

75 Finance: None.

76 Policy & Personnel: Phil had a draft of the procedures for cash, mail, and shipment handling
77 as requested by the State Auditor. He has also added more detail to the credit card policy regarding
78 travel.

79 **PUBLIC COMMENT** – None.

80 **OTHER** – None

81 There being no further business, the Meeting was adjourned at 10:50 a.m.

82 Submitted by Mary Pugh.

83 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting Minutes

4 July 22, 2014

- 5 1. Library Board President Rachel Newcombe called the Special Meeting to order at 8:30 a.m. on
6 July 22, 2014, at the Port of Orcas Conference Room. Also present were Trustees Tom Fiscus,
7 Margaret Payne, and Donna **Riordan**; staff member Mary Pugh; and Consultant Sue Kimball.
- 8 2. President Rachel Newcombe reviewed the agenda, which included Introductions, Additions or
9 Modifications to the Agenda, Library Building Project, and Public Comment. There were no
10 changes.
- 11 3. Library Building Project discussion items included:
- 12 • Review of the Ice cream social on July 19th
 - 13 • Use remaining ice cream at Library Fair with building fund donation jar; coordinate with
14 Friends
 - 15 • Decision to use Carla Stanley’s design of a fundraising thermometer
 - 16 • Finalize design of donation envelope; coordinate with Friends
 - 17 • Rollout of website ASAP
 - 18 • Use of promotional and donation material at all Library functions
 - 19 • Who responds to online comments
 - 20 • Acknowledgement of significant donations
 - 21 • Update donor spreadsheet
 - 22 • New round of donor parings and letters
 - 23 • Postpone Red Rabbit Farms’ dinner event until Fall
 - 24 • FOTL will help facilitate and fund startup costs for events; develop reimbursement
25 procedures
 - 26 • Review comments from Ice Cream Social
 - 27 • Further develop legacy gift program
 - 28 • Update Congressman Ranker and Council Member Hughes on progress
 - 29 • Setup building expansion donation jar inside Library
 - 30 • Look into having face painting at Library Fair
- 31 4. Public Comment: none.
- 32 5. Other: none.
- 33 6. Adjournment: there being no further discussion, the meeting was adjourned by the President
34 at 9:54 a.m.

35 Submitted by Mary Pugh.

36 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 August 12, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:35 a.m. in the Community
6 Room of the Library. Also attending were Trustees Margaret Payne, Donna Riordan, and Regina
7 Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh, and consultant Sue Kimball.
8 Trustee Tom Fiscus arrived at 8:38 a.m.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel moved the budget discussion
11 before the building expansion discussion.

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the Minutes from regular and special meetings. Donna made a
14 **MOTION** to approve the July 8 Regular Meeting Minutes; Regina seconded, and the **MOTION**
15 passed unanimously. Donna made a **MOTION** to approve the July 22 Special Meeting Minutes;
16 Margaret seconded, and the **MOTION** passed unanimously.

17 Vouchers and Payroll: Regina said she had reviewed the payroll and invoices, and
18 recommends approval.

19	7/1/2014 Invoice Accounting Report	\$2,598.82
20	7/8/2014 Invoice Accounting Report	\$2,912.21
21	7/14/2014 Invoice Accounting Report	\$2,391.14
22	7/22/2014 Invoice Accounting Report	\$5,151.73
23	7/28/2014 Invoice Accounting Report	\$405.60
24	7/7/2014 Invoice Accounting Report (Bldg Fund)	\$124.86
25	7/22/2014 Invoice Accounting Report (Bldg Fund)	\$222.91
26		
27	August 2014 Payroll	\$27,794.82

28 Regina made a **MOTION** to approve all payments from the General Fund invoice accounting reports;
29 Margaret seconded, and the **MOTION** passed unanimously. Regina made a **MOTION** to approve the
30 Building Fund invoice accounting report, Margaret seconded; and the **MOTION** passed
31 unanimously.

32 Regina made a **MOTION** to approve the August 2014 payroll; Margaret seconded, and the
33 **MOTION** passed unanimously.

34 **PUBLIC COMMENT** – None.

35 **TOM FISCUS ARRIVED AT 8:38 a.m.**

36 **PLANNING & PRIORITIES**

37 2014 Draft Budgets: General Fund: Regina and Phil presented the draft of the 2015 General
38 Fund Budget noting a 2.2% COLA and 2% standard increase. Donna questioned the personnel cost
39 increase and Phil said the COLA begins January 1 whereas the standard increase is based on
40 anniversary date, which for half of the staff is in September or November. The Board discussed new
41 construction revenues and tax reserves, training, Sunday schedule rotation, a paid intern position,
42 travel, professional services, collection spending and management, and the need for additional staff.
43 The Board reached a consensus on using the 2.2% COLA and 2% standard increase for 2015.
44 Margaret, Donna and Rachel talked about having Phil working desk shifts in the midst of a building

45 project. It was agreed that the Director's time would be better spent for managing the project. The
46 Board requested a proposal to add a part-time staff person who would cover desk shifts. Phil will
47 have information for the September meeting. Donna suggested that some maintenance expenses could
48 be delayed and addressed at the time of construction.

49 Building Fund: Phil noted the addition of account numbers (BARS) to further refine the
50 expense categories. The Board asked about the donation estimates, reserves, professional services,
51 and the new BARS.

52 **The Board took a break from 9:41 a.m. to 9:45 a.m.**

53 Library Building Expansion Discussion: OICF Discussion: Donna reviewed her meeting the
54 Hilary Canty, Executive Director of OICF. They had discussed optional revenue vehicles including
55 stock transfers and transfer of real property. Phil said he would review the pledge sheet to see if an
56 additional "Other" category could be added.

57 Margaret went over her meeting with Bob Maynard and Gordon Walker about the building
58 design and how they might help. She suggested a more defined and finished daylight basement and
59 showed an example from the architects, estimating an additional \$500,000. It was agreed that it could
60 solve several issues, but the additional cost was a concern. Margaret said it could be unfinished until
61 additional funding was received, noting that it was unfeasible to add it after construction. Donna
62 expressed her concern of the jump in project cost from 1.3 to 1.8 million and would like to see a
63 firmer construction cost estimate.

64 **Regina left the meeting at 10:20 a.m.**

65 Additional discussion items included:

- 66 • Upcoming interviews.
67 • A second round of letters.

68 **NEW BUSINESS**

69 Relevant News and Issues: None.

70 Director's Report: Phil's report was noted.

71 Friends of the Library: There will be no August Friends meeting.

72 **REPORTS FROM ACTIVE COMMITTEES**

73 Collection Management: None.

74 Community Relations: None.

75 Facilities & Systems: None.

76 Finance: None.

77 Policy & Personnel: Rachel would like to start the Trustee recruitment process for her
78 replacement.

79 **PUBLIC COMMENT** – None.

80 **OTHER** – None

81 There being no further business, the Meeting was adjourned at 10:50 a.m.

82 Submitted by Mary Pugh.

83 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting Minutes

4 August 26, 2014

5 Library Board President Rachel Newcombe called the Special Meeting to order at 8:30 a.m.
6 on July 22, 2014, in the Library Conference Room. Also present were Trustees Tom Fiscus,
7 Margaret Payne, and Donna **Riordan**; staff member Mary Pugh; and Consultant Sue Kimball.
8 Guests Margie Doyle and JoEllen Moldoff.

9 Additions or Modifications to the Agenda: There were no changes.

10 Library Building Project: Discussion items included:

- 11 • Review of Donor meeting. Some will not be as interested in the building design as much as
- 12 what the Library is doing and who are we serving.
- 13 • Bring passion to meetings; why it matters to you.
- 14 • Hosting a dinner or cocktail hour.
- 15 • Revise ask letter.
- 16 • Include naming opportunities in packets.
- 17 • Have more packets made up.
- 18 • Use of Library email address.
- 19 • Timing of the bulk mailing.
- 20 • Keep up momentum.
- 21 • Build enthusiasm.
- 22 • Bring school administration, teachers, and student into events.
- 23 • JoEllen suggested bringing children in by utilizing a poster project.
- 24 • Communicate to the public the updated scope and cost of the project.
- 25 • Develop a Board “Challenge” campaign.
- 26 • Donna will attend the upcoming School Board meeting.
- 27 • Rachel will develop a new donor letter and the Board “Challenge” letter.
- 28 • Tom will work on a status update press release

29 Public Comment: none.

30 Other: none.

31 Adjournment: there being no further discussion, the meeting was adjourned by the
32 President at 9:56 a.m.

33 Submitted by Mary Pugh.

34 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 September 9, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:30 a.m. in the Community
6 Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and
7 Regina Zwilling; Library Director Phil Heikkinen and staff member Mary Pugh.

8 **WELCOME & INTRODUCTIONS** – Rachel welcomed Regina back and the Board gave
9 congratulations on the birth of her daughter.

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel added Trustee Recruitment to
11 New Business.

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the Minutes from regular and special meetings. Donna made a
14 **MOTION** to approve the August 12 Regular Meeting Minutes; Tom seconded, and the **MOTION**
15 passed unanimously. Donna made a **MOTION** to approve the August 26 Special Meeting Minutes;
16 Regina seconded, and the **MOTION** passed unanimously.

17 Vouchers and Payroll: Donna said she had reviewed the payroll and invoices, noting the
18 annual property and liability insurance renewals. She recommends approval of all items processed.

19	8/6/2014 Invoice Accounting Report	\$7,195.14
20	8/13/2014 Invoice Accounting Report	\$12,218.67
21	8/18/2014 Invoice Accounting Report	\$2,458.40
22	8/26/2014 Invoice Accounting Report	\$3,201.56
23	8/6/2014 Invoice Accounting Report (Bldg Fund)	\$3,522.43
24	8/13/2014 Invoice Accounting Report (Bldg Fund)	\$1,240.02
25	8/20/2014 Invoice Accounting Report (Bldg Fund)	\$330.87
26		
27	September 2014 Payroll	\$29,855.00

28 Donna made a **MOTION** to approve the September 2014 payroll; Margaret seconded, and the
29 **MOTION** passed unanimously.

30 Donna made a **MOTION** to approve the August Building Fund invoice accounting reports totaling
31 \$5093.32. Regina seconded, and the **MOTION** passed unanimously. Donna made a **MOTION** to
32 approve all payments from the August General Fund invoice accounting reports totaling \$25,073.77;
33 Regina seconded, and the **MOTION** passed unanimously

34 **PUBLIC COMMENT** – None.

35 **PLANNING & PRIORITIES**

36 2014 Draft Budgets: General Fund: Phil presented the revised 2015 budget with changes
37 based on Board recommendations at the August meeting. Changes to payroll, consultant, and travel
38 were made. Phil said he updated the narrative, which will be shared during the public hearing at the
39 October meeting. The Board discussed the cost and benefits of an additional part-time support staff
40 person. They requested Phil to begin the process with the start date of December or January, noting
41 the time demands on the Director in the coming months.

42 Donna discussed with the Board the large transfer from reserves into the 2015 budget and the
43 options to increase revenue or reduce expenses. She said the Library has been operating a lean budget
44 and take a look to find additional cuts. Phil said a volunteer could be used for some maintenance

45 expenses. However, salary and benefits are the largest percentage of the budget. Phil said increasing
46 revenues from an annual fundraising campaign would be tricky while fundraising for a building
47 expansion. Donna noted that the building expansion has its own budget and is not cutting into
48 operating expenses. She said that expenses have outpaced revenue increases for a while.

49 Building Fund: There are no changes to the draft from the August meeting. Account numbers
50 (BARS) will be updated to further refine the expense categories.

51 Library Building Expansion Discussion: The Board discussed the fundraising thermometer,
52 cost per square foot estimates, and donor information.

53 Margaret talked about the feasibility of incorporating a lower level into the design. It could be
54 added as a 'phase 2' plan. She noted it makes more sense to plan 10 or 15 years out. This "park
55 level" addition could have 2000 square feet of flexible space. Donna is worried about project creep
56 and transparency with the community about the cost. Rachel noted that the public might distrust the
57 project if amounts kept changing. Margaret said it could not be done without major donor support, but
58 should be presented to the public as an option.

59 Regina talked about two different types of users, electronic versus books. The community
60 will want to know how the Library will adapt and manage more digital content, and whether we need
61 more space if we go with digital. She said the Board should give an exciting vision and lead with the
62 vision.

63 Donna suggested preparing the community; it is a tough question and answering it can take a
64 massive amount of time. She said it might be possible to build the infrastructure for later. Tom said
65 there is the option to just build at grade level. Regina said the Library could receive public comment
66 while moving forward; but to cut off at some point and decide. Donna suggested raising the \$1.3
67 million with the public on board and asking the state for the additional cost. Tom agreed with asking
68 the state to fund the park level. Regina felt the donors would respond to an exciting vision and a small
69 number of donors would suffice.

70 **The Board took a break from 9:43 a.m. to 9:48 a.m.**

71 Rachel said she received advice to "not be shy" and to ask for a dollar amount. Donna felt it
72 would be confusing to develop plans for a park level before reaching the goal. Margaret said it was
73 important to respond to current and future needs. Rachel suggested asking Gordon Walker and David
74 Kau to help with a design; Margaret agreed that multiple designs would send a confusing message.

75 The Board discussed an upcoming event at Rosario, the community broadcast mailing, a
76 guest editorial in the paper, a Medina Foundation application, and naming opportunities.

77 **NEW BUSINESS**

78 Relevant News and Issues: None.

79 **Regina left the meeting at 10:17 a.m.**

80 Director's Report: Phil's report was noted. Discussion items were YMCA summer visits,
81 public school library, Sky Bear's article in the Sounder, and "Ask Orcas" online and in-person
82 community hub services.

83 The Board and Phil discussed the request by members of the Jehovah Witnesses to, once a
84 week, have display materials on a study table. Discussion included freedom of information and ideas,
85 religious and political materials, the meeting room as a more appropriate space, and active patron
86 engagement. Rachel would like information from ALA and a review of Library policy.

87 Friends of the Library: The Friends annual meeting will be September 21 with Tom Welch as
88 the speaker.

89 **Rachel left the meeting at 10:50 a.m.**

90 **REPORTS FROM ACTIVE COMMITTEES**

91 Collection Management: None.

92 Community Relations: None.

93 Facilities & Systems: Margaret asked about the progress on roof gutter repair.

94 Finance: Donna noted some expenses above par for the month.

95 Policy & Personnel:

96 **PUBLIC COMMENT** – None.

97 **OTHER** – None

98 There being no further business, the Meeting was adjourned at 10:56 a.m.

99 Submitted by Mary Pugh.

100 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting Minutes

4 September 23, 2014

5 Library Board President Rachel Newcombe called the Special Meeting to order at 8:31 a.m.
6 on September 23, 2014, in the Library Conference Room. Also present were Trustees Tom Fiscus,
7 Margaret Payne, and Donna **Riordan**; Library Director Phil Heikkinen and staff member Mary
8 Pugh.

9 Additions or Modifications to the Agenda: There were no changes.

10 Library Building Project: Discussion items included:

- 11 • Postpone the meet and greet reception at Rosario.
- 12 • JoEllen Moldoff's art exhibit and reception that will benefit the building project on
13 October 8 at Mia's Restaurant.
- 14 • Follow-up with the Warren Foundation, Heningson estate, Win Rhodes, Fred Whitridge.
- 15 • Project fundraising thermometer.
- 16 • Mary's discussion with former Library Trustee Audrey Stupke.
- 17 • Review draft letters.
- 18 • Letter of intent to the Medina Foundation.
- 19 • Formalizing the naming committee, response by October 12 meeting. Donation amounts
20 for naming opportunities.
- 21 • Application for economic development funds from San Juan County.
- 22 • Trustee recruitment.
- 23 • Guest opinion or letter in the Sounder for trustee recruitment

24 Public Comment: none.

25 Other: none.

26 Adjournment: there being no further discussion, the meeting was adjourned by the
27 President at 10:10 a.m.

28 Submitted by Mary Pugh.

29 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting and Budget Hearing

4 October 14, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:34 a.m. in the Community
6 Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, and Regina
7 Zwilling; Donna Riordan attended via telephone from 8:50 to 10:30. Library Director Phil Heikkinen
8 also attended. Guest Michael Riordan attended for a portion of the meeting.

9 **WELCOME & INTRODUCTIONS** – Rachel welcomed everyone and noted that Donna hoped to
10 join us by 8:45.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Phil noted that Donna had asked that,
12 in New Business, the description Possible Lecture Series be changed to Possible New Programming.
13 Rachel moved this agenda item up to allow our guest to leave the meeting earlier.

14 **ROUTINE MATTERS**

15 Minutes: The Board reviewed the Minutes from regular and special meetings. Tom made a
16 **MOTION** to approve the September 9 Regular Meeting Minutes; Regina seconded, and the
17 **MOTION** passed unanimously. Regina made a **MOTION** to approve the September 23 Special
18 Meeting Minutes; Tom seconded, and the **MOTION** passed unanimously.

19 Vouchers and Payroll: Regina said she had reviewed the payroll and invoices for the General
20 Fund and Building Fund. She recommends approval of all items processed. She noted that the
21 signature page did not include the 9/29/2014 Invoicing Accounting Report totaling \$1,174.48; Phil
22 said that he and Mary Pugh would make the correction, possibly by adding it to the November
23 signature page. In the meantime, the Trustees initialed the 9/29/2014 Invoice Accounting Report
24 itself.

25	9/3/2014 Invoice Accounting Report	\$4,322.46
26	9/9/2014 Invoice Accounting Report	\$5,000.00
27	9/17/2014 Invoice Accounting Report	\$2,208.77
28	9/24/2014 Invoice Accounting Report	\$3,376.19
29	9/29/2014 Invoice Accounting Report	\$1,174.48
30	5/21/2014 Invoice Accounting Report (Bldg Fund)	\$120.00
31	9/3/2014 Invoice Accounting Report (Bldg Fund)	\$674.80
32	9/10/2014 Invoice Accounting Report (Bldg Fund)	\$1,170.10
33	9/17/2014 Invoice Accounting Report (Bldg Fund)	\$398.00
34	October 2014 Payroll	\$27,564.28

35 Margaret made a **MOTION** to approve the September Building Fund invoice accounting reports
36 totaling \$2,362.90; Tom seconded. Margaret and Rachel noted that we were being careful with
37 expenses related to the building project. The **MOTION** passed unanimously.

38 Regina made a **MOTION** to approve all payments from the September General Fund invoice
39 accounting reports totaling \$14,907.42; plus the 9/29/2014 Invoice Accounting Report in the amount
40 of \$1,174.48; Rachel seconded, and the **MOTION** passed unanimously

41 Regina made a **MOTION** to approve the October 2014 payroll totaling \$27,564.28; Margaret
42 seconded, and the **MOTION** passed unanimously.

43 **FY 2015 BUDGET DISCUSSION WITH PUBLIC TESTIMONY**–

44 2015 General Fund Budget: There are no changes from the draft presented at last month’s
45 meeting. The Board noted that people seem confident in the Library’s budget performance. Margaret

46 noted the landscaping report from Pierrette Guimond, who has saved Library funds for several years.
47 Regina asked about whether the Library plantings are safe for bees; and Margaret said she would
48 research this.

49 **Donna Riordan joined the meeting by phone at 8:50.**

50 Phil talked about a possible change to the COLA by the time of the November meeting, when he
51 would make adjustments if necessary, per Library policy. Also, he discussed timing for a new hire in
52 the Support Staff position.

53 Guest Michael Riordan joined the meeting at 8:55.

54 2015 Building Fund Budget: There was no discussion.

55 **PLANNING & PRIORITIES**

56 Possible New Programming (moved up from New Business): At Rachel's invitation, guest
57 Michael Riordan discussed his proposal for a new series of lectures, seminars, and discussions,
58 suggesting the name "Orcas Currents Learning Series on Science, Technology, and Culture."
59 Elements could involve a volunteer committee; free lectures and other programs; some Library
60 expenses related to the presenters' on-island costs; varying venues depending on anticipated
61 attendance; and making sure to appeal to young people. Further discussion included such items as
62 how to treat the Culture component; whether to incorporate other Library programs within this series
63 or standalone; including the word Library somewhere in the title as part of the branding for the series;
64 making sure we reduce any potential for tension with the existing Orcas Crossroads lecture series; the
65 composition of the committee, for example making sure to represent young people's interests when
66 choosing topics and organizing the programs; whether the Board has enough time to focus on this in
67 light of the building expansion project priority; and how to publicize it, for example through our
68 planned email newsletter, and communicating directly to the schools. Michael, Phil, and others will
69 develop a presentation for the December 9 meeting to address the initial description, philosophy,
70 composition of the committee, and other items. Michael Riordan left the meeting.

71 Trustee Recruitment: The Board discussed skill set; timeframe for accepting applications;
72 beginning interviews with the two existing applicants. Some of the ideal qualities would include
73 development/fundraising experience, understanding the place of libraries in a digital age; having
74 enough time and energy to work on the expansion project; having a team approach; a strong vision for
75 the role of our library in our community; and ability to articulate important issues, for example our
76 budget and need for a levy lid lift within a few years. Phil will place another notice in *Orcas Issues*
77 and *The Islands Sounder* inviting further applications; Margaret and Tom will contact and interview
78 the two current applicants; and Margaret asked for input on interview questions.

79 Library Building Expansion: The Board discussed recent donations; the October 29 meeting
80 of former trustees, making sure to solicit their input about fundraising and to ask for their help in
81 broadening our circle of contacts. Margaret and Donna can attend; Regina possibly; and not Rachel
82 and Tom. Regarding donations from former trustees, the Board formed the idea of inviting a 2-to-1
83 match to donations from current Trustees. Also, we will approach OICF's anonymous donor with a
84 proposal to match a second \$25,000 raised by current and former trustees. Phil will ask Gordon
85 Walker and David Kau whether they will be able to share some new design ideas by the November 11
86 meeting. We will develop budget proposals for the State and County. Regina, Margaret, Phil, and
87 staff will discuss content and format for the upcoming Library email newsletter, including the
88 possibility of offering a single newsletter or multiple single-focus options.

89 **Donna (by phone) left the meeting at 10:30 a.m.**

90

91 **NEW BUSINESS**

92 Relevant News and Issues: None.

93 Director's Report: Phil's written report was noted. Phil talked about his attempt to restore a
94 regular Chess Club schedule, with OIPRD (Orcas Island Park and Recreation Department) as a
95 partner.

96 Friends of the Library: No Friends Board member was present. Tom said he would try to
97 attend today's 3:30 p.m. Friends Board meeting.

98 **REPORTS FROM ACTIVE COMMITTEES**

99 Collection Management: None.

100 Community Relations: None.

101 Facilities & Systems: None.

102 Finance: None.

103 Policy & Personnel: Rachel asked for an update on the Jehovah's Witnesses using the Library
104 for distributing free books and other literature; Phil said that they had reserved the meeting room on
105 one day last month, but had not returned yet. Rachel shared her conversation with an ALA staff
106 member about appropriate use of library space; and the consensus was that the meeting room was the
107 best choice, due to space constraints and making sure the Library was not seen as advocating for any
108 particular groups.

109 **PUBLIC COMMENT** – None.

110 **OTHER** – None

111 There being no further business, the Meeting was adjourned at 10:38 a.m.

112 Submitted by Phil Heikkinen.

113 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting Minutes

4 October 7, 2014

5 Library Board President Rachel Newcombe called the Special Meeting to order at 8:35 a.m. on
6 October 7, 2014, in the Library Meeting Room. Also present were Trustees Tom Fiscus, Margaret
7 Payne, and Regina Zwilling. Trustee Donna Riordan attended the meeting via telephone; Library
8 Director Phil Heikkinen was also present.

9 Additions or Modifications to the Agenda: There were no changes.

10 Library Building Project: Discussion items included:

- 11 • Phil reviewed the 90-minute phone call he and Mary Pugh had with consultant Karla
12 Kurtz, following up a webinar that Mary attended. She emphasized the importance of
13 developing and maintaining relationships with potential donors. Start with an inner circle
14 of Trustees, Friends of the Library, and volunteers.
- 15 • The October 29 meeting with former trustees: we will ask them to reach out to others they
16 know who might be potential donors.
- 17 • October 8 art opening at Mia's: JoEllen Moldoff, Michelle Reed, and B.J. Arnold will
18 donate a portion of sales to the building project. We will have packets available.
- 19 • We will ask potential major donors to consider hosting small events for other potential
20 major donors.
- 21 • Our main message is to ask people to help us open doors.
- 22 • We will have an event for the honorary Committee at 9 a.m. on November 12.
- 23 • When meeting with groups or individuals for the first time, we will nurture a sense of
24 passion about the project.
- 25 • On October 29, Margaret, Donna, Phil, and possibly Regina will attend.
- 26 • Rachel will check with Kevin Ranker about the timeframe for submitting a capital budget
27 request to the State.
- 28 • Rachel, Donna, and Phil will work on a grant application to San Juan County.
- 29 • Rachel will send former trustees an invitation to the October 29 meeting.
- 30 • Rachel, Tom, and Donna will work on a grant request to the Medina Foundation.
- 31 • Upcoming Library Board meetings: October 8 and November 11.
- 32 • We will work on using the Library's email contacts with library users to send out
33 information about programs, events, and the building project. Margaret, Tom, Phil, and
34 Library staff will work on it.

35
36 Adjournment: there being no further discussion, the meeting was adjourned by the President at
37 9:35 a.m.

38 Submitted by Phil Heikkinen

39 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Special Board Meeting Minutes

4 October 28, 2014

5 Library Board Vice-President Donna Riordan called the Special Meeting to order at 8:34 a.m. on October
6 28, 2014, in the Library Meeting Room. Also present were Trustees Tom Fiscus and Margaret Payne.
7 President Rachel Newcombe attended the meeting via telephone; Library Director Phil Heikkinen was also
8 present.

9 Additions or Modifications to the Agenda: Rachel and Donna reviewed the agenda. There were no changes.

10 Library Building Project:

- 11 • Tom said he is waiting for details on proceeds from the Henigson trust gift to the Friends.
- 12 • Tom suggested that we check in with San Juan County on any possible site-related issues for a building
- 13 expansion. Phil will follow up with San Juan County and others.
- 14 • Phil will continue looking into a possible phone meeting with Reps. Lytton and Morris.
- 15 • Rachel is following up on invitations to the November 12 meeting of the Honorary Committee.
- 16 • Rachel and Phil will work on a grant application to the County, due early in 2015.
- 17 • Donna will finalize a draft narrative for the Washington Women’s Foundation grant, due this Friday;
- 18 Phil will submit.
- 19 • Rachel is working on a Medina Foundation grant, with a December 1 target.
- 20 • Phil will contact Bob Lundeen before the November 11 meeting.
- 21 • Attendees discussed the status of various donations and pledges.
- 22 • The Friends will follow up on a possible OICF Holiday Gift Catalog entry.
- 23 • At tomorrow’s meeting of former trustees, we will ask for help in extending our circles of potential
- 24 donors; also, we will share an update, talk about our personal commitments, and ask for their feedback.
- 25 We will follow up with a letter, including to those who can’t attend the meeting. Audrey Stupke is
- 26 coming in today to review. We discussed ideas for inviting commitments from former trustees.
- 27 • We have received some responses from members of the Honorary Committee about attending the
- 28 November 12 meeting, from 9 to 11 a.m. We will have an approach similar to that planned with the
- 29 former trustees.

30 **Rachel left the meeting at 9:35.**

- 31 • We reviewed the latest ideas shared by David Kau, with help from Gordon Walker, including a much-
- 32 enhanced version of the Library Park level.
- 33 • We discussed how best to reach people, including the planned email newsletter. Mary Pugh, Regina,
- 34 Tony Ghazel, Martin Arnold, and Phil will test before the Holiday Tea. We will also explore other
- 35 means of sharing information.

36 Adjournment: there being no further discussion, the meeting was adjourned by the Vice-President at 10:02
37 a.m.

38 Submitted by Phil Heikkinen

39 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting and Budget Hearing

4 November 11, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:33 a.m. in the Community
6 Room of the Library. Also attending were Trustees Tom Fiscus, Margaret Payne, Donna Riordan, and
7 Regina Zwilling. Library Director Phil Heikkinen, staff member Mary Pugh, and Friends Treasurer
8 Lynn Carter also attended. Guest Michael Riordan attended for a portion of the meeting.

9 **WELCOME & INTRODUCTIONS** – Rachel welcomed everyone. Donna remarked the Veteran’s
10 Day holiday and thanked Trustee Tom Fiscus for his service.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel added an update from
12 Michael Riordan after the budget discussions and the annual review of the Director to New Business.

13 **ROUTINE MATTERS**

14 Minutes: The Board reviewed the Minutes from regular and special meetings. Donna made a
15 **MOTION** to approve the October 7 Special Meeting Minutes; Tom seconded, and the **MOTION**
16 passed unanimously. Tom made a **MOTION** to approve the October 14 Regular Meeting Minutes;
17 Regina seconded, and the **MOTION** passed unanimously. Margaret made a **MOTION** to approve the
18 October 28 Special Meeting Minutes; Tom seconded, and the **MOTION** passed unanimously.

19 Vouchers and Payroll: Donna said she had reviewed the payroll and invoices for the General
20 Fund and Building Fund. She recommends approval of all items processed.

21	10/8/2014 Invoice Accounting Report	\$6,884.07
22	10/15/2014 Invoice Accounting Report	\$4,669.17
23	10/22/2014 Invoice Accounting Report	\$3,973.07
24	10/28/2014 Invoice Accounting Report	\$9,228.99
25	10/16/2014 Invoice Accounting Report (Bldg Fund)	\$11.35
26	10/22/2014 Invoice Accounting Report (Bldg Fund)	\$227.49
27	November 2014 Payroll	\$28,627.13

28 Donna made a **MOTION** to approve the October Building Fund invoice accounting reports totaling
29 \$238.84; Margaret seconded and the **MOTION** passed unanimously.

30 Donna made a **MOTION** to approve all payments from the October General Fund invoice accounting
31 reports totaling \$24,755.30; Regina seconded, and the **MOTION** passed unanimously

32 Donna made a **MOTION** to approve the November 2014 payroll totaling \$28,627.13; Tom seconded,
33 and the **MOTION** passed unanimously.

34 **FY 2015 BUDGET APPROVALS** –

35 2015 General Fund Budget: Regina read Resolution 1-2014 Adopting the Tax Levy for 2015.
36 Regina made a **MOTION** to adopt Resolution 1-2014; Donna seconded and the **MOTION** passed
37 unanimously. The Board discussed the recent disclosure that a tax levy by the San Juan County Parks
38 and Recreation District for incorrectly funded by the Assessor’s Office.

39 Regina presented Resolution 2-2014 Adopting 2015 General Fund Budget. A correction was
40 made to the date of the public hearing on October 14, 2014. There were no other additions or changes.
41 Regina made a **MOTION** to adopt Resolution 2-2014; Tom seconded and the **MOTION** passed
42 unanimously.

43 Regina presented Resolution 3-2014 Adopting the Building Fund Budget for 2015. Regina
44 made a **MOTION** to adopt Resolution 3-2014; Donna seconded and the **MOTION** passed
45 unanimously.

46 **PLANNING & PRIORITIES**

47 Possible New Programming: Michael Riordan discussed additional information on the series.
48 The Board expressed their desire to support the series within the current budget and staff levels. It
49 was stressed that any Library sponsorship would have to include free and open admission to any
50 event.

51 Trustee Recruitment: Margaret and Tom will conduct applicant interviews before the
52 November 25 meeting. It is the Board's desire to have a recommendation to submit to the County
53 Council by the December 9 meeting.

54 **The Board took a break from 9:21 to 9:25 a.m.**

55 Library Building Expansion: Margaret and Donna reviewed the October 29 meeting with
56 former Library Trustees. It was recommended that the project be expanded to meet more needs and
57 not focus on reducing the size. The atrium design is wonderful and will create excitement in the
58 community and among major donors. The Board agreed on a \$2.2 million project based on revised
59 cost estimates and square footage. Rachel has the letter to Kevin Ranker ready for mailing. The Board
60 worked on the letter campaign, public mailing, grant applications, new resident information packet
61 brochure, and updating the preliminary design documents. The Board and Phil discussed whether it
62 was time to commit to a design. Mary recommended having a public comment period on the design.
63 Donna asked for that to be added to the December meeting agenda. Phil said that he would update the
64 prospectus files to include the latest edits.

65 **Regina left the meeting at 10:42 a.m.**

66 **NEW BUSINESS**

67 Relevant News and Issues: Donna reviewed the TedX program she attended, hosted by the
68 Outlook Inn.

69 **Rachel left the meeting at 10:53 a.m.**

70 Director's Report: Phil's written report was noted; commenting on a water leak, email
71 newsletter test, and *Boopsie*. Donna asked about Phil's involvement with WLA-PNLA and how it
72 would affect his time commitment with the building project.

73 Friends of the Library: Friends Treasurer Lynn Carter talked about the December 6 Holiday
74 Tea, the year-end membership drive, the Winter Booksale, and future fundraising events.

75 **REPORTS FROM ACTIVE COMMITTEES**

76 Collection Management: None.

77 Community Relations: None.

78 Facilities & Systems: None.

79 Finance: Phil reviewed the financial report and recommended bringing revenue into the
80 budget, in order to make sure expenses are covered through the end of the year.

81 Policy & Personnel: None.

82 **PUBLIC COMMENT** – None.

83 **OTHER** – None

84 There being no further business, the Meeting was adjourned at 11:25 a.m.

85 Submitted by Mary Pugh.

86 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 November 25, 2014

5 Library Board President Rachel Newcombe called the Special Meeting to order at 8:36 a.m. on
6 November 25, 2014, in the Library Meeting Room. Also present were Trustees Tom Fiscus,
7 Margaret Payne, Donna Riordan, and Regina Zwilling. Library Director Phil Heikkinen was
8 also present.

9 1. **Introductions**: Rachel welcomed everyone and reviewed the agenda.

10 2. **Additions or Modifications to the Agenda**: Rachel moved Trustee Recruitment and
11 Consideration of Art Work Donation above Library Building Project.

12 3. **Trustee Recruitment**: Margaret and Tom, who had volunteered to interview candidates,
13 reviewed the process and their interviews with four strong candidates, and made a
14 recommendation. The Board accepted the recommendation, which Rachel will forward to the
15 County Council today. Margaret will thank the other three candidates, invite them to volunteer
16 for anything that interests them, including the building expansion project, and invite them to
17 apply again for future openings.

18 4. **Art Donation**: Phil reviewed the offer of a cedar wall-mounted relief carving from the estate of
19 Marian Berdan. The Board supported accepting the offer, understanding that the gift is
20 unconditional; and Phil will follow up with the donors.

21 5. **Library Building Project**: Rachel and the Board discussed a variety of items, including:

- 22 • Continued meetings with prospective donors
- 23 • Medina Foundation grant application, which Rachel and Donna completed, and which
24 Rachel will submit this week.
- 25 • Local contacts with whom to share information, such as real estate agents. Phil will ask
26 staff to create an updated Library information brochure.
- 27 • Rachel will schedule the Library as the host for an upcoming Chamber of Commerce mixer,
28 likely on March 10.
- 29 • We will take part in the December 6 Holiday Tea, including sharing information about the
30 expansion project.
- 31 • Margaret will contact Bob Maynard, Gordon Walker, and/or David Kau about progress on an
32 artistic sketch of the proposed Library Park entrance.
- 33 • The Henigson gift, with likely distribution by the end of this year.
- 34 • We have submitted a capital funding request to the State, via Senator Kevin Ranker. The
35 2015 session will begin on January 12, and is currently scheduled to end (at least
36 approximately) by April 26.
- 37 • Phil and staff will research contact information for prospective donors.
- 38 • Fundraising software: we will add this topic to the December 9 agenda, in order to decide
39 whether to use the new specialized software bought by the Friends, or something more
40 generic such as Excel.

41 6. **Professional Activities**: the Board expressed concerns about Phil's potential involvement as a
42 mentor and presenter for upcoming PNLA Leads leadership institutes. Phil will talk with
43 PNLA about a reduced level of participation.

44 7. **Budget Amendment**: in order to make sure we can cover all upcoming expenses, including for
45 the Rural Heritage Grant, which was awarded after adoption of the 2014 Budget, we will plan
46 for a small amendment for discussion and possible adoption at the December 9 meeting.

47 8. **Public Comment**: none

48 9. **Other**: none

49 10. **Executive Session for Review of the Director**: the Board entered the session at 10:05 to
50 discuss the 2014 review process. The Board returned to general session at 10:35, and took no
51 action.

52 **Adjournment**: there being no further discussion, the meeting was adjourned by the President at
53 10:35 a.m.

54 Submitted by Phil Heikkinen

55 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting and Budget Hearing

4 December 9, 2014

5 Library Board President Rachel Newcombe convened the meeting at 8:31 a.m. in the
6 Community Room of the Library. Also attending were Trustees Tom Fiscus, Margaret
7 Payne, Donna Riordan, and Regina Zwilling. Library Director Phil Heikkinen, staff
8 member Mary Pugh, and Friends Board Member Sandy Wilson also attended. Guests
9 Michael Riordan, Library Trustee Appointee Moana Kutsche, and Bob Maynard
10 attended for portions of the meeting.

11 **WELCOME & INTRODUCTIONS** – Rachel welcomed everyone. She introduced newly
12 appointed Library Trustee Moana Kutsche.

13 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Rachel said that Bob
14 Maynard would be stopping by to discuss the building project and will adjust the agenda
15 to accommodate his arrival.

16 **ROUTINE MATTERS**

17 Minutes: The Board reviewed the Minutes from regular and special meetings.
18 Donna made a **MOTION** to approve the November 11 Regular Meeting Minutes; Tom
19 seconded, and the **MOTION** passed unanimously. Margaret made a **MOTION** to
20 approve the November 25 Special Meeting Minutes; Regina seconded, and the **MOTION**
21 passed unanimously.

22 Vouchers and Payroll: Regina said she had reviewed the payroll and invoices for
23 the General Fund. She recommends approval of all items processed.

24	9/29/2014 Invoice Accounting Report	\$1,174.48
25	11/4/2014 Invoice Accounting Report	\$2,865.89
26	11/10/2014 Invoice Accounting Report	\$5,598.63
27	11/25/2014 Invoice Accounting Report	\$2,128.47
28	11/24/2014 Invoice Accounting Report (Bldg Fund)	\$2,039.25
29	December 2014 Payroll	\$28,812.29

30 Regina made a **MOTION** to approve the November Building Fund invoice accounting
31 report totaling \$2,039.25; Margaret seconded and the **MOTION** passed unanimously.

32 Regina made a **MOTION** to approve all payments from the November General Fund
33 invoice accounting reports totaling \$15,056.26; Margaret seconded, and the **MOTION**
34 passed unanimously

35 Regina made a **MOTION** to approve the December 2014 payroll totaling \$28,812.29;
36 Tom seconded, and the **MOTION** passed unanimously.

37 **PUBLIC COMMENT** – None.

38 **PLANNING & PRIORITIES**

39 Library Building Expansion: Phil said he spoke to the County Planning
40 Department to review the permit process for the project, including adequate parking
41 and storm water drainage. The Board discussed whether to have a permit committee; it
42 was decided the design committee could also handle permitting. Rachel updated the

43 Board on grant applications for the Medina Foundation, state funding with Kevin
44 Ranker, and the upcoming Chamber of Commerce mixer. The Board continued planning
45 for a meeting with the honorary committee in Spring.

46 Bob Maynard arrived at 10:00 a.m. Rachel and Phil updated him on the progress
47 of the project. Margaret said comments gathered have encouraged the inclusion of a
48 Park Level space and that the Board agreed to move forward with that design. Bob said
49 that the Library is the only public building in Eastsound, and the most significant
50 building on Orcas Island. He said that the Board has a responsibility as stewards to
51 make the best decision to safeguard the design. He agreed that an entrance at the Park
52 Level would add a strong statement to the current design. Bob offered to continue his
53 help in the project.

54 Fundraising Software Alternatives: Donna wanted to discuss whether to use
55 time and resources for the NonProfit Easy software. She said the Library does not have
56 traditional stewardship of donors and that the software creates a complex database well
57 above the needs of the Library. Phil said the Board should discuss the philosophy of
58 fundraising. Donna has concerns about confidentiality and security of a cloud-based
59 system. The software was purchased by the Friends and is used by them to track
60 memberships and donations. The Library is also beginning to use the program to track
61 donations. Phil related prior disorganized efforts in tracking Library donations and said
62 that this software could alleviate that. Also, it is feasible to have an annual campaign,
63 especially for endowments that the software is designed for. The Board asked for
64 additional information on security, backups, and encryption.

65 Possible New Programming: The Board discussed the proposed *Currents'*
66 speaker series. Concern was expressed about time constraints in competing with the
67 building project, and level of financial commitment. The Board agreed to sponsor three
68 events for 2015 while working to expand an in-house series.

69 **The Board took a break from 9:57 to 10:03 a.m.**

70 **NEW BUSINESS**

71 Relevant News and Issues: None.

72 Director's Report: Phil's written report was noted; commenting on the donation of
73 a wood carving, email test for a newsletter; the Holiday Tea estimate of attendance of
74 750; and updating the naming opportunities brochure.

75 Friends of the Library: Friends Board Member Sandy Wilson talked about the
76 Holiday Tea, funding of the 2015 grant request, the upcoming Winter Booksale on
77 February 28 at the Orcas Center, updating the Friends' newsletter, the year-end
78 membership drive, and no December meeting.

79 **OTHER** – Donna presented Resolution 05-2014 Commemorating the Service of Rachel
80 Newcombe as Library Trustee. Donna made a **MOTION** to adopt Resolution 05-2014.
81 Margaret seconded and the **MOTION** passed unanimously. Rachel thanked the Board
82 and expressed her gratitude for their hard work and commitment to the Library. She
83 also challenged the Board to attend the New Year's Day Polar Bear Plunge at Cascade
84 Lake.

85 **REPORTS FROM ACTIVE COMMITTEES**

86 Collection Management: None.

87 Community Relations: None.

88 Facilities & Systems: None.

89 Finance: Regina reviewed the need to bring grant income into the 2014 budget
90 and presented Resolution 4-2014 Amending the 2014 General Fund Budget. Phil
91 explained how income received outside of the adopted budget is not included in the
92 operating funds and the amendment would ensure that expenses stay within the
93 budget. Regina made a **MOTION** to adopt Resolution 4-2014. Margaret seconded and
94 the **MOTION** passed unanimously.

95 Policy & Personnel: None.

96 **PUBLIC COMMENT** – None.

97 **Regina left the meeting at 10:35 a.m.**

98 **OTHER** – The Board set January 20 for their winter retreat. Mary said officers and
99 committee chairs would need to be elected at the January regular meeting. Rachel said
100 there would be no additional December meeting.

101 There being no further business, the Meeting was adjourned at 10:39 a.m.

102 Submitted by Mary Pugh.

103 Approved _____