

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 April 12, 2017

5 Library Board President Tom Fiscus convened the meeting at 8:34 a.m. in the Meeting  
6 Room of the Library. Also attending were Trustees Alexander Conrad, Martha Fuller,  
7 and Regina Zwilling; Library Director Phil Heikkinen, staff member Mary Pugh.

8 **WELCOME & INTRODUCTIONS** – Tom welcomed everyone for attending.

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

10 **ROUTINE MATTERS**

11 Minutes: The Board reviewed the minutes from March. Regina made a **MOTION**  
12 to approve the March 8 Minutes; Martha seconded and the **MOTION** passed  
13 unanimously.

14 Vouchers and Payroll: Alex said he had reviewed the Vouchers and payroll.

15 March 2017 Payroll \$29,995.60

16 Invoice Accounting Report 3/1/17 (GF) \$18,162.44

17 Invoice Accounting Report 3/15/2017 (GF) \$4,973.49

18 Invoice Accounting Report 3/17/2017 (GF) \$400.00

19 Invoice Accounting Report 3/28/2017 (GF) \$6,132.06

20 Invoice Accounting Report 3/14/2017 (BF) \$8,909.48

21 Invoice Accounting Report 3/15/2017 (BF) \$213,633.55

22 Invoice Accounting Report 3/16/2017 (BF) \$19,713.28

23 Invoice Accounting Report 3/28/2017 (BF) \$17,316.75

24 Alex made a **MOTION** to approve the March payroll in the amount of \$29,995.60.  
25 Regina seconded, and the **MOTION** passed unanimously.

26 Alex made a **MOTION** to approve the submitted General Fund vouchers in the  
27 amount of \$29,667.99; Martha seconded, and the **MOTION** passed unanimously.

28 Alex made a **MOTION** to approve the submitted Building fund vouchers in the  
29 amount of \$259,573.06; Regina seconded, and the **MOTION** passed unanimously.

30 **PUBLIC COMMENT** – None.

31 **PLANNING & PRIORITIES**

32 ➤ **Library Building Expansion:**

- 33 ◇ **Construction update:** Phil discussed the three-week scheduling look-ahead,  
34 interior work, furniture order, closing the parking lot for the Rose Street  
35 excavation, budget and contingency breakdown, occupancy permit requirements,  
36 the sliding doors for the children’s room, deferring landscaping until fall, and  
37 completing the current building remodeling later on.

38  
39 The Board discussed contacting the County about reimbursing a portion of the  
40 Rose Street cost.

- 42       ◇ **Financing: line of credit, loans, grants, donation, etc:** Martha discussed the  
43 progress on long-term debt conversion, the possibility of personal guarantees,  
44 and continuing work on donations.
- 45       ◇ **Naming, Donor Recognition:** Alex will be meeting with Joe Cohen about the  
46 *Finishing Touches* fundraising. The Board talked about a separate donor  
47 recognition event and set July 22<sup>nd</sup> for the event. Also discussed were certificate  
48 and plaque design, grand opening event speakers and volunteers, refreshments,  
49 music, and ribbon cutting.
- 50       ◇ **Sculpture Donation Offer:** The Board discussed the offer from Bob Lundeen’s  
51 family to gift the Library an Asian traditional sculpture. Discussion included the  
52 size and space requirements, maintenance and liability expense, and future  
53 landscape footprint. It was agreed that the timing was not appropriate for a  
54 sculpture placement, in relation to the expansion project landscaping. Phil  
55 offered to contact the family about the decision.

56       **NEW BUSINESS**

57           Relevant News and Issues: Phil reported on the resignation of the King County  
58 Library Director.

59           Director’s Report: Phil updated a patron issue resulting in a trespass order for  
60 one year. Phil asked the Board about preferences for receiving listserv articles, monthly  
61 goal reporting, and ideas for use of social media.

62           Friends of the Library: Alex reviewed the discussion about the Friends’ Store in  
63 the lobby of the new addition.

64       **REPORTS FROM ACTIVE COMMITTEES**

65           Resources and Programs: None.

66           Community Relations: None.

67           Facilities & Systems: None.

68           Finance: None.

69           Policy & Personnel: The Board discussed the limits and specifications of the  
70 Director’s signing authority, in response to Phil’s question about wording of the policy.

71       **PUBLIC COMMENT** – None

72       **OTHER** – None.

73       **ADJOURNMENT** – There being no further business, Martha made a **MOTION** to  
74 adjourn the meeting at 10:24 a.m. Alex seconded, and the **MOTION** passed  
75 unanimously.

76       Submitted by Mary Pugh.

77       Approved \_\_\_\_\_