

Central Skagit Rural Partial County Library District
Regular Board Agenda
Sedro-Woolley City Council Chambers
May 24, 2018
7:00 p.m.

1. Call to Order
2. Introduction – Sara Harlan, Supervisory Librarian
3. Public Comments
4. Approval of Agenda
5. Consent Agenda Items

Approval of the Regular Meeting Minutes from April 19, 2018
Approval of April 2018 Payroll in the amount of \$\$26,322.88
Approval of April 2018 Vouchers in the amount of \$26,606.18
General Ledger Report for April 2018

6. Conflict of Interest
7. Communications
8. Report of the Director
9. Unfinished Business
 - A. New Library Update (Information)
 - B. Annual Audit Exit Conference Briefing (Information)
10. New Business
 - A. Draft Annual Report to the Skagit County Board of Commissioners (E,N,D)
 - B. Bylaws Amendment First Read (E,N)
 - C. Subcommittee for Director's Evaluation (E,N,D)
 - D. Director's Contract (E,N,D)
11. Other Business
 - A. Resolution to Change Bank Account to Non-Profit Status (D)
 - B. Holiday Pay Policy Amendment (E,N,D)
 - C. 2017 Year-End Reconciliation (Information)

There may be an Executive Session immediately preceding, during or following the meeting.

Legend:

E = Explore Topic

N = Narrow Options

D = Decision

Information = informational items and updates on projects

Parking Lot = Items tabled for a later discussion

Central Skagit Rural Partial County Library District
Regular Board Minutes
Sedro-Woolley City Council Chambers
April 19, 2018
7:00 p.m.

1. Call to Order 7:00pm

Trustees Present: Mary Alice Grobins, Chair
Mindy Coslor, Vice Chair
Darcy Resetar
Lynn Torset

Staff Present: Jeanne Williams, Director

2. Introduction/Welcome New Board Member

Mary Alice Grobins introduced Darcy Resetar, the new Trustee appointed by the Board of County Commissioners on April 9, 2018.

3. Public Comments

Wayne Carlson wished to share how happy he is about Sedro-Woolley representation on the Board of Trustees and that he liked the changes made at the library. He felt the space planning and use were good, the new hours were more convenient, especially evenings. He shared that he has enjoyed the documentary screenings. He also commented that the staff are excellent.

4. Approval of Agenda

Motion to approve the Agenda as submitted.

Motion 1: Lynn Torset
Motion 2: Mindy Coslor
Unanimous

5. Consent Agenda Items

Approval of the Regular Meeting Minutes from February 15, 2018
Approval of February 2018 Payroll in the amount of \$17,488.74
Approval of February 2018 Vouchers in the amount of \$92,196.07
Approval of March 2018 Payroll in the amount of \$25,935.03
Approval of March 2018 Vouchers in the amount of \$240,249.55
General Ledger Report for February and March 2018
Balance Detail Reports/Balance Sheets

Motion to approve the Consent Agenda as submitted.

Motion 1: Mindy Coslor
Motion 2: Lynn Torset
Unanimous

Approval of the Regular Meeting Minutes from February 15, 2018
Approval of February 2018 Payroll in the amount of \$17,488.74
Approval of February 2018 Vouchers in the amount of \$92,196.07
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General Ledger Report for February and March 2018
Balance Detail Reports/Balance Sheets

6. Conflict of Interest

None Reported.

7. Communications

Lynn Torset shared that he house is in construction and he will be moving into the city limits in September.

8. Report of the Director (attached to previous Board meeting materials)

9. Unfinished Business

A. Election of Officers

Mindy Coslor nominated Mary Alice Grobins for Board Chair.
Lynn Torset seconded the nomination.
Unanimous

Mary Alice Grobins nominated Mindy Coslor for Vice Chair.
Lynn Torset seconded the nomination.
Unanimous

Motion to close nominations.

Motion 1: Mindy Coslor
Motion 2: Darcy Resetar
Unanimous

B. Board Retreat Agenda (May 19, 2019)

The Trustees discussed the Retreat Agenda and the expectations for that day. No additions were recommended.

C. New Library Update (Information)

Mary Alice Grobins shared that the \$1.5M budget appropriation had been approved by state legislators. She also apprised the Board of the retention of Roger Howard to consult during design and construction. The team has been working on getting a budget in place and hopes to be able to share this by next regular meeting. There are plans in place to hold two joint meetings with Sedro-Woolley City Council after schematic design. This will then kick off design development, where another joint meeting will be held closer to the end of the project.

10. New Business

A. Reciprocal Borrowing

1. Burlington Public Library (D)

The City of Burlington provided the Board with a signed Interlocal Agreement for reciprocal borrowing between the libraries. The Director explained that this agreement was the same in content as the other interlocal agreements with the other libraries in Skagit County.

Motion to enter into the Interlocal Agreement with the city of Burlington for reciprocal borrowing.

Motion 1: Mindy Coslor
Motion 2: Darcy Resetar
Unanimous

2. Reciprocity Update (Information)

Jeanne Williams shared that the pursuit of reciprocal borrowing privileges with the City of Mount Vernon is being worked on internally. She let the Mount Vernon Library Director know that the Board would be glad to speak with library and city administration as this process moves forward.

B. Collections (E)

Jeanne Williams shared with the Board that the procedure for handling patrons with long overdue items at the Sedro-Woolley Public Library had been to send those patrons to a collection agency. Thus far, this had not been the practice of the Central Skagit Library District. Jeanne Williams asked the Board for direction with regard to sending patrons to collections. She shared that currently, patrons with long overdue materials are blocked from checking out library materials and are blocked from most of the digital services. The Board discussed the library's focus on building relationships,

and felt that collections activities could be damaging to that endeavor. The Board concluded that the loss rate should be monitored and, if the Director felt that it was becoming a large enough issue, using collections could be discussed at that time.

11. Other Business

Jeanne Williams will be out on sick leave beginning on April 27, 2018 to last approximately 10 days.

12. Executive Session

Pursuant to RCW 42.30.110(1)(b), the Board entered executive session at 8:00pm for 20 minutes to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

13. Adjournment 8:20pm

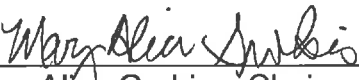
Motion 1: Darcy Resetar
Motion 2: Lynn Torset
Unanimous

Legend:

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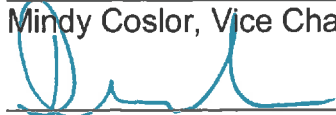
Parking Lot = Items tabled for a later discussion



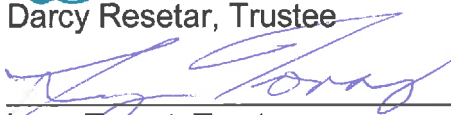
Mary Alice Grobins, Chair



Mindy Coslor, Vice Chair



Darcy Resetar, Trustee



Lynn Torset, Trustee

Central Skagit Rural Partial County Library District
 720 Metcalf Street
 Sedro Woolley, WA 98284

We the undersigned members of the Board of Trustees of the Central Skagit Rural Partial County Library District, hereby approve the following vouchers submitted under the signature of Library Director, Jeanne Williams.

VOUCHER DATE	VENDOR	INVOICE NO.	DATE	CATEGORY	AMOUNT
4/6/2018	Market Fuel SW		04/04/18	5014910	\$75.00
4/20/2018	Midwest Tape	96002533	04/13/18	5013515	\$912.52
4/6/2018	The Library Store	325197	04/16/18	5013512	\$527.86
	Circuit Solutions	1159	03/29/18	5014110	\$685.50
	City of Sedro-Woolley		04/01/18	5014700	\$193.85
	City of Sedro-Woolley		04/01/18	5014700	\$16.91
	Hoopla	95966402	03/31/18	5014930	\$682.86
	Midwest Tape	95961492	03/31/18	5013515	\$187.74
	Midwest Tape	95954158	03/28/18	5013515	\$40.12
	Midwest Tape	95954159	03/28/18	5013515	\$47.19
	Midwest Tape	95949266	03/27/18	5013515	\$194.63
4/13/2018	Baker & Taylor	4012170696	03/20/18	5013515	\$17.74
	Baker & Taylor	4012173708	03/22/18	5013515	\$22.43
	Baker & Taylor	4012176024	03/22/18	5013515	\$18.49
	Baker & Taylor	4012176025	03/22/18	5013515	\$95.97
	Baker & Taylor	4012174962	03/23/18	5013515	\$251.67
	Baker & Taylor	4012174963	03/23/18	5013515	\$490.80
	Baker & Taylor	4012174964	03/23/18	5013515	\$512.65
	Baker & Taylor	4012174965	03/23/18	5013515	\$54.92
	Baker & Taylor	4012174966	03/23/18	5013515	\$69.84
	Baker & Taylor	4012177165	03/26/18	5013515	\$17.27
	Baker & Taylor	4012177166	03/26/18	5013515	\$39.94
	Baker & Taylor	4012177167	03/26/18	5013515	\$1,924.34
	Baker & Taylor	4012177168	03/26/18	5013515	\$31.02
	Baker & Taylor	4012177169	03/26/18	5013515	\$10.99
	Baker & Taylor	4012177170	03/26/18	5013515	\$426.70
	Baker & Taylor	4012177171	03/27/18	5013515	\$22.64
	Baker & Taylor	4012177172	03/27/18	5013515	\$517.49
	Baker & Taylor	4012177173	03/27/18	5013515	\$12.15
	Baker & Taylor	4012177174	03/27/18	5013515	\$51.07
	Baker & Taylor	4012180044	03/29/18	5013515	\$17.86
	Baker & Taylor	4012180045	03/29/18	5013515	\$5.57
	Baker & Taylor	4012180046	03/29/18	5013515	\$62.72

Baker & Taylor	4012180047	03/29/18	5013515	\$19.05
Baker & Taylor	4012180048	03/29/18	5013515	\$140.39
Baker & Taylor	4012183618	04/03/18	5013515	\$6.89
Baker & Taylor	4012183619	04/03/18	5013515	\$35.48
Baker & Taylor	4012183620	04/03/18	5013515	\$115.92
Baker & Taylor	4012183621	04/03/18	5013515	\$6.72
Baker & Taylor	4012183622	04/03/18	5013515	\$193.97
Baker & Taylor	4012185003	04/04/18	5013515	\$178.89
Baker & Taylor	4012185004	04/04/18	5013515	\$386.53
Baker & Taylor	4012185005	04/04/18	5013515	\$478.73
Baker & Taylor	4012185006	04/04/18	5013515	\$29.15
Baker & Taylor	4012185007	04/04/18	5013515	\$16.73
Baker & Taylor	4012185008	04/04/18	5013515	\$179.16
Baker & Taylor	4012185009	04/04/18	5013515	\$20.18
Baker & Taylor	4012185010	04/04/18	5013515	\$19.06
Baker & Taylor	4012189191	04/09/18	5013515	\$181.99
Baker & Taylor	4012189192	04/09/18	5013515	\$22.18
Baker & Taylor	4012189193	04/09/18	5013515	\$246.61
Baker & Taylor	4012189194	04/09/18	5013515	\$37.62
Baker & Taylor	4012189195	04/09/18	5013515	\$396.20
Baker & Taylor	4012189196	04/09/18	5013515	\$11.64
Baker & Taylor	4012189197	04/09/18	5013515	\$28.21
Baker & Taylor	4012189198	04/09/18	5013515	\$90.20
Baker & Taylor	4012189199	04/09/18	5013515	\$6.72
Baker & Taylor	4012189200	04/09/18	5013515	\$23.32
Baker & Taylor	4012189201	04/09/18	5013515	\$18.52
Baker & Taylor	4012191730	04/11/18	5013515	\$37.05
Baker & Taylor	4012191731	04/11/18	5013515	\$17.25
Baker & Taylor	4012191732	04/11/18	5013515	\$34.03
Baker & Taylor	4012191733	04/11/18	5013515	\$98.82
Baker & Taylor	4012191734	04/11/18	5013515	\$17.05
Baker & Taylor	4012193413	04/12/18	5013515	\$28.79
Baker & Taylor	4012193414	04/12/18	5013515	\$7.55
Baker & Taylor	4012193415	04/12/18	5013515	\$55.01
4/13/2018 Comcast		04/02/18	5014212	\$270.85
The Library store	323572	04/11/18	5013110	\$229.48
The Library store	317199	03/01/18	5013110	\$445.37
The Library store	317141	02/28/18	5013110	\$84.15
Hillis Clark Martin	225458	04/09/18	5014110	\$294.00


4/19/2018

Cascade Natural Gas		04/03/18	5014700	\$102.29
Cascade Natural Gas		04/03/18	5014700	\$177.04
Demco	6345980	04/03/18	5013110	\$55.27
Skagit PUD		04/04/18	5014700	\$44.77
OCLC	593055	03/31/18	5014930	\$109.83
Demco	6347514	04/05/18	5013512	\$531.64
Central Moving	3769	04/10/18	5014110	\$190.00
Mid-West Tapes	95960658	03/31/18	5013515	\$98.71
Mid-West Tapes	95960658	03/31/18	5013515	\$360.98
Mid-West Tapes	95960659	03/31/18	5013515	\$289.85
Mid-West Tapes	95958591	03/30/18	5013515	\$169.01
SYNCB/AMAZON	688538643997	03/11/18	5013515	\$21.66
SYNCB/AMAZON	545597657459	03/11/18	5013110	\$23.01
SYNCB/AMAZON	446687369673	03/13/18	5013515	\$32.00
SYNCB/AMAZON	833776696663	03/13/18	5013515	\$321.14
SYNCB/AMAZON	448863758996	03/14/18	5013515	\$17.14
SYNCB/AMAZON	537766463976	03/15/18	5013110	\$83.14
SYNCB/AMAZON	556577658935	03/15/18	5013110	\$48.35
SYNCB/AMAZON	439596955885	03/19/18	5013515	\$26.30
SYNCB/AMAZON	677594338665	03/21/18	5013515	\$11.90
SYNCB/AMAZON	445586636978	03/22/18	5013110	\$50.49
SYNCB/AMAZON	445545743996	03/23/18	5013110	\$44.07
SYNCB/AMAZON	4.53946E+11	03/23/18	5013110	\$14.05
SYNCB/AMAZON	896649559974	03/23/18	5013512	\$149.09
SYNCB/AMAZON	869697543336	03/25/18	5013110	\$23.01
SYNCB/AMAZON	673653735546	03/26/18	5013515	\$5.48
SYNCB/AMAZON	889588337537	03/26/18	5013515	\$15.16
SYNCB/AMAZON	454543573775	03/26/18	5013515	\$5.45
SYNCB/AMAZON	649697775657	03/26/18	5013515	\$8.93
SYNCB/AMAZON	566734638384	03/26/18	5013515	\$21.63
SYNCB/AMAZON	6.76774E+11	03/26/18	5013515	\$29.65
SYNCB/AMAZON	444863939586	03/26/18	5013515	\$14.75
SYNCB/AMAZON	458476666873	03/26/18	5013515	\$7.30
SYNCB/AMAZON	433575669937	03/26/18	5013515	\$16.11
SYNCB/AMAZON	6.78756E+11	03/26/18	5013515	\$120.19
SYNCB/AMAZON	583664498349	03/26/18	5013515	\$48.68
SYNCB/AMAZON	445696897599	03/26/18	5013515	\$9.43
SYNCB/AMAZON	459689575863	03/27/18	5013515	\$133.68
SYNCB/AMAZON	465443689588	03/28/18	5013180	\$32.64

	SYNCB/AMAZON	454773473334	03/28/18	5013515	\$30.47
	SYNCB/AMAZON	785947398987	03/28/18	5013515	\$43.39
	SYNCB/AMAZON	456747939976	03/28/18	5013515	\$9.68
	SYNCB/AMAZON	689653669439	03/28/18	5013180	\$12.50
	SYNCB/AMAZON	443489484569	03/28/18	5013180	\$5.38
	SYNCB/AMAZON	899968975665	03/29/18	5013515	\$139.29
	SYNCB/AMAZON	753668884367	03/30/18	5013180	\$53.67
	SYNCB/AMAZON	558746789565	03/30/18	5013515	\$347.80
	SYNCB/AMAZON	469855348795	03/31/18	5013515	\$59.33
	SYNCB/AMAZON	449743835774	03/31/18	5013515	\$5.52
	SYNCB/AMAZON	436858957588	03/31/18	5013515	\$6.50
	SYNCB/AMAZON	447666796978	03/31/18	5013515	\$5.58
	SYNCB/AMAZON	949575676653	04/02/18	5013515	\$14.06
	SYNCB/AMAZON	989977739667	04/02/18	5013110	\$53.91
	SYNCB/AMAZON	463547338786	04/02/18	5013110	\$22.16
	SYNCB/AMAZON	446447559833	04/05/18	5013110	\$30.58
	SYNCB/AMAZON	645743566995	04/09/18	5013180	\$28.68
	SYNCB/AMAZON	448953967739	04/09/18	5013110	\$17.78
	SYNCB/AMAZON	437574697454	04/09/18	5013515	\$104.25
4/19/2018	Frontline Cleaning	18356	04/16/18	5014187	\$365.00
	Verizon Wireless		04/09/18	5014212	\$134.99
	Demco	6352051	04/12/18	5013512	\$3,789.83
	Midwest Tape	95976370	04/05/18	5013515	\$266.30
	Midwest Tape	95982849	04/07/18	5013515	\$1,783.44
	Midwest Tape	95982849	04/07/18	5013515	\$123.19
	Midwest Tape	95994373	04/10/18	5013515	\$528.77
	Midwest Tape	95993496	04/11/18	5013515	\$332.49
4/25/2018	Comcast		04/14/18	5014212	\$218.41
	Puget Sound Energy		04/19/18	5014700	\$310.94
	Ingram	33906758	03/29/18	5013515	\$25.96
	Ingram	33558508	03/08/18	5013515	\$36.58
	Midwest Tape	96017555	04/18/18	5013515	\$20.06
	Midwest Tape	96004598	04/14/18	5013515	\$680.91
	Midwest Tape	96005460	04/14/18	5013515	\$171.73
4/26/2018	Carniceria Los Amigos		04/25/18	5013180	\$39.60
	SafeWay		04/25/18	5013180	\$20.51
	Haggen		04/11/18	5013180	\$7.99
	Thompson's Nursery		04/19/18	5013180	\$12.98
	Rite Aid		04/02/18	5013110	\$8.67

	Home Depot		04/19/18	5013180	\$17.06
4/25/2018	Alpine Fire & Safety	13507	03/21/18	5014110	\$57.94
4/26/2018	Sara Harlan		04/26/18	5014310	\$350.12
	Sara Harlan		04/26/18	5013180	\$100.45

TOTAL \$26,606.18




 Mary Alice Grobins, Chair




 Mindy Coslor, Vice Chair



 Ahmik Hindman, Trustee



 Darcy Resetar, Trustee



 Lynn Torsét, Trustee



720 Metcalf Street
Sedro-Woolley, WA 98284
360.755.3985
www.centralskagitlibrary.org

Resolution No. 2018-4

RESOLUTION APPROVING THE CHANGE OF A BANK ACCOUNT TYPE

The Central Skagit Rural Partial County Library District Board of Trustees has authorized the change of the Skagit Bank Account Type to a Non-Profit Account.


Adopted this 24th day of May, 2018.



Mary Alice Grobins, Chair




Mindy Coslor, Vice Chair



Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee

Central Skagit Library District
2017 Year-End Reconciliation

Treasury Report 12/31/2017

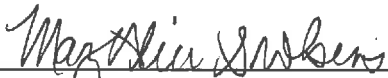
Ending Cash Balance	\$755,772.23
Ending Investments	\$2,073,824.58
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	\$2,829,596.81

Skagit Auditor Balance Year End 2017

Cash and Cash Equivalents	\$755,772.23
Temporary Investments	\$2,073,824.58
	<hr/>
	\$2,829,596.81

Vouchers Payable EOY 2017	\$32,520.85
Accrued Liabilities EOY 2017	\$9,745.45
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	\$42,266.30

Grand Total Cash/Invesements \$2,787,330.51



Mary Alice Grobins, Chair



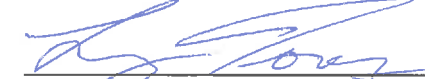
Mindy Coslor, Vice Chair



Ahmik Hindman, Trustee



Darcy Resetar, Trustee



Lynn Torset, Trustee