

1 **ORCAS ISLAND LIBRARY DISTRICT**



3 Regular Board Meeting

4 February 8, 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, Regina Zwilling,
7 and Ben Luna; Library Director Phil Heikkinen, staff member Mary Pugh, and Naming
8 Committee Chair Donna Gerardi Riordan.

9 **WELCOME & INTRODUCTIONS** – Tom welcomed everyone for attending, especially
10 considering the snowfall.

11 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Tom cancelled the Executive
12 Session because some Trustees needed additional time to complete evaluations. Tom
13 added discussion of the grand opening celebration under Relevant News and Issues.

14 **ROUTINE MATTERS**

15 Minutes: The Board reviewed the minutes from January. Regina made a
16 **MOTION** to approve the January 10 Minutes; Alex seconded and the **MOTION** passed
17 unanimously. Ben made a **MOTION** to approve the January 24 Minutes; Regina
18 seconded, and the **MOTION** passed unanimously.

19 Vouchers and Payroll: Alex said he had his first training in reviewing the
20 Vouchers and payroll.

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|----|--|--------------|
| 21 | January 2017 Payroll | \$31,659.70 |
| 22 | Invoice Accounting Report 1/18/17 (GF) | \$28,667.41 |
| 23 | Invoice Accounting Report 1/20/2017 (GF) | \$132.00 |
| 24 | Invoice Accounting Report 1/24/2017 (BF) | \$205,096.96 |
| 25 | Invoice Accounting Report 1/25/2017 (BF) | \$8,753.87 |

26 Alex made a **MOTION** to approve the January payroll in the amount of
27 \$31,659.70; Regina seconded, and the **MOTION** passed unanimously.

28 Alex made a **MOTION** to approve the submitted General Fund vouchers in the
29 amount of \$28,799.41; Ben seconded, and the **MOTION** passed unanimously.

30 Alex made a **MOTION** to approve the submitted Building fund vouchers in the
31 amount of \$213,850.83; Regina seconded, and the **MOTION** passed unanimously.

32 **PUBLIC COMMENT** – Donna Riordan said she believes public libraries are needed now
33 more than ever with daily challenges to accurate information. She donated personal
34 copies of the US Constitution to give to patrons.

35 **PLANNING & PRIORITIES**

36 > **Library Building Expansion:**

37 ◇ **Construction update:** Phil discussed the design changes and cost increase of
38 the Rose Street upgrade. He noted access disruptions when HB Hansen cuts
39 through the existing asphalt for drainage line installation. The Board
40 expressed their disappointment at the Planning Department’s changes in
41 direction and requirements which increased the overall cost significantly.
42 Tom will speak with Commissioner Rick Hughes. Phil said the spray
43 insulation application may force the closure of the library for a day or two. If

44 we find that the fumes are not impacting our current building, it may be only
45 one day. Phil asked the Board to weigh in on furniture samples.
46 ◇ **Financing: line of credit, loans, grants, donation, etc:** Mary filed the first
47 reimbursement request for the State grant. Phil will follow-up on other
48 sources for the fixed-term loan.
49 ◇ **Naming, donor recognition:** Phil said the language for the Henigson Family
50 honorary naming would be forwarded to the Naming Committee.

51 **The Board took a break from 9:30 to 9:35 a.m.**

52 ➤ **Library Board Retreat follow-up:** Tom thanked everyone for an excellent planning
53 session.

54 **NEW BUSINESS**

55 Relevant News and Issues: Grand Opening Celebration: Ben gave an outline of
56 his event planning for food, entertainment, music, tours, and possibly booths. The Board
57 set an initial budget of \$10,000.

58 Director's Report: Phil invited any questions about his report. He noted Tony's
59 vacation, a website uptime of 99%, attendance at a county-wide emergency
60 preparedness meeting, and completion of the State Auditor's audit for fiscal years 2013
61 through 2015. Phil said it was a clean audit with a recommendation to revise the
62 purchasing policy to include dollar levels for formal and informal bids. Mary said we
63 would be required to have two annual audits for 2016 and 2017 because we will exceed
64 the \$2 million threshold for a triennial audit.

65 Friends of the Library: no Friends Board member was present; Phil said the
66 Friends will keep their 2nd Tuesday meeting schedule.

67 **REPORTS FROM ACTIVE COMMITTEES**

68 Resources and Programs: None.

69 Community Relations: None.

70 Facilities & Systems: None.

71 Finance: None.

72 Policy & Personnel: Phil said he will revisit the patron behavior policy in light of
73 some recent events. Tom said he would like to create a plan for staffing when the
74 addition opens. Alex suggested a review after ninety days to see how things are going.
75 Phil mentioned additional staff and volunteers..

76 **PUBLIC COMMENT** – None

77 **OTHER** – None.

78 The Board took a short break at 10:02 a.m. to tour the building addition.

79 **Executive Session for the Review of the Library Director:** Cancelled.

80 **ADJOURNMENT** – There being no further business, the meeting was adjourned at
81 10:13 a.m.

82 Submitted by Mary Pugh.

83 Approved _____