

1 ORCAS ISLAND LIBRARY DISTRICT



3 Regular Board Meeting

4 March 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.

10 **ADDITIONS OR MODIFICATIONS TO THE AGENDA** – Tom moved up Donna’s
11 presentation to the beginning of Planning and Priorities.

12 **ROUTINE MATTERS**

13 Minutes: The Board reviewed the minutes from February. Regina made a
14 **MOTION** to approve the February 8 Minutes; Alex seconded and the **MOTION** passed
15 unanimously. Regina made a **MOTION** to approve the February 22 Minutes; Alex
16 seconded, and the **MOTION** passed unanimously.

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

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| 18 | February 2017 Payroll | \$31,242.68 |
| 19 | Invoice Accounting Report 2/1/17 (GF) | \$4,915.55 |
| 20 | Invoice Accounting Report 2/15/2017 (GF) | \$5,627.77 |
| 21 | Invoice Accounting Report 2/15/2017 (BF) | \$8,442.00 |
| 22 | Invoice Accounting Report 2/21/2017 (BF) | \$375,041.96 |
| 23 | Invoice Accounting Report 2/21/2017 (BF) | \$18,188.26 |

24 Alex made a **MOTION** to approve the February payroll in the amount of
25 \$31,242.68; Regina seconded, and the **MOTION** passed unanimously.

26 Alex made a **MOTION** to approve the submitted General Fund vouchers in the
27 amount of \$10,543.32; Ben seconded, and the **MOTION** passed unanimously.

28 Alex made a **MOTION** to approve the submitted Building fund vouchers in the
29 amount of \$401,672.22; Regina seconded, and the **MOTION** passed unanimously.

30 **PUBLIC COMMENT** – Donna Riordan thanked the Library for sponsoring the lecture
31 by Jens Kruse at Orcas Center on March 27 at 5:30pm.

32 **PLANNING & PRIORITIES**

33 ➤ **Library Building Expansion:**

34 ◇ **Naming, donor recognition:** Donna presented the Board with the
35 recommendation to approve the donor agreement with Masterson. Tom
36 asked for a correction for the date to read as of March 8, 2017. Alex made a
37 **MOTION** to approve the agreement between the Library and Masterson with
38 a corrected approval date of March 8, 2017. Ben seconded and the **MOTION**
39 passed unanimously. Ben asked for background on the Naming Committee.
40 The Board discussed the honorific naming of the expansion for the Henigson
41 family and agreed to include the Naming Committee in the discussions.

42 ◇ **Construction update:** Phil discussed scheduling, electrical installation, storm
43 water control, siding, roofing, windows, doors, shelving and lighting.

44 The Board discussed the request of the San Juan County Planning
45 Department for changes to the storm water catch basin, and increased cost by
46 the County's delays and changes. The Board agreed to keep the current
47 approved plan unless the County was paying for the requested changes. Also
48 discussed was the installation of conduit for future utilities. Alex made a
49 **MOTION** to authorize the Rose Street improvements of \$85,500. Ben
50 seconded and the **MOTION** passed unanimously.

51 Phil asked the Board for approval to sign the change order for the new
52 shelving that was not included in the original bid, estimated to be \$42,154.
53 Alex made a **MOTION** to authorize the change order for shelving not to
54 exceed \$50,000. Ben seconded and the **MOTION** passed unanimously.

55 ◇ **Financing: line of credit, loans, grants, donation, etc:** Phil is working with a
56 university student on a project to apply for a grant through the Friends.
57 Mary indicated that the State grant funds should be enough through May.
58 She is working on a final distribution request.

59 **The Board took a break from 9:30 to 9:52 a.m.**

60 **NEW BUSINESS**

61 Relevant News and Issues: Grand Opening Celebration: Ben reviewed progress
62 on the event.

63 Director's Report: Phil noted a patron issue resulting in a no trespass for one
64 month. He will work with Tom on updating policy, if necessary.

65 Friends of the Library: Regina will replace Alex at today's meeting.

66 **REPORTS FROM ACTIVE COMMITTEES**

67 Resources and Programs: None.

68 Community Relations: None.

69 Facilities & Systems: None.

70 Finance: None.

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

75 **PUBLIC COMMENT** – None

76 **OTHER** – None.

77 **Executive Session for the Review of the Library Director**

78 The Board went into Executive Session at 10:115 a.m. The Board reconvened at 10:53
79 a.m. There was no action taken.

80 **ADJOURNMENT** – There being no further business, the meeting was adjourned at
81 10:54 a.m.

82 Submitted by Mary Pugh.

83 Approved _____