

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 January 9, 2019

5 The meeting was convened at 9:05 a.m. in the Library’s Community Room. Attending were
6 Trustees Alexander Conrad, Madeline Sheplor, Martha Fuller, Jens Kruse, and Teresa
7 Patrick; Library Director Phil Heikkinen and staff member Janet Marlow; and Friends
8 Board President Kenneth Gibbs. Martha arrived at 9:10 a.m. and was therefore not present
9 to vote on Routine Matters.

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Alex moved Routine Matters to
12 the beginning.

13 **ROUTINE MATTERS**

14 Minutes: The Trustees reviewed the Minutes from the December 12 Regular Board
15 Meeting. Madeline had one revision to her previous Friends of Library Board title. Alex
16 made a **MOTION** to approve the Minutes; Teresa seconded and the **MOTION** passed
17 unanimously.

18 Vouchers and Payroll: Alex said he had reviewed the vouchers and payroll and
19 recommended approval.

20 December 2018 Payroll	\$38,237.89
21 Invoice Accounting Report 12/4/2018 (GF)	\$4,455.22
22 Invoice Accounting Report 12/18/2018 (GF)	\$8,312.46
23 Invoice Accounting Report 12/31/2018 (GF)	\$6,988.12
24 Invoice Accounting Report 12/21/2018 (BF)	677.03

25 Alex made a **MOTION** to approve the December payroll in the amount of \$38,237.89.
26 Madeline seconded, and the **MOTION** passed unanimously.

27 Alex made a **MOTION** to approve the submitted 2018 General Fund vouchers
28 totaling \$19,755.80. Teresa seconded, and the **MOTION** passed unanimously.

29 Alex made a **MOTION** to approve the submitted 2018 Building Fund voucher of
30 \$677.03. Jens seconded, and the **MOTION** passed unanimously.

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

32 ➤ **Officer Election**: Martha nominated Alex for President; Teresa seconded. Alex nominated
33 Martha for Vice-President; Madeline seconded. Alex nominated Madeline for Secretary;
34 Teresa seconded. Alex made a **MOTION** to approve this slate of candidates. Jens
35 seconded, and the **MOTION** passed unanimously.

36 ➤ **Committee Assignments**: Alex asked for expressions of interest in the various
37 Committees; and after discussion the Board appointed Martha to Finance, Madeline to
38 Facilities and Systems, Jens to Resources and Programs, Teresa to Policies and
39 Personnel, and Alex to Community Relations. Alex made a **MOTION** to approve this
40 slate of committee chairs. Martha seconded, and the **MOTION** passed unanimously.

41 ➤ **2019 Meeting Dates and Times; Agenda format** After discussion, the Board decided that
42 the monthly meeting will remain at the current schedule of the 2nd Wednesday of each
43 month at 9:00 a.m. The Board agreed to focus on having concise meetings. Phil
44 recommended that the agenda format be streamlined by removing “Planning &

45 Priorities,” and including these topics under other sections of the agenda. The Board
46 agreed and will look at it as a possible bylaw revision.

47 **PUBLIC COMMENT** – None

48 **PLANNING & PRIORITIES**

49 ➤ **Library Board Retreat Agenda, Date & Time:** Alex said that he would like to have
50 this year’s retreat be more inclusive and have some staff and volunteers attend. Madeline
51 asked that the Friends of the Library be invited as well. The Board agreed. After
52 discussion, the Board agreed to have the retreat on the date of the February Regular Board
53 Meeting, February 13. The Regular Board Meeting will start at 8:30 a.m. and will be an
54 abbreviated version. The retreat will then be from 9:00 a.m. to 1:00 p.m. in the OICF Volk
55 Family Meeting Room, with the staff, volunteers, and other guests in attendance from 11:00
56 a.m. to 1:00 p.m.

57 **NEW BUSINESS**

58 ➤ **Relevant News and Issues:** None.

59 ➤ **Director’s Report:** Phil referred to his written report. He pointed out that the
60 overdue study is an ongoing topic, and that no other libraries have anything they’ve been
61 able to share regarding their loss rate. He added that Martin estimates replacement costs
62 to be between \$5,000 and \$6,000 per year. The Board discussed the year-end statistics
63 which show that while the 2018 door count was nearly identical to 2017, checkouts
64 increased 3% due to an increasing reliance on online checkouts. Teresa asked that the e-
65 downloads be promoted, as she had the sense some people were unaware of the option. The
66 Board discussed how the post-expansion library building is being used heavily by
67 telecommuters and meetings.

68 ➤ **Friends of the Library:** Ken reported that the Friends Winter Book Sale would be
69 March 9, 10:00 a.m. to 3:00 p.m. in the school cafeteria. Lobby sales for the month of
70 December were \$650, with eBay sales about the same, and the Friends Board had presented
71 a check to the Library of \$16,000 for the 2019 grant.

72 **REPORTS FROM ACTIVE COMMITTEES**

73 ➤ **Resources and Programs:** Alex asked about a sculpture planned from Michael
74 Reardon through the Art Committee. Phil said that he would find out when it is coming in.
75 Jens and Phil reminded the Board that two February Black History Month programs are
76 being planned.

77 ➤ **Community Relations:** None.

78 ➤ **Facilities & Systems:** The committee plans to go look at furniture as well as possibly
79 a coffee machine in Burlington. Phil mentioned that he was approached by a local barista
80 with a coffee proposal, and it could be reviewed later. Martha asked Phil for a summary of
81 the process of the remodel project and small works roster. Phil discussed the packaging of
82 multiple projects together as well as a brief description of the roster.

83 ➤ **Policy & Personnel:** Hiring Process Update: Phil announced that Lovella Daoust was
84 hired as the new Library Support Staff, effective with the January pay period, and that, as a
85 former volunteer, she was learning very fast. Madeline suggested to start bringing staff
86 members to board meetings individually. The Board agreed. Custodial Staff Proposal: The
87 Board reviewed four scenarios of hours and wages of bringing the two current contracted
88 custodians onto staff. Phil requested Board approval to move forward with Scenario Three,
89 scheduling each custodian at 16 hours per week. Alex made a **MOTION** to adopt Scenario
90 Three and empower Phil to make the changes to the staff. Martha seconded, and the
91 **MOTION** passed unanimously.

92 ➤ **Finance:** None.

93 **PUBLIC COMMENT** – None.

94 **OTHER** – None.

95 **The Board took a break from 10:28 a.m. to 10:34 a.m.**

96 **EXECUTIVE SESSION for the review of the Director:** The Board moved into Executive
97 Session at 10:34 a.m. to discuss the review of the Director. The Board returned at 11:15 a.m.
98 The Board agreed to have a Special Meeting on Friday, January 18, at 11:00 a.m. for the
99 annual review of the Director.

100 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 11:15
101 a.m.

102 Submitted by Janet Marlow.

103 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 January 18, 2019

5 Library Board President Alex Conrad called the Special Meeting to order at 11:04
6 a.m. in the Library’s Community Room. Attending were Trustees Teresa Patrick,
7 Martha Fuller, Jens Kruse, and Madeline Sheplor; and Library Director Phil
8 Heikkinen

- 9 1. Welcome: Alex welcomed everyone.
- 10 2. Executive Session for Annual Review of the Director: The Board moved into
11 Executive Session at 11:04 a.m. The Board returned at 11:48 a.m. No action
12 was taken. The Board agreed to discuss 2019 priorities at the February 13
13 Board Retreat.
- 14 3. Adjournment: There being no further business, the meeting was adjourned at
15 11:50 a.m.

16 Submitted by Phil Heikkinen.

17 Approved: _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 February 19, 2019

5 Library Board President Alex Conrad convened the meeting at 9:04 a.m. in the Community
6 Meeting Room of the Library. Also attending were Trustees Madeline Sheplor, Jens Kruse,
7 and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow; and
8 Friends Board President Kenneth Gibbs.

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

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

11 **ROUTINE MATTERS**

12 Minutes: The Trustees reviewed the Minutes from the January 9 Regular Board
13 Meeting and the January 18 Special Board Meeting. Alex made a **MOTION** to approve the
14 Minutes; Teresa seconded and the **MOTION** passed unanimously by the attending Trustees.

15 Vouchers and Payroll: Alex said he had reviewed the vouchers and payroll and
16 recommended approval.

17 January 2019 Payroll	\$36,002.01
18 Invoice Accounting Report 7/17/2018 (BF)	\$4,713.38
19 Invoice Accounting Report 1/7/2019 (GF – 2018 13th Month)	\$2,484.42
20 Invoice Accounting Report 1/14/2019 (GF)	\$4,269.02
21 Invoice Accounting Report 1/22/2019 (GF)	\$4,829.58
22 Invoice Accounting Report 1/28/2019 (GF)	\$11,568.20

23
24 Alex made a **MOTION** to approve the submitted 2018 Building Fund voucher totaling
25 \$4,713.38. Jens seconded, and the **MOTION** passed unanimously.

26 Alex made a **MOTION** to approve the submitted 2018 13th Month General Fund
27 voucher totaling \$2,484.42. Madeline seconded, and the **MOTION** passed unanimously.

28 Alex made a **MOTION** to approve the submitted 2019 General Fund vouchers
29 totaling \$20,666.80. Jens seconded, and the **MOTION** passed unanimously.

30 Alex made a **MOTION** to approve the January payroll in the amount of \$36,002.01.
31 Teresa seconded, and the **MOTION** passed unanimously.

32 **PUBLIC COMMENT** – None

33 **PLANNING & PRIORITIES**

34 ➤ **Library Board Retreat Rescheduling**: The Board discussed rescheduling the Retreat
35 which was postponed from February 13 due to snow. The Board agreed to hold the retreat
36 on March 13 in conjunction with the Regular Board Meeting in the Library Community
37 Room. The Board Meeting will start at its normal time of 9:00 a.m., and the retreat will
38 start directly after and run from 9:30 a.m. to 1:30 p.m.

39 **NEW BUSINESS**

40 ➤ **Bylaws Modification – Meeting Agenda Structure**: Phil introduced a resolution
41 modifying the portion of the Bylaws which detail the agenda structure of Regular Board
42 Meetings. He explained the resolution was an administrative measure to align the bylaws

43 to the Board's current agenda structure and committee names. Alex read Resolution 1-2019
44 Amending the By-Laws of the Board of Trustees. Teresa made a **MOTION** to adopt
45 Resolution 1-2019; Jens seconded and the **MOTION** passed unanimously. The Board then
46 signed the amended version of the By-Laws.

47 ➤ **Director's Report:** Phil referred to his written report, and there was added discussion
48 of the impact of the previous week's snow on open hours and parking lot.

49 ➤ **Friends of the Library:** Ken discussed the logistics of the upcoming Winter Book Sale
50 which will be held on March 9. Madeline volunteered to represent the Board at the Friends'
51 March 12 meeting.

52 **REPORTS FROM ACTIVE COMMITTEES**

53 ➤ **Resources and Programs:** Jens and Phil discussed the three upcoming programs for
54 February: Black History Month AAWA Poets on February 21; "Manuscripts, Memoirs &
55 Movies" with authors Ayn and Sam Gailey on February 24; and "Let's Talk About Race"
56 with author Clyde Ford on February 27. Additionally, Jens informed the Board that he was
57 teaching a multi-week library program on Kafka starting on March 7.

58 ➤ **Community Relations:** None.

59 ➤ **Facilities & Systems:** Madeline updated the Board on the discussion from the
60 Facilities & Systems Committee meeting that was held on February 5. The meeting brought
61 the committee members up to date on the current open issues, including the NanaWall prep
62 work, acoustics, the northwest mechanical room roof, and the former lobby. Madeline said
63 that the committee is also looking at chairs, lamps, and the idea of a community table near
64 the periodicals. There was discussion amongst the Board of whether a community table
65 would lead to the "quiet area" being less quiet.

66 ➤ **Policy & Personnel:** Phil told the Board that the custodial staff had officially started
67 as employees since the last meeting.

68 ➤ **Finance:** None.

69 **PUBLIC COMMENT** – None.

70 **OTHER** – None

71 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:50
72 a.m.

73 Submitted by Janet Marlow.

74 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 March 13, 2019

5 Library Board Vice President Martha Fuller convened the meeting at 9:09 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor,
7 Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet
8 Marlow. Board President Alex Conrad joined the meeting at 9:15 a.m.

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

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – The Board agreed to remove the
11 “Planning and Priorities” item from the agenda, in following the format as specified in the
12 recently amended bylaws.

13 **ROUTINE MATTERS**

14 Minutes: The Trustees reviewed the Minutes from the February 19 Regular Board
15 Meeting. Teresa made a **MOTION** to approve the Minutes; Madeline seconded, and the
16 **MOTION** passed unanimously by the attending Trustees.

17 Vouchers and Payroll: Martha said she had reviewed the vouchers and payroll and
18 recommended approval. There was discussion of HKP Architects work product and timing
19 of their invoicing.

20 February 2019 Payroll	\$35,273.30
21 Invoice Accounting Report 2/4/2019 (GF)	\$12,337.97
22 Invoice Accounting Report 1/28/2019 (GF)	\$18,540.72

24 Martha made a **MOTION** to approve the submitted 2019 General Fund vouchers
25 totaling \$30,878.69. Jens seconded, and the **MOTION** passed unanimously.

26 Martha made a **MOTION** to approve the January payroll in the amount of
27 \$35,273.30. Madeline seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – None

29 Alex Conrad joined the meeting at 9:15 a.m.

30 **NEW BUSINESS**

31 ➤ **Director’s Report**: Phil referred to his written report and informed the Board that he
32 had attended a FEMA meeting the day before regarding disaster response. The Board
33 discussed the possibilities of the library’s role as a community resource in an emergency and
34 agreed to table the topic until the Board Retreat. Phil highlighted the successful attendance
35 at the February programs, and the successful community outreach at the Doe Bay Potluck.
36 He also explained that, on the Selected Activity Measures Report, the Daily Checkouts
37 figure for February is elevated, maybe in part due to the snow closures during the month.
38 Additionally, he updated the Board that Monty Coffey was going to create a plaza in the
39 southwest corner of the property out of the existing flagstone, for a total cost of \$1800, plus
40 tax.

41 ➤ **Friends of the Library**: Madeline updated the Board on the success of the Friends’
42 Winter Book Sale which was held the previous Saturday, estimating total gross revenue to

43 be approximately \$4800. Martha volunteered to represent the Board at the April meeting;
44 Madeline volunteered for May.

45

46 **REPORTS FROM ACTIVE COMMITTEES**

47 ➤ **Resources and Programs:** Phil informed the Board that, in honor of the 50th
48 Anniversary of the moon landing, the Summer Reading Program for 2019 would focus on
49 space and the hope is to involve local astronaut Bill Anders. Additionally, programs are
50 being planned for the celebration of National Poetry Month in April.

51 ➤ **Community Relations:** None.

52 ➤ **Facilities & Systems:** The Board briefly discussed the possibility of adding coffee
53 service and an electric-vehicle charging station and agreed to table discussion until the
54 Board Retreat. Madeline explained that the top priorities defined by the Committee are the
55 items included in the bid package, lighting, and furniture. Regarding lighting, the
56 committee is specifically looking into the possibilities for table lamps around the library and
57 are trying to determine how to have dedicated power outlets while still ensuring the space
58 flexibility needed to host programs.

59 ➤ **Policy & Personnel:** Phil told the Board that the Library policy manual had been
60 updated with all of the latest policy revisions and that they would receive it in email.

61 ➤ **Finance:** None.

62 **PUBLIC COMMENT** – None.

63 **OTHER** – Teresa asked if past meeting space discussion ever considered the option of
64 combining the former lobby with the Community Room to create one large space. Martha
65 and Phil confirmed that, yes, the idea had been considered in the past, but budget and
66 physical constraints prevented the idea from moving forward.

67 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:44
68 a.m.

69 Submitted by Janet Marlow.

70 Approved _____

1 ORCAS ISLAND LIBRARY DISTRICT



3 Library Board Retreat Minutes

4 March 13, 2019

5
6 Library Board President Alex Conrad called the Board Retreat to order at 10:07 a.m. in the Orcas
7 Island Library Community Room. Also attending were Trustees Martha Fuller, Teresa Patrick,
8 Jens Kruse, and Madeline Sheplor; Library Director Phil Heikkinen and staff member Janet
9 Marlow.

10
11 Alex opened the Retreat by stating that the Library expansion slogan was “Books and Beyond,”
12 and that he would like the Board to focus on defining the “Beyond” during the retreat.

13
14 **The Board began with topics tabled at the Regular Board Meeting:**

15 Coffee Service: The Board discussed the options for the use of the former lobby, including the
16 possibility of coffee service, with the general consensus that it will depend on health department
17 regulations as well as the finances involved in the installation and operation of the possibilities.
18 Alex stated that he wanted to go out for proposal once the Board and Library stakeholders decide
19 what was wanted, not in response to a vendor request. Collectively, the Board agreed on the
20 following options to present for input at the next portion of the Retreat:

- 21 a. A cart/kiosk
22 b. A truck/vehicle
23 c. Built-in cafe with modifications to existing library infrastructure
24 d. Vending machines
25 e. Simple coffee/beverage service, such as a hot water pot and/or Keurig machine
26 f. Do not pursue a coffee/beverage/food service

27 Alex agreed to contact the Health Department to fully understand the regulations.

28 Electric-Vehicle (EV) Charging Station: The Board discussed the possible addition of an EV
29 charging station at the Library. The general opinion of the Board is that spots in the current
30 parking lot are too scarce at times to dedicate one for EVs, however one possibility could be to
31 include it for street parking on Rose Street. Martha volunteered to discuss the topic with Island
32 Market in order to understand their experiences.

33
34 **Position Descriptions**: Alex asked that all Library position descriptions be reviewed and updated
35 as necessary. Janet agreed to distribute the current descriptions to the Board, and they will be
36 reviewed by the Policy & Personnel Chair, Teresa, with assistance from Madeline.

37
38 **The Board agreed on the following discussion topics for the second half of the Board Retreat with**
39 **Library stakeholders**: (1) Use of the Building Post Expansion; (2) Former Lobby – Ideas for Use; (3)
40 Acoustics & NanaWalls; (4) Use of Outdoor Spaces; (5) Coffee Service; (6) Expanded Nontraditional
41 Collections; (7) Service Hours; (8) Library’s Role in Emergency Response; (9) Other Stakeholder
42 Concerns.

43
44 The Board took a break from 11:03 a.m. to 11:30 a.m.

45
46 **Library public stakeholders, including members of staff, volunteers, and Friends of the Library**
47 **joined the Board at 11:30 a.m. for the second portion of the Retreat.** Lunch was provided, and its
48 service occupied the first 15 minutes.

50 Library Board President Alex Conrad called the public portion of the Retreat to order at 11:45 a.m.
51 and facilitated introductions. He introduced the topics defined above, and asked the group to
52 provide their input on each.

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1. Use of the Building Post Expansion

- Attendees mentioned the success of having a dedicated staff member for programming but felt that the space allocated for programs is too long and narrow.
- There was an idea of taking out one row of books closest to the periodicals in order to accommodate larger groups. A staff member mentioned that the last row of shelving could be transformed into something movable.
- Another participant mentioned that the speaker and screen should be elevated to increase visibility.

2. Former Lobby – Ideas for Use

- The participants agreed that they would like to see the lobby be transformed into a vital part of the library.
- Trustee Martha Fuller explained the Facilities Committee’s vision of a coffee bar.
- There was concern from some participants that noise in the former lobby area negatively impacts any function ongoing in the Community Room, particularly for the hearing-challenged. Participants brainstormed possible solutions, including adding a second set of doors or removing the doors entirely.

3. Acoustics and NanaWalls

- Related to the noise of the former lobby, Phil explained that an improvement to the acoustics of the Community Room is currently in a bid package of improvements.
- Alex explained the NanaWall moveable walls to the attendees and asked the group if they felt the walls were necessary.
- Children’s Librarian Jenny DeGroot pointed out that she could have more children’s programs, including those involving music, if she could close off the space. She also mentioned that the NanaWalls would allow parents to let toddlers explore their area freely without fear of wandering.
- The general consensus of the participants was that the teen area is often noisy and sometimes disruptive after school, and one participant wondered if they would get even louder with a wall. There was a discussion of videogames, with one participant wondering if the library should limit times that videogames could be played. Several participants pointed out that this is a good problem to be having, in conjunction to the programs being very well attended – this means that people are using the building.
- Alex asked if we could get teen participation on our advisory committees to give input and/or shadow the Board to learn about governance. The consensus of the group was that this is an excellent idea.
- The Board asked participants what should have priority if necessary: acoustical improvements in the Community Room or the NanaWalls, but there was no determination.

4. Use of Outdoor Space

- Alex introduced the topic and asked if the amphitheater area is underutilized.
- Jenny DeGroot said that she uses it for Children’s story times when the weather is good.
- One participant felt that it’s under-landscaped to facilitate use, and that it would probably need carved-out seating to be fully functional, and perhaps more shade features.
- Phil informed the group that the Library would likely be offered a 16-ft totem pole next year for permanent exterior display and wondered if the participants had input on where it

100 should be placed. One participant suggested that, since it was carved by the Lummi, the
101 Library should consult with one or more members of the Lummi Nation to advise regarding
102 proper placement.

- 103 • The south plaza lawn is being used regularly, though perhaps it needs sturdier umbrellas.
104 Also, a chess board (either oversized on the ground or inset in a table) might be an
105 attractive feature.

- 106
- 107 5. Coffee Service
- 108 • Alex introduced the topic as well as the six options the Board proposed per above in the
109 Board portion of the Retreat.
 - 110 • One participant had specific concerns regarding the appropriateness of a coffee service in a
111 library, the competition with existing community coffee businesses, and the use of any tax
112 funding to support the idea; she suggested that the community be surveyed to see what is
113 wanted.
 - 114 • Another participant expressed that she would like to see the space energized in a quieter
115 way.
 - 116 • A staff member said that they felt there is demand, especially during meetings and
117 programs.
 - 118 • There was discussion among the group regarding the appropriateness of food or coffee in a
119 library, and whether we should limit locations where it is allowed. We have been seeing
120 changing patterns in libraries' policies and societal expectations.
 - 121 • General consensus was that a survey would be helpful, but the Library should be
122 thoughtful about how it is worded.

- 123
- 124 6. Expanded Nontraditional Collections
- 125 • Alex introduced the topic and asked if we should extend our lending library to other types
126 of resources and, if so, what?
 - 127 • Resources suggested: hotspots; telescopes; "Junior Ranger" backpacks; amp and voltage
128 meters, and other types of small equipment that people may need annually or rarely. One
129 participant suggested involving local science teachers to see what could be useful. Also, a
130 survey could be helpful.
 - 131 • Concerns raised: Physical storage space; perception that staff should be responsible to
132 teach patrons how to use equipment; checking condition upon return.
 - 133 • One participant mentioned that the Exchange had previous plans to implement a similar
134 program and that the Library should see what happened to that plan.

- 135
- 136 7. Service Hours
- 137 • Phil introduced the topic and asked the group if they felt the current hours were
138 appropriate or not.
 - 139 • There was some discussion of extended evening hours, but the group felt this was not a
140 priority.
 - 141 • There was general consensus that the existing service hours were working well.

- 142
- 143 8. Library's Role in Emergency Response
- 144 • Phil introduced the topic and explained that the current plan is for the Library to be a
145 communications center in an emergency, and that beyond that role, he felt the Library's
146 ability to be effective would be limited due to lack of a generator and other supporting
147 infrastructure such as cooktops and heat. If we were to add a generator, what capacity
148 should it have, i.e., lights and computers only, septic pumps, or also heat?

- 149 • Martha added that, should it be made into an emergency shelter, the Library would need to
150 ensure adequate staff in place to supervise.
151 • There was discussion of other tax districts' roles in the County's plans, and our role as part
152 of the whole.
153 • One participant suggested that the Library become a hub for preparedness materials,
154 similar to the seed library.
155

156 9. Other Stakeholder Concerns

- 157 • A staff member raised the issue of parking lot safety during the winter when the Library
158 closes well after dark.
159 • There was discussion of cameras, related privacy laws, and outdoor lighting options.
160 • Madeline said that, should we decide to move forward with exterior security cameras, a
161 policy governing their use should be in place before installation.
162 • Participants mentioned that additional lighting would be helpful to prevent trip and falls as
163 well, and therefore support the Library's risk management response. We could possibly use
164 floodlights in the parking lot for an interval around closing time.
165 • We do have flashlights and pepper spray that staff members can carry when leaving at
166 night.
167 • There was general consensus that the Library should look into installing additional lighting
168 in the parking lot and research possibilities of exterior security cameras. Now that daylight
169 is extending later into the day, we have more time to research and implement the best
170 option.
171

172 **Adjournment:** Having exhausted the allocated time, the meeting was adjourned by the President
173 at 1:35 p.m.

174 Submitted by Janet Marlow.
175

176 Approved: _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 April 10, 2019

5 Library Board President Alex Conrad convened the meeting at 9:10 a.m. in the Community
6 Meeting Room of the Library. Also attending were Trustees Martha Fuller, Jens Kruse, and
7 Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow, and
8 Friends Board member Robert Demarest.
9

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the March 13 Regular Board
14 Meeting and the March 13 Board Retreat. Alex made a **MOTION** to approve the Minutes;
15 Jens seconded, and the **MOTION** passed unanimously by the attending Trustees.

16 Vouchers and Payroll: Martha said she had reviewed the vouchers and payroll and
17 recommended approval.

18	March 2019 Payroll	\$34,729.04
19	Invoice Accounting Report 3/12/2019 (GF)	\$11,358.71
20	Invoice Accounting Report 3/28/2019 (GF)	\$5,738.98
21		

22 Alex made a **MOTION** to approve the submitted March 2019 General Fund vouchers
23 totaling \$17,097.69. Jens seconded, and the **MOTION** passed unanimously.

24 Teresa made a **MOTION** to approve the March payroll in the amount of \$34,729.04.
25 Alex, and the **MOTION** passed unanimously.

26 **PUBLIC COMMENT** – None

27 **NEW BUSINESS**

28 ➤ **Relevant News and Issues** - None

29 ➤ **Director’s Report**: Phil referred to his written report and informed that Monty
30 Coffey’s work to create a plaza in the southwest corner of the property out of the existing
31 flagstone is in progress. He also mentioned the success of last month’s programs and that
32 he had recently performed as the escort for the “Tardy Queen” for the elementary school
33 assembly.

34 ➤ **Friends of the Library**: Robert updated the Board on the news from the April
35 Friends meeting, including the fact that lobby book sales have been slow following the
36 Winter Book Sale. Madeline had previously volunteered to represent the Board at the May
37 meeting, and Jens volunteered for June.
38

39 **REPORTS FROM ACTIVE COMMITTEES**

40 ➤ **Resources and Programs**: Phil informed the Board that, in addition to Jens’s ongoing
41 Kafka class, current programs include the poetry displays in honor National Poetry Month

42 and an artist and poet reception scheduled for April 11 to recognize the people that have
43 either art of poetry on display in the Library this month.

44 ➤ **Community Relations:** Alex mentioned that the Fire Department is struggling to find
45 ways to promote the fact that they have care seats available for families to borrow. Martha
46 suggested that it be included in the newsletter for people that may have visitors coming in,
47 and the Board agreed.

48 ➤ **Facilities & Systems:** Jens asked for a status update of the toilet repair in the new
49 portion of the building. Phil said that the toilet manufacturer was sending new parts that
50 would hopefully resolve the water logging issue. Phil informed the Board that he was
51 discussing the possibility of an EV-charging station on Rose Street with OPALCO, and that
52 any spots would be fully operated by OPALCO. Regarding the parking lot safety issue
53 raised at the Board Retreat, Phil said that he had discussed parking lot lights with San
54 Juan County, and a hardwired light would be prohibitively expensive (around \$5,000 to
55 \$10,000). Therefore, the County recommended either standalone solar-panel lights or flood
56 lights on the exterior of the building. Phil said that he and staff member Tony Ghazel were
57 also looking into exterior security camera options. Alex asked that Tony be invited to the
58 May Board Meeting to discuss the options. Martha asked if the Library should be looking
59 into internal cameras as well in order to have a comprehensive security package. Teresa
60 recommended that the Board keep lighting and cameras as separate issues since the need
61 for lighting was agreed but cameras would be a more intensive discussion. Martha agreed
62 and recommended that we use information gathered by Eastsound Planning Review
63 Committee about lighting in Eastsound.

64 ○ **Remodeling design/bid project:** Martha told the Board that she and Phil had had
65 a useful call with HKP Architects and are waiting on a proposal from an electrical
66 engineering firm, primarily related to the former lobby remodel.

- 67 ▪ Regarding the acoustics for the Community Room, Martha explained that
68 the architects had recommended the first approach to noise overflow from
69 the former office first be remedied with enhanced weather-stripping
70 around the existing doors to seal the gaps. If that was ineffective, new
71 doors could be installed. Martha suggested that the Board proceed with
72 the other acoustic measures already planned (ceiling panels), and the re-
73 evaluate the issue of the doors once the decision of having coffee service in
74 the former lobby was made. Phil added that we could also look at acoustic
75 panels for the walls of the Community Room if necessary.
- 76 ▪ For the former lobby remodel, Martha said that if the Board had a decision
77 about coffee service in the lobby, that would be optimal at this point from
78 the design perspective, but not absolutely necessary. Phil added that
79 coffee services could always be added at a later point through small works.
80 Martha agreed and said the renovation of the former lobby needs to move
81 forward, regardless, and not let a decision a decision about coffee service
82 drive the process. Alex recommended that simple infrastructure be
83 included in the design process in anticipation of a future decision, and the
84 Board concurred.

85 ○ **Coffee/refreshment service concept:** Phil presented the results of the survey to
86 Library patrons regarding the coffee options. Out of the six options presented, 61
87 % of respondents chose either “Portable coffee/espresso cart in the former entry
88 lobby” or “Built-in café” as their top preference. The next most preferred choice
89 was “Do not pursue a coffee/beverage service” with 23%. During the survey
90 process, Martha had done research into the option of vending machines and
91 discovered no coffee vending machine suppliers service San Juan County; vending
92 machines was the lowest overall weighted preference in the survey. Teresa

93 recommended that the Board move forward with a six-month trial to gauge the
94 success of a coffee service. Alex said that, should the idea move forward, it needs
95 to be launched with an RFP that makes the process transparent. Phil added that
96 the RFP could be a very simple process, and, should the Friends of the Library
97 choose to be involved, they would manage the contractual arrangements. Martha
98 mentioned that the trial period could also be a good opportunity for the Friends to
99 see if the fund-raising is worth the management effort. The Board discussed that
100 it will be critical to define the RFP and anticipate what sorts of issues potential
101 vendors will need to know. The Board agreed to move forward with a 6-month
102 trial period for coffee service, allowing a vendor to put a portable coffee/espresso
103 cart on site.

104 ➤ **Policy & Personnel:** Teresa mentioned the new 2019 RCW related to Service Animals
105 and recommended that staff should manage all interactions regarding animals on site since
106 they have been trained in the process, and volunteers have not. Phil and the Board agreed.

107 ➤ **Finance:** Martha raised the issue of the review of expenditures and the AP and
108 Payroll vouchers that the Board signs at each meeting, wondering what latitude the Library
109 has to make changes to the process or wording. Janet explained that the review and
110 signatures were a legal requirement that are submitted to the County Auditor monthly but
111 would need to research to see if we could make changes to the wording. Alex suggested
112 Janet contact the Orcas Fire Department and Orcas Parks and Recreation to see how they
113 approach this topic. Martha suggested Janet contact the County or State Auditors to get a
114 clarification on what, exactly, the Board is required to do.

115 **PUBLIC COMMENT** – None.

116 **OTHER** – None

117 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:37
118 a.m.

119 Submitted by Janet Marlow.

120 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 May 8, 2019

5 Library Board Vice President Martha Fuller convened the meeting at 9:08 a.m. in Maria’s
6 Room of the Library. Also attending were Trustees Teresa Patrick and Madeline Sheplor;
7 Library Director Phil Heikkinen; and staff members Tony Ghazel and Janet Marlow.
8 Library Board President Alex Conrad arrived at 9:18am.
9

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Phil requested to add a Naming
12 Proposal to New Business, and the Board agreed. The Board also decided to move the
13 approval of the minutes to after Alex’s arrival.

14 **ROUTINE MATTERS**

15 Vouchers and Payroll: Martha said she had reviewed the vouchers and payroll and
16 recommended approval.

17 April 2019 Payroll	\$40,250.34
18 Invoice Accounting Report 4/2/2019 (GF)	\$8,475.73
19 Invoice Accounting Report 4/16/2019 (GF)	\$14,619.58
20 Invoice Accounting Report 4/26/2019 (GF)	\$8,057.89

21
22 Martha made a **MOTION** to approve the submitted April 2019 General Fund
23 vouchers totaling \$31,153.20. Theresa seconded, and the **MOTION** passed unanimously.

24 Martha made a **MOTION** to approve the April payroll in the amount of \$40,250.34.
25 Madeline seconded, and the **MOTION** passed unanimously.

26 Alex Conrad joined the meeting.

27 Minutes: The Trustees reviewed the Minutes from the April 10 Regular Board
28 Meeting, and a typo was corrected. Martha made a **MOTION** to approve the Minutes as
29 corrected; Alex seconded, and the **MOTION** passed unanimously with Madeline abstaining
30 due to not have attended the meeting.

31 **PUBLIC COMMENT** – None

32 **NEW BUSINESS**

33 ➤ **Naming Proposal**: Phil explained that an Expansion Project donation from Nicholas
34 Binkley in 2017 had qualified for a naming sponsorship within the Library, which he
35 intended as a memorial for his late wife. In discussing with Phil, the donor elected to
36 sponsor the New Book Display, which would now be called the “Diana Padelford Binkley
37 New Book Display.” Phil asked that the Board approve this naming proposal. Martha made
38 a **MOTION** to approve the naming proposal; Alex seconded, and the **MOTION** passed
39 unanimously.

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

41 ➤ **Director’s Report**: Phil introduced the topic of security cameras, presenting
42 information with Tony regarding proposed camera locations and associated cost. The Board
43 discussed that the priorities of the camera should be staff and patron safety entering and

44 exiting the building. Madeline asked that the Board progress in stages, and first cover the
45 entrances. Tony explained that the recordings could be triggered by motion sensors and
46 kept for a short amount of time that could be defined. The Board agreed to move forward
47 installing exterior cameras at the access doors. Madeline recommended that a policy be put
48 into place and staff trained to respond to patron questions before the cameras are installed.
49 Phil informed the Board that the Library may owe healthcare costs in arrears for two
50 employees that waived medical coverage but should have still been enrolled in basic life,
51 long-term disability, and dental coverage which cannot be waived. The error was discovered
52 during an internal review of benefits coverage and was being discussed with the Washington
53 State Health Care Authority. Alex and Martha asked that any costs in arrears be
54 negotiated with the State. Phil also informed that the NanaWalls were moved to Larsen
55 Storage until ready for installation and thanked Orcas Freight for having stored them for
56 free since last September. Regarding the Coffee Cart RFP, Phil advised the Board that no
57 proposals had been received so far, and that he had distributed the RFP to local coffee
58 vendors. Madeline suggested sending the RFP to coffee services on San Juan and Lopez.

59 ➤ **Friends of the Library:** None
60

61 **REPORTS FROM ACTIVE COMMITTEES**

62 ➤ **Resources and Programs:** Phil informed the Board that the Coast Salish Speaker
63 Series continues in May and June with Swil Kanim speaking on May 18 and William John
64 on June 22.

65 ➤ **Community Relations:** None

66 ➤ **Facilities & Systems:** Madeline will be stepping back as committee lead in order to
67 manage more of the detailed work of the remodeling project. Martha will now lead the
68 committee. In other facility news, Phil informed the Board that he has asked Emily Aring
69 with KaBloom for landscaping ideas for the southwest corner while keeping an eye on the
70 landscaping budget.

71 ○ **Remodeling design/bid project:** Phil informed the Board that the project timeline
72 has been set back for approximately 8 to 11 weeks in order to go through a
73 permitting process with the County which was not originally anticipated.
74 ○ **Construction Administration:** The Board discussed a proposal for HKP Architects
75 to manage the Construction Administration portion of the project now that the
76 Design/Bid portion is almost complete. There was consensus among the Board to
77 continue to use HKP for the construction administration with the minimization of
78 travel costs wherever possible. Martha made a **MOTION** to approve the entering
79 into a contract with HKP Architects for Construction Administration; Teresa
80 seconded, and the **MOTION** passed unanimously.

81 ➤ **Policy & Personnel:** None

82 ➤ **Finance:**

83 ○ **Wording for approval of invoices and payroll:** Related to the topic raised at the
84 April 2019 Regular Board Meeting, Janet updated the Board that the State
85 Auditors confirmed that the wording stipulated by State BARS Manual for the
86 approval of invoices and payroll was specific to the Auditing Officer, and what, if
87 anything, the Board was required to sign was a topic that needs to be further
88 discussed with the County Auditor.
89 ○ **Resolution Appointing Auditing Officers:** In order to formalize the appointment
90 of Auditing Officers with the County, Martha introduced a resolution appointing
91 Phil Heikkinen as Auditing Officer, and staff member Holly King as backup
92 Auditing Officer. Martha read Resolution 02-2019 Appointing Auditing Officers.

93 Martha made a **MOTION** to adopt Resolution 02-2019; Teresa seconded, and the
94 **MOTION** passed unanimously.

95 Alex left the meeting at 10:20 a.m.

96 **PUBLIC COMMENT** – None

97 **OTHER** – Teresa asked about the funds the Library received from OICF, specifically how
98 it's determined to use OICF funding versus the Library General Fund. Phil explained the
99 annual distribution process and that some of the funds are earmarked by the donors for
100 specific uses. There was discussion among the Board of the purpose of the funds and if there
101 should be a written policy in place to ensure the flexibility of the funds' use.

102 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:39
103 a.m.

104 Submitted by Janet Marlow.

105 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 June 12, 2019

5 Library Board President Alex Conrad convened the meeting at 9:03 a.m. in the Community
6 Meeting Room of the Library. Also attending were Trustees Martha Fuller (via telephone),
7 Jens Kruse, Teresa Patrick, and Madeline Sheplor; Library Director Phil Heikkinen and
8 staff member Janet Marlow, and Friends Board President Ken Gibbs.
9

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

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

12 **ROUTINE MATTERS**

13 Vouchers and Payroll: Alex said that Martha had reviewed the vouchers and payroll
14 and recommended approval.

15 May 2019 Payroll	\$36,684.99
16 Invoice Accounting Report 5/13/2019 (GF)	\$11,703.30
17 Invoice Accounting Report 5/28/2019 (GF)	\$3,756.65

18 Janet explained the change of structure and wording for the Board Authorization
19 statements and that the changes resulted from conversations with the State Auditor and the
20 appointment of Phil as Auditing Officer at the May Regular Board Meeting.

21 Alex made a **MOTION** to approve the submitted April 2019 General Fund vouchers
22 totaling \$15,459.95. Teresa seconded, and the **MOTION** passed unanimously.

23 Alex made a **MOTION** to approve the April payroll in the amount of \$36,684.99.
24 Madeline seconded, and the **MOTION** passed unanimously.

25 Minutes: The approval of May minutes will need to be redone at the July meeting so
26 that the Board Member who did not attend in May can abstain from voting.

27 **PUBLIC COMMENT** – None

28 **NEW BUSINESS**

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

30 ➤ **Director’s Report**: Phil mentioned that the deadline for the Coffee RFP had passed,
31 no proposals were received, and that the Library could therefore move forward with the
32 remodel without this concern. Phil also told the Board that the Library’s annual report for
33 the Washington State Library (WSL) had been filed and results in comparison to other
34 libraries’ metrics would be shared once the WSL issued the compiled report. The June
35 invoice from the Health Care Authority showed part of the past due amount anticipated at
36 the May Regular Board Meeting, and Phil explained that we would know more about the
37 total balance with the July invoice.

38 ➤ **Friends of the Library**: Ken updated the Board on the Friends’ plans for the Library
39 Fair on August 10. There was discussion of the recent donation from the Bessemer Trust for
40 a birding scope, telescope, and birding backpacks and the possible donation of a large
41 amount of books from the Inn at Deer Harbor, which is being sold. Ken also informed the
42 Board that a patron presented the Friends with a proposal to sell books on tables at the
43 front of the Library as a fundraiser additional to the Friends’ lobby sales; the Board

44 discussed and agreed that this was not an idea that they would like to move forward with.
45 Teresa volunteered to represent the Board at the Friends meeting in July.

46

47 **REPORTS FROM ACTIVE COMMITTEES**

48 ➤ **Resources and Programs:** Jens said that Mary was taking the lead with all current
49 programs, but that a committee meeting would be scheduled in order to discuss long-range
50 planning. Phil highlighted the number of upcoming programs which were listed on the
51 Board Meeting Agenda and that additional NASA programs were being planned for July.

52 ➤ **Community Relations:** Alex asked that Phil follow up with patrons who had
53 expressed concern about the possibility of a coffee cart to let them know that there would be
54 no action on the topic at this time. Regarding the new security cameras, Phil said that he
55 had received one patron complaint since the cameras were installed. The Board discussed
56 the recent defacement of a bathroom in the library.

57 ➤ **Facilities & Systems:** Martha reported that the Facilities committee met yesterday
58 (June 11), and the remodel is still in the permitting process. She said that the hope is to go
59 to bid in August with work commencing in the 4th quarter, earliest. The Board discussed
60 that it would be good to have the bids in hand in order to develop the 2020 budget. Martha
61 added that the committee's work with furniture, lamps and exterior benches was
62 progressing in the meantime.

63 ➤ **Policy & Personnel:** Regarding the review of position descriptions, Teresa asked Phil
64 to do a preliminary review to see if he knows of anything that should be added or removed
65 from the existing descriptions. Phil also explained the promotion of one employee and a
66 change of two other employees' hours per week, all within budget.

67 ○ **Camera Policy:** The Board reviewed the Policy on Use of Video Systems
68 previously shared, but there were several points that, after discussion, needed
69 clarification or revision. The Board agreed not to approve the policy until
70 further research is done and any needed amendments are made. They agreed
71 to recirculate the policy once revised and plan to approve at the next meeting.

72 ➤ **Finance:** None.

73 **PUBLIC COMMENT** – None

74 **OTHER** – None.

75 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:02
76 a.m.

77 Submitted by Janet Marlow.

78 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 July 10, 2019

5 Library Board Secretary Madeline Sheplor convened the meeting at 9:02 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Jens Kruse and
7 Teresa Patrick; Library Director Phil Heikkinen and staff member Janet Marlow.

8
9 **WELCOME & INTRODUCTIONS** – Madeline welcomed everyone.

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

11 **ROUTINE MATTERS**

12 Vouchers and Payroll: Phil said that Alex had reviewed the vouchers and payroll and
13 recommended approval.

14 June 2019 Payroll \$37,940.85

15 Invoice Accounting Report 6/3/2019 (GF) \$9,778.62

16 Invoice Accounting Report 6/17/2019 (GF) \$13,013.35

17 Teresa made a **MOTION** to approve the submitted June 2019 General Fund vouchers
18 totaling \$22,791.97. Jens seconded, and the **MOTION** passed unanimously.

19 Teresa made a **MOTION** to approve the June payroll in the amount of \$37,940.85.
20 Jens seconded, and the **MOTION** passed unanimously.

21 **PUBLIC COMMENT** – None

22 **NEW BUSINESS**

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

24 ➤ **Director’s Report:** Phil informed the Board that he is continuing to work on the
25 parking lot lighting. Teresa asked that a local installation bid be in hand prior to
26 purchasing any lighting equipment. There was discussion between Phil and the Board of the
27 continued idea of an EV-charging station, related costs, and if an EV-charging station is
28 within the scope of the Library. Phil also highlighted the many space-themed programs that
29 are planned for July as part of the Summer Reading Program.

30 ➤ **Friends of the Library:** Teresa attended the July meeting on the Board’s behalf and
31 reported that the Friends are preparing for the upcoming Library Fair in August. There is
32 no Friends meeting in August, and Madeline volunteered to represent the Board at the
33 September meeting.

34
35 **REPORTS FROM ACTIVE COMMITTEES**

36 ➤ **Resources and Programs:** In lieu of a committee meeting, Jens and Phil agreed that
37 they would meet with Mary Pugh to discuss possibilities for upcoming programs.

38 ➤ **Community Relations:** Phil reported that there was a new bathroom vandalism
39 incident. The sheriff’s office was involved, and the incident remains unresolved.

40 ➤ **Facilities & Systems:** Phil said that the County permitting process is still in
41 progress, and that the committee is still working on lighting and furniture. The xylophone
42 was fully funded by donations and has been ordered. It will be installed in the southwest
43 corner of the lawn.

44 ➤ **Policy & Personnel:**
45 ◇ **Camera Policy:** The Board reviewed the changes of the policy from the previous
46 version introduced at the June meeting. Jens made a **MOTION** to approve the
47 Camera Policy; Teresa seconded, and the **MOTION** passed unanimously.
48 ➤ **Finance:** Phil pointed out that the landscaping maintenance expense item is running
49 over budget, and that he was looking into ways to decrease the costs for basic services such
50 as weeding.
51 **PUBLIC COMMENT** – None
52 **OTHER** – Phil showed the Board a copy of the newsletter “The Voice for America’s
53 Libraries” issued by United for Libraries and mentioned that it could be a good resource to
54 generate new ideas.
55 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:45a.m.
56 Submitted by Janet Marlow.

57 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 August 14, 2019

5 Library Board Vice President Martha Fuller convened the meeting at 9:04 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor,
7 Jens Kruse and Teresa Patrick; Library Director Phil Heikkinen and staff member Janet
8 Marlow.
9

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Janet asked the Board to re-
12 approve the May 2019 minutes.

13 **ROUTINE MATTERS**

14 Minutes - May: The Trustees reviewed the Minutes from the May 8 Regular Board
15 Meeting. Teresa made a **MOTION** to approve the Minutes; Martha seconded, and the
16 **MOTION** passed unanimously with Jens abstaining due to not having attended the meeting.

17 Minutes – July: The Trustees reviewed the Minutes from the July 10 Regular Board
18 Meeting. Madeline made a **MOTION** to approve the Minutes; Teresa seconded, and the
19 **MOTION** passed unanimously.

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

22 July 2019 Payroll	\$37,172.17
23 Invoice Accounting Report 7/1/2019 (GF)	\$9,408.78
24 Invoice Accounting Report 7/16/2019 (GF)	\$7,647.93

25 Madeline made a **MOTION** to approve the submitted July 2019 General Fund
26 vouchers totaling \$17,056.71. Jens seconded, and the **MOTION** passed unanimously.

27 Teresa made a **MOTION** to approve the July payroll in the amount of \$37,172.17.
28 Jens seconded, and the **MOTION** passed unanimously.

29 **PUBLIC COMMENT** – None

30 **NEW BUSINESS**

31 ➤ **Relevant News and Issues:** Phil informed the Board that he attended a School Board
32 meeting on Aug 13 and there was discussion of School Road becoming one-way, and that this
33 would impact traffic on Madrona Street and Rose Street.

34 ➤ **Director’s Report:** The Board discussed the recent parking lot issues from overnight
35 users and felt that the current practice of allowing two nights of consecutive overnight car
36 camping was reasonable. Martha asked about parking lot lighting, and Phil outlined a new
37 plan of mounting lights to the building with motion sensors and/or timers to keep the
38 lighting less obtrusive to neighbors while keeping the parking lot safe. Phil also informed
39 the Board that the remodeling project remained in the permitting stage but approval is
40 expected soon. Phil and Madeline agreed to start contacting contractors in anticipation of
41 the bid process. Phil also highlighted the high library usage figures for the month of July.
42 Regarding the ongoing discussion with the Healthcare Authority regarding past-due

43 balances, the Board discussed the possibility of negotiating the balance and asked Phil to
44 discuss with legal counsel prior to the September meeting.

45 ➤ **2020 Budget:** Martha introduced the 2019 forecast and a preliminary 2020 budget.
46 2019 is expected to end with a positive balance relative to budget, and the 2020 figures were
47 of broad scope only as the details are still being fine-tuned. There was a discussion of the
48 possibility of building reserve funds while paying off the debt service fund. The budget is
49 expected to be presented to the public at the October 2019 Regular Board Meeting.

50 ➤ **Friends of the Library:** Phil reported on the results of the Library Fair held August
51 10. There was discussion of the impact of rainy weather and conflicting events. He also said
52 that the Friends' annual meeting was upcoming and most likely would be in October.

53

54 **REPORTS FROM ACTIVE COMMITTEES**

55 ➤ **Resources and Programs:** Jens and Phil agreed that they would meet with Mary
56 Pugh to discuss possibilities for upcoming programs.

57 ➤ **Community Relations:** None

58 ➤ **Facilities & Systems:** Phil said that the committee is looking at purchasing lamps
59 and furniture within this budget year and that the donated xylophone will include some
60 installation expense.

61 ➤ **Policy & Personnel:** Phil updated the Board on the status of the position description
62 review. He has asked the employees to do a first review of their own positions to see what
63 they think needs to be updated.

64 ◊ **Compensation Policy:** Phil explained the simplification of the cost of living
65 metrics which would lead to increased flexibility. Teresa made a **MOTION** to
66 approve the Compensation Policy as amended; Jens seconded, and the **MOTION**
67 passed unanimously.

68 ➤ **Finance:** None

69 **PUBLIC COMMENT** – None

70 **OTHER** – Madeline complimented the engagement of the staff from her new perspective as
71 a library volunteer. Phil outlined the upcoming programs for the months of August and
72 September.

73 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:17
74 a.m.

75 Submitted by Janet Marlow.

76 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 September 9, 2019

5 Library Board President Alex Conrad convened the meeting at 9:05 a.m. in the Community
6 Meeting Room of the Library. Also attending were Trustees Jens Kruse and Teresa Patrick;
7 Library Director Phil Heikkinen and staff member Janet Marlow; and Friends Board
8 Secretary Michael Armenia.
9

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

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

12 **ROUTINE MATTERS**

13 Minutes: The approval of August 2019 Regular Board Meeting minutes was tabled
14 until the October meeting, due to a lack of a quorum of August meeting attendees.

15 Vouchers and Payroll: Janet informed the Board that Martha had reviewed the
16 vouchers and payroll and recommended approval.

17 August 2019 Payroll \$34,886.42

18 Invoice Accounting Report 8/2/2019 (GF) \$7,394.85

19 Invoice Accounting Report 8/12/2019 (GF) \$6,640.61

20 Invoice Accounting Report 8/22/2019 (GF) \$6,250.14
21

22 Alex made a **MOTION** to approve the August payroll in the amount of \$34,886.42.
23 Teresa seconded, and the **MOTION** passed unanimously.

24 Alex made a **MOTION** to approve the submitted August 2019 General Fund vouchers
25 totaling \$20,285.60. Teresa seconded, and the **MOTION** passed unanimously.

26 **PUBLIC COMMENT** – None

27 **NEW BUSINESS**

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

29 ➤ **Director's Report**: Phil highlighted the sections of his report regarding the Health
30 Care Authority, job descriptions, OICF fund descriptions, parking lot lighting, and
31 insurance review. Regarding the remodeling project, he informed the Board that after the
32 County approved the permit last month, he and Martha gave feedback to the architects and
33 hope to have a bid set to post within the week. The Board discussed possible fundraising
34 ideas, including a Library Giving Day and developing an estate-planning document to add to
35 the website for people who wish to make a charitable bequest.

36 ➤ **2020 Budget**: Phil introduced the current draft of the 2020 Budget. The Board
37 discussed the schedule for approval, including the Public Hearing in October. The Board
38 discussed the projected remodel costs and contingency and asked Phil to continue
39 monitoring the COLA in order to ensure the most-accurate percentage is used.

40 ➤ **Friends of the Library**: Michael informed the Board that the Library Fair generated
41 about \$6500 in income and that lobby and e-Bay sales remain strong. He also said that the
42 Annual Meeting is anticipated to be on Sunday, October 20.
43

44 **REPORTS FROM ACTIVE COMMITTEES**

45 ➤ **Resources and Programs:** Jens reported that he had met with Phil and Mary and
46 that the result of their planning was included in the Director’s Report. He informed the
47 Board that he is planning on scheduling three advisory meetings per year and will likely
48 recruit an additional member for the committee.

49 ➤ **Community Relations:** None

50 ➤ **Facilities & Systems:** None

51 ➤ **Policy & Personnel:** Phil and Teresa informed the Board that one staff member
52 would be taking a 4-month leave of absence due to a gap in available housing and that
53 another staff member had agreed to cover the hours in the interim.

54 ➤ **Finance:** None

55 **PUBLIC COMMENT** – None

56 **OTHER** – Alex said that this would be his last in-person meeting and plans to call in from
57 Seattle for the remaining meetings. The Board discussed the upcoming Board vacancy with
58 Alex’s expiring term, and Phil said that we would need to advertise for a new trustee in
59 October.

60 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:42
61 a.m.

62 Submitted by Janet Marlow.

63 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 October 9, 2019

5 Library Board Vice President Martha Fuller convened the meeting at 9:05 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Jens Kruse,
7 Madeline Sheplor, Alex Conrad (via telephone), and Teresa Patrick; Library Director Phil
8 Heikkinen and staff member Janet Marlow; and Friends Board President Ken Gibbs.
9

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

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

12 **ROUTINE MATTERS**

13 Minutes - August: The Trustees reviewed the Minutes from the August 14 Regular
14 Board Meeting. Madeline made a **MOTION** to approve the Minutes; Jens seconded, and the
15 **MOTION** passed unanimously with Alex and Teresa abstaining due to not having attended
16 the meeting.

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

21 Vouchers and Payroll: Martha said that she had reviewed the vouchers and payroll
22 and recommended approval.

23	September 2019 Payroll	\$38,650.40
24	Invoice Accounting Report 9/3/2019 (GF)	\$4,966.51
25	Invoice Accounting Report 9/17/2019 (GF)	\$41,473.67
26		

27 Madeline made a **MOTION** to approve the September payroll in the amount of
28 \$38,650.40. Jens seconded, and the **MOTION** passed unanimously.

29 Martha made a **MOTION** to approve the submitted September 2019 General Fund
30 vouchers totaling \$46,440.18. Alex seconded, and the **MOTION** passed unanimously.

31 **PUBLIC COMMENT** – None

32 **FY 2020 Budget Discussion with Public Testimony**

33 ➤ **2020 General Fund Budget**: Phil reviewed the narrative and spreadsheet and
34 discussed likely revisions to the end of year carryover. He pointed out that the COLA had
35 been revised to 3.2% based on the latest figures for the Seattle area. Phil said that, ideally,
36 the capital expenditure portion of the budget will be again revised before approval at the
37 November meeting based on incoming bids for the remodeling project.

38 ➤ **2020 Building Fund Budget**: Phil explained that the budget consisted of the transfer
39 of remaining funds to the General Fund Budget.

40 ➤ **2020 Debt Service Fund Budget**: The Board discussed the Debt Service Fund
41 payment schedule and its impact on reserves.
42

43 **NEW BUSINESS**

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

45 ➤ **Director's Report:** Phil highlighted some facilities issues of his report, including the
46 ongoing installation and repair of parking lot lighting, and the installation of the donated
47 xylophone in the southwest lawn including plans to enhance the landscaping in that area.
48 He also informed the Board of the plan to plant a witch hazel tree in memory of library
49 volunteer Hazel O'Brien. Phil also informed the Board that a supporter had offered to
50 donate a piano to the Library; the Board discussed the possibility and agreed there was no
51 appropriate place.

52 ➤ **Trustee Recruitment and Advertising:** The Board reviewed the proposed
53 advertisement for the trustee vacancy and agreed on a communication plan. They also
54 discussed that they would need to be flexible with future meeting times in order to allow
55 members of the community with children or regular working hours to join the Board.

56 **Alex left the meeting at 9:45 a.m.**

57 ➤ **Friends of the Library:** Ken informed the Board that the Annual Meeting is
58 scheduled for Sunday, October 20, from 1:00 – 3:00 p.m. He also updated the Board on the
59 Friends' financial matters, including the approval of the Library's 2020 grant request and
60 that they will be transferring \$50,000 from a money market to the Friends' Capital Fund at
61 OICF. Finally, he informed the Board that Friends Board Member Harold Lentzner
62 resigned. Bianca Cox is a likely replacement on the Board.

63

64 **REPORTS FROM ACTIVE COMMITTEES:** Facilities & Systems was moved to be the first
65 committee to review so that Martha could participate.

66 ➤ **Facilities & Systems:** Martha reminded the Board that the bid packet for the
67 remodeling project was out and asked the Board to encourage any contractors they know to
68 submit a bid. Phil informed the Board that the walk-through with interested contractors
69 was scheduled for this afternoon and that fabrics for the chairs were being selected.

70 **Martha left the meeting at 9:52 a.m.**

71 ➤ **Resources and Programs:** Jens informed the Board that the Great Decisions program
72 had started and has been well received. The Board discussed the structure of the monthly
73 program.

74 ➤ **Community Relations:** The Board discussed that the teens have been acting up, and
75 Teresa asked that the staff approach the teens with a stricter enforcement of the rules. Phil
76 agreed that it's been a problem and added that it's difficult to deal with because it's a
77 balancing act of being welcoming and providing a safe space for teens while also prohibiting
78 behavior that may affect other patrons.

79 ➤ **Policy & Personnel:** None

80 ➤ **Finance:** None

81 **PUBLIC COMMENT** – Ken suggested the Library post a Code of Conduct in the YA area.

82 **OTHER** – None.

83 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:02
84 a.m.

85 Submitted by Janet Marlow.

86 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 November 13, 2019

5 Library Board Vice President Martha Fuller convened the meeting at 8:33 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor
7 and Teresa Patrick (via telephone); Library Director Phil Heikkinen and staff member Janet
8 Marlow; and Friends Board President Ken Gibbs.
9

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

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – The 2020 Budget Proposal was
12 moved to the end of the agenda.

13 **ROUTINE MATTERS**

14 Minutes: The Trustees reviewed the Minutes from the October 9 Regular Board
15 Meeting. Madeline made a **MOTION** to approve the Minutes; Teresa seconded, and the
16 **MOTION** passed unanimously.

17 Vouchers and Payroll: Martha said that she had reviewed the vouchers and payroll
18 and recommended approval.

19	October 2019 Payroll	\$37,333.19
20	Invoice Accounting Report 10/1/2019 (GF)	\$8200.25
21	Invoice Accounting Report 10/15/2019 (GF)	\$6748.21
22	Invoice Accounting Report 10/31/2019 (GF)	\$5614.76
23		

24 Madeline made a **MOTION** to approve the October payroll in the amount of
25 \$37,333.19. Teresa seconded, and the **MOTION** passed unanimously.

26 Madeline made a **MOTION** to approve the submitted October 2019 General Fund
27 vouchers totaling \$20,563.22. Teresa seconded, and the **MOTION** passed unanimously.

28 **PUBLIC COMMENT** – Ken mentioned that he’s noticing a lot of cigarette debris by the
29 north amphitheater and suggested it might be worthwhile to invest in another smokers’
30 receptacle.
31

32 **NEW BUSINESS**

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

34 ➤ **Director’s Report:** Phil discussed the Board option of sick-leave cash out or transfer
35 for eligible employees for the Board’s information, should the request arise. He also
36 informed the Board that he attended a Non Profit Directors’ meeting the week prior and had
37 received a salary schedule from the group that he would share with the Board. The Board
38 then discussed the paths forward for the remodeling project since no bids were received,
39 including possibly working directly with contractors to split the project into parts. Phil had
40 discussed the purchasing policy with both our attorneys and MRSC since few specific legal
41 guidelines are outlined in situations where no bids are received. The Board agreed that the
42 Library’s purchasing policy may need to be revised for simplicity, clarification, and to reflect
43 revisions in state law.

44 ➤ **Trustee Recruitment:** Martha detailed the process of the interviews she and Library
45 Board President Alex Conrad conducted. She said that all three applicants were very strong
46 candidates, any of whom would be an excellent trustee. Martha said that, after some
47 deliberation, she and Alex recommend Julia Wrapp for the position at this time. Martha
48 added that she strongly recommends Sharon Ho to be part of the Resources and Programs
49 Committee, and that due to Ducksoon Hwang’s history of fundraising, she may be a good
50 addition to the Friends of the Library. Martha made a **MOTION** to recommend Julia Wrapp
51 to the San Juan County Council for a position on the Library Board. Madeline seconded, and
52 the **MOTION** passed unanimously.

53 ➤ **Totem Pole Offer:** Phil updated the Board on the communication regarding the
54 possible donation of an Anthropocene totem pole to the Library. He recommended that we
55 gather more information regarding the installation and maintenance of the totem pole, and
56 that we make sure the Lummi are involved in the approval of the transfer and the siting of
57 the pole. Martha said that the Board recognizes what an honor it would be to have the
58 totem pole and want to ensure everything is done properly and respectfully. Martha and
59 Teresa agreed to work together with Phil on a contract that could be used if the Board
60 agrees to accept the gift, which will be funded in part by a public campaign.

61 ➤ **Friends of the Library:** Ken informed the Board that the Friends’ regular monthly
62 meeting was postponed until November 19, and that the Holiday Tea is scheduled for
63 Saturday, December 7, from 1:00-4:00 p.m.

64

65 **REPORTS FROM ACTIVE COMMITTEES:**

66 ➤ **Resources and Programs:** Phil pointed to the Director’s Report for the October
67 highlights and informed the Board that the Chief Seattle program on Nov 9 had 53
68 attendees and that “Sacred Cedars” with artist Dave Bodaly is scheduled for
69 November 22.

70 ➤ **Community Relations:** Last month’s topic of patron behavior in the Young Adult
71 Room was revisited. Phil informed the Board that a new interior camera was
72 installed allowing for more supervision from the front desk, and that the staff has
73 become stricter in the enforcement of the Library’s Code of Conduct. The Board
74 agreed that it’s a sensitive topic that requires good judgment and appreciate Phil and
75 the staff navigating the issues. Teresa added that we should also be sensitive to the
76 teens who don’t feel comfortable going into the room because of the other teens’
77 behavior and that it would be a shame to lose teen readers simply because they don’t
78 feel comfortable browsing.

79 ➤ **Facilities & Systems:** None.

80 ➤ **Policy & Personnel:** None.

81 ➤ **Finance: 2020 Budget Proposal.**

82 **2020 General Fund Budget:** Janet explained a small change from the October budget
83 presentation. Martha read Resolution 3-2019 Adopting the Tax Levy for the Year
84 2020. Martha made a **MOTION** to adopt Resolution 3-2019; Madeline seconded, and
85 the **MOTION** passed unanimously. Martha signed the Levy Certification on behalf of
86 the Board. Martha read Resolution 4-2019 Adopting the General Fund Budget for the
87 Year 2020 in the amount of \$1,317,425.00. Martha made a **MOTION** to adopt
88 Resolution 4-2019; Madeline seconded, and the **MOTION** passed unanimously.

89 **2019 Building Fund Budget:** The Board reviewed the Building Fund Budget
90 transferring any unspent funds into the General Fund. Martha read Resolution 5-
91 2019 Adopting the Building Fund Budget for the Year 2020 in the amount of

92 \$158,150.00. Martha made a **MOTION** to adopt Resolution 5-2019; Madeline
93 seconded, and the **MOTION** passed unanimously.

94 **2019 Debt Service Fund Budget:** The Board reviewed the Debt Service Fund
95 transferring the funds necessary for the scheduled payments for 2020. Martha read
96 Resolution 6-2019 Adopting the Debt Service Fund Budget for the Year 2020 in the
97 amount of \$107,170.00. Martha made a **MOTION** to adopt Resolution 6-2019;
98 Madeline seconded, and the **MOTION** passed unanimously.

99

100 **PUBLIC COMMENT** – None.

101 **OTHER** – None.

102 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 9:53
103 a.m.

104 Submitted by Janet Marlow.

105 Approved _____

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 December 11, 2019

5 Library Board Vice President Martha Fuller convened the meeting at 9:17 a.m. in the
6 Community Meeting Room of the Library. Also attending were Trustees Madeline Sheplor,
7 Jens Kruse, and Teresa Patrick (via telephone); Library Director Phil Heikkinen and staff
8 member Janet Marlow.
9

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

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

12 **ROUTINE MATTERS**

13 Minutes: The Trustees reviewed the Minutes from the November 13 Regular Board
14 Meeting. Martha made a **MOTION** to approve the Minutes; Madeline seconded, and the
15 **MOTION** passed unanimously with Jens abstaining due to not having attended the meeting.

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

18	November 2019 Payroll	\$36,572.45
19	Invoice Accounting Report 11/12/2019 (GF)	\$10,322.94
20	Invoice Accounting Report 11/25/2019 (GF)	\$11,800.74

21 Martha made a **MOTION** to approve the November payroll in the amount of
22 \$36,572.45. Jens seconded, and the **MOTION** passed unanimously.

23 Martha made a **MOTION** to approve the submitted November 2019 General Fund
24 vouchers totaling \$22,123.68. Madeline seconded, and the **MOTION** passed unanimously.

25 **PUBLIC COMMENT** – None.
26

27 **NEW BUSINESS**

28 ➤ **Relevant News and Issues**: Jens and Teresa informed the Board that they would
29 most likely miss the January 8 Regular Board Meeting due to scheduling conflicts. The
30 Board agreed to reschedule the meeting, and Phil will send a Doodle poll in order to
31 determine the best date for everyone.

32 ➤ **Director’s Report**: Phil updated the Board on the search for contractors to work with
33 the remodel, reporting that there had been two contractors who came for walk-throughs.
34 Related to any agreement with a contractor, Phil also told the Board that he and Teresa are
35 continuing to look at the purchasing policy with the intent of simplifying it and making sure
36 we have adequate recourse in cases where we receive no responses to an Invitation for Bids.
37 Phil informed the Board that the parking lot lighting improvements are in process,
38 including awaiting the County’s assistance in replacing an existing light. The Board
39 discussed the availability of electricians for the installation of the new pole. Regarding the
40 ongoing discussion of the Totem Pole, Phil said that the carver had not yet responded, and
41 that he was following up and making contacts with the Lummi. Phil added that he
42 anticipates a Library program in conjunction with the installation. Phil also informed the
43 Board that the chair fabrics had been selected, and that we are awaiting price quotes for the
44 chairs being ordered. He shared the fabric samples with the Board. Phil reported that the

45 Friends of the Library's Holiday Tea on December 7 had been a success, with approximately
46 500 attendees. Jens mentioned that he had seen beer bottles in Library Park, and the
47 Board discussed what role the County has, if any, in maintaining the park. Phil said that
48 he would look into the topic, adding that he has been working under the understanding that
49 the Library administers and maintains the park using the Library Park Endowment.

50 ➤ **Trustee Recruitment:** Phil informed the Board that the appointment of Julia Wrapp
51 was approved by the County Council at their November 26 meeting and that Julia will come
52 to the Library for Trustee orientation training prior to the January Board Meeting. Martha
53 reiterated how pleased she was that the Library had three strong applicants this year.

54 ➤ **Friends of the Library:** Madeline agreed to attend the January 14th meeting on the
55 Board's behalf.

56

57 **REPORTS FROM ACTIVE COMMITTEES:**

58 ➤ **Resources and Programs:** Jens reported that the committee met the week of
59 December 2nd to review events and agreed to meet every other month. Phil added
60 that the Art Committee met on December 10th and will put out a call for artists for
61 2020. Dave Kosiur has volunteered to take over chairing that committee.

62 ➤ **Community Relations:** Phil said that he's received occasional requests from patrons
63 to move the computers. The Board agreed no action was needed in response at this
64 time. Martha asked for an update on the behavior of Young Adult patrons, and Phil
65 reported that things are improving due to a combination of talks with the teens, self-
66 policing among the group, and the addition of a security camera.

67 ➤ **Facilities & Systems:** Phil reported that he is continuing to look for the best and
68 most economical way to maintain the Library's landscaping. He also reported that
69 volunteer Michael Armenia has been helping with a lot of handyman tasks and that
70 this is greatly appreciated.

71 ➤ **Policy & Personnel:** Phil reiterated that he is working on the Purchasing and
72 Contracting Policy with Teresa. Regarding personnel, he reminded the Board that
73 staff member Lovella Daoust is working extra hours to cover the short-term leave of
74 another staff member.

75 ➤ **Finance:** Janet reported that the Budget approved at the November Board Meeting
76 had been submitted to the County, and that the Library would most likely have a
77 higher cash-forward position than budgeted due to the delay of some anticipated
78 2019 expenses into 2020.

79 **PUBLIC COMMENT** – None.

80 **OTHER** – Martha presented Resolution 7-2019 Recognizing the Achievements of Outgoing
81 Board President Alex Conrad. Martha made a **MOTION** to adopt Resolution 7-2019.
82 Madeline seconded, and the **MOTION** passed unanimously.

83 **EXECUTIVE SESSION FOR REVIEW OF THE DIRECTOR:** The Board moved into
84 Executive Session at 10:10 a.m. The Board returned at 10:30 a.m. No action was taken.

85 **ADJOURNMENT** – There being no further business, the meeting was adjourned at 10:30
86 a.m.

87 Submitted by Janet Marlow.

88 Approved _____