

**CENTRAL SKAGIT RURAL PARTIAL COUNTY LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MEETING NOTES**

**Location: 100 West State Street, Suite C, Sedro Woolley, WA 98284
July 22nd, 2015 7:00 p.m.**

1. Call to Order @ 6:00 pm
 - a. Board Members in attendance:
 - i. Chris Silves
 - ii. Mindy Coslor
 - iii. Ahmik Hindman
 - iv. Mary Alice Grobins
 - b. Library Director:
 - i. Jeanne Williams
2. Approval of Agenda
 - a. Mary Alice moves that we approve the agenda as submitted.
 - b. Chris seconded the motion to approve the agenda as submitted.
 - c. All approved.
3. Conflicts of Interest
 - a. None
4. Clay Learned Commercial and Real Estate
 - a. Clay agrees that we need to look at a rental property while we search for a long term property.
 - b. From Clay's perspective, each task is independent and should be separate.
 - i. Clay believes he can be the buyer and seller--about 80% of his annual transactions are these types of transactions.
 - c. Mary Alice - if we are interested in a short term property for lease, where you are the listing agent, then we need to have the verbiage to reflect this. In addition we need to make sure that we also stipulate our intent that we are searching for a long term solution and ensure this is documented as well.
 - d. Clay stipulated that we need to keep the doors open and there might be a case where a lease turns into a purchase even on the long term plan.
 - e. Clay said we don't need tenant contract in place for a short term lease.
 - f. Mindy asked about the fee coming from the landlord suggests that he would be representing the landlord.
 - g. Clay indicated that that is not necessarily true and provided an example of a client where he is doing this.
 - h. Mary Alice talked about some changes to the contract. We need to change / expand the search criteria and we should provide the clarification on the type of property we want to search on. The language in the contract was based upon some potential flawed data on where the population base was. We should articulate the required criteria--Internet, PUD water, flood zone, etc.--no matter where they are located. We should modify the scope to include the criteria in the contract.
 - i. Clay indicated that the wider the criteria, the longer it will take to weed through the property listed.
 - j. Ahmik asked about a database like MLS where the criteria could be

entered in for an easy search and disqualification based upon the criteria.

- k. Clay indicated that the databases he has access to represents about 40% of the properties available, and the databases in Skagit County aren't as accurate.
- l. Mindy said that the county might be able to do this specific analysis on demographics. GIS said they would charge us their cost (salary and benefits), materials and 15% overhead if we wanted to engage them. We would also have to sign a contract before they would start any work.
- m. Mary Alice said that we should expand and remove any reference to Clear Lake and Big Lake as some people might believe these are the only areas we are interested in and then include the results of the GIS study to remove any ambiguity.
- n. Mary Alice also said we should change "Seller" to "Seller or Lessor"
- o. Mary Alice said that we should get a tighter estimate on the "not to exceed" clause under "5C"
- p. Mary Alice stipulated that we would want to have a predetermined pay increment.
- q. Clay said that he doesn't care what increment we want, it is ok with him.
- r. Mary Alice wanted the page numbers indicating the size of the contract and the detail.
- s. Mary Alice asked for clarification on 2.2D
- t. Clay specified that when he does a private acquisition for someone that doesn't want to be disclosed, this is where this is used but ultimately must be approved by the board.
- u. Mary Alice asked what you would suggest that we set the ceiling at for the hourly charge that we won't succeed.
- v. Clay said he didn't know until we decide what the criteria is, and the scope of work will help define this.
- w. Mary Alice said that we have new information now about where we can be located since we last met and need to talk as a board before we develop this scope.
- x. Clay said he plans on working with Peter Carletti's architecture firm in the qualification process of the potential properties.

5. Temporary location

- a. Jeanne Williams talked about the old Rite Aid location as the temporary location.
- b. Clay said we might have some zoning restrictions and would have to seek relief from the owner. There may also be covenant issues with the other businesses. The modifications that would need to take place to make this space viable would probably be cost prohibitive. The space is over 30,000 square feet.
- c. Jeanne Williams clarified that that we would have to lease longer than 3 years.
- d. Mindy said that this would be a good place for parents to drop off their kids while parents go and shop.
- e. Clay indicated that this is why retail business don't like Libraries due to the type of people that are drawn. Parking is also a big concern with the retail business.
- f. Mindy--we just learned from the Municipality research center that we are allowed to locate a facility in the city of Sedro-Woolley.
- g. Mary Alice--this is why we need to change the scope.
- h. Chris--between the June and July meeting we increased the library

cards by 120 people.

- i. Clay--I need to know budget, size, parameters, etc..
- j. Jeanne Williams, said that 15,000 square feet would be ideal.
- k. Mary Alice--I think we need to provide a range 10,000 – 15,000 square feet.
- l. Clay, “we will have to look about tax deferment. 32,000 square feet is about \$16,000 / month. \$3.00 / square foot / year is a good estimate for taxes and rate.”
- m. Clay felt we should continue the discussion on the long term. If you come in with a 10 year lease with 5 year options. In exchange for this we want you to pay for the changes. Is ownership a requirement?”
- n. Jeanne Williams asked if the Rite Aid space could be split.
- o. Clay, yes but it can be very expensive, gave an example that was \$982,000 to split another space about this same size.
- p. Clay said he was going to search from 3,000 – 35,000 and will create a long list and will send this to the board, with some specific comments on some suggested focus properties.
- q. Clay said there is also a property adjacent to the property that could be built to suit, but is the most expensive way out.
- r. Mindy, we are going to work on the contract, come up with some constrains, and get more clarification around this.

6. Research Request on Library Branches outside the District.

- a. Jeanne Williams read off many of the example libraries outside the district. Jeanne also confirmed with a gentleman at MRSC that there was no legal reason we couldn't have a rural library within the city limits where residents were not included in the tax base.

7. Job Descriptions

- a. Jeanne Williams talked about the need for clerical staff vs. a deputy director.
- b. Chris asked about the need for this person to drive the book mobile.
- c. Jeanne Williams said that she didn't believe we needed to have this qualification yet, and that, when the time comes, we could hire strictly for a bookmobile employee.
- d. Mary Alice said that we should change the language to “up to 50 lbs.”. She also wanted to have a bullet item to include minute-taking during the Library Board meeting minutes.
- e. Mary Alice indicated that the Skagit Valley Herald still has an advertisement for help with electronics on Thursday night.
- f. Mindy told Jeanne that she needed to develop relationship with the reporters. In the folder there is a flash drive with some of the media contacts.
- g. Mindy was pleased to see the position listed as part time to start.
- h. Mary Alice asked if the county suggest to limit the hours below 20.
- i. Jeanne Williams replied that it was Joy that suggested we stay below 20 hours so we don't have to take our PERS.
- j. Mary Alice, on the state level we used to use 18 hours, but we changed this to 16 hours so that the employee doesn't exceed the 70 hour a month threshold for PERS.
- k. Chris suggested that we might have someone working at another library that might be interested in another temp role.
- l. Mary Alice and Jeanne Williams said that someone from another library may be part of PERS, which would require us to pay in even though they

would be below the limit.

- m. The hourly wage was discussed and Mindy looked at statewide library statistics to see the ranges. The ranges for this level position ranged from \$12 to \$18 an hour.
- n. Mary Alice suggested we should advertise without the rate.
- o. Mindy and Mary Alice both agree that we should delegate hiring authority to Jeanne Williams.
- p. There was discussion about Board approval of the final candidate. However, Mary Alice and Mindy felt that they Board should not be part of the decision to hire lower-level staff. It was suggested that a Board member sit on an interview team. Mary Alice also stipulated that we don't need document and give notice to temporary employees and that they are taking on employment at will.
- q. Ahmik said that it is always a practice of industry to have a team interview. Mary Alice suggested that Jeanne inquire about another Librarian to participate and then not have the board be part of this as this sets a precedence. It was suggested that that current Assistant Director be on the committee.
- r. Mindy agreed with Mary Alice's suggestion.
- s. Motion:
 - i. Mary Alice motions to delegate authority to form an interview committee and hire a temporary employee at \$12-\$18 / hour, retain the necessary documentation and report the findings to the board.
 - ii. Ahmik seconded the motion.
 - iii. All approved.

8. Committee or other Reports:

9. Adjournment

- a. Mary Alice made a motion to adjourn.
- b. Ahmik seconded the motion.
- c. All approved.

The next regular meeting will be held on August, 20th at the district office at 100 W. State St. Suite C, Sedro Woolley, WA 98284, 7 p.m.

Mindy Coslor

Ahmik Hindman

Chris Silves

Lynn Torset

Mary Alice Grobins