

Lopez Island Library Board of Trustees
Regular Meeting
April 9, 2015

Approved as amended on May 21, 2015

Regular Board Meeting Call to Order:

Chair Bill Evans called April 9, 2015 meeting of the Lopez Library Board of Trustees at 12:02 PM.

Members Present: Trustees Bill Evans, Sarah Eppenbach, Mike Moore, Rob Thesman, and Ilene Unruh.

Staff: Director Lou Pray and Judy Welker were also present.

Guest Speaker: Caleb Pal, telecommunication systems technician

Guest, Caleb Pal was introduced. He had been asked to outline options for alternatives to the traditional phone service the library has had and to offer solutions based on the fiber optic already in place. The current phone system, which dates from 2009, needs replacing because it is outdated and has suffered numerous hardware failures, has limited capacity for conferencing, and is otherwise no longer adequate to meet the Library's needs. Caleb talked about a Digium VOIP system. This system would replace the current analog phones in the building. Each VOIP phone (8 total) would connect via Ethernet (Local Area Network) to an on-site Private Branch Exchange (PBX). The PBX is responsible for voicemail, call routing, conference bridges, etc.

Depending on the preference of the library, the actual voice phone service to the Public Switched Telephone Network (PSTN) could be accomplished one of two ways. Option one, the PBX connects to Centurylink via analog or digital phone lines. Option two, the PBX could connect to a VOIP provider using the current Fiber Optic connection. This would require some additional work as far as Quality of Service to ensure voice calls are given priority over the Fiber Optic Connection. Option two would probably be more economical. There would be an initial cost for the hardware, but over time, the cost for phone service and long distance could be reduced. Caleb said he would try to pull some actual figures for equipment and hardware together by the next meeting.

Agenda Approval: The board reviewed the agenda. Guest speaker was moved to the beginning of the meeting due to the speaker's time constraints. Added to new business was a request from Kathy Holliday and an Executive Session after the approval of surplus items. Bill Evans called for a motion to approve.

MSP Rob Thesman moved and Sarah Eppenbach seconded a motion to approve the agenda as amended. Motion passed.

Approval of March 19, 2015 Regular Board Minutes: Minutes were sent out prior to the meeting and corrections and change suggestions were emailed in response. An amended

46 draft of the minutes was submitted for approval. After a brief discussion of changes, Bill Evans
47 called for a motion to approve.

48 **MSP** Michael Moore moved and Rob Thesman seconded the motion to approve the
49 March 19, 2015 regular meeting minutes as amended. Motion passed.

50 **Friends of the Library Report:** The Friends of the Library did not have a meeting since the
51 March meeting reported on during the last library board meeting. The next Friends meeting is
52 scheduled for April 14, 2015.

53

54 **Librarian Report:** Lou submitted her librarian report with the following highlights:

55

- 56 • The financial reports from the county were not received in time for the meeting. These
57 reports will be reviewed next month.
- 58 • The library circulation statistics indicated a slower month, but speaker events were well
59 attended including wildlife photographer, Paul Bannick and his presentation on The Owl
60 and the Woodpecker, and the Dr. Merle Lefkoff presentation, **Can Capitalism be**
61 **saved? The New Eco-Economy**. The last presentation in the Winter Lust Series was
62 from Jack Pedigo and Parvin Baharloo who shared photographs, videos, their
63 impressions and a discussion about **“The Beauty and Complexity of Vietnam: A**
64 **Different Light.”**
- 65 • Next month more speakers and presentations are scheduled including **“Interactive**
66 **Storytelling in a Digital World”** with blogger, Tim Fry of 468 Communications. As part
67 of the Digital Skills grant, Tim Fry, Matthew Rabel and Diana Zapalac, participate in a
68 3-person panel of professionals sharing their passions, their education and careers with
69 the seniors and juniors in the presentation/discussion **“Creating a Career in the Digital**
70 **World”** to be held at the Lopez School.
- 71 • There were a lot of digital skills activities throughout the month with staff training
72 patrons, Beth’s activities at the school with the ASUS notebooks, college scholarships,
73 and grants. Also the weekly Tech Classes have been continued each Thursday
74 evening. A representative from the Digital Grant will be doing a site visit coming up on
75 April 19th. The grant ends on May 15th.

76

77 Old Business

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79 **Grant Activities:** Covered during the librarian report. Jen Krajack has submitted several
80 reimbursement claims, and monies have been received for these requests.

81

82 **Library HR Policies:** The board discussed tackling the HR policies during the Board Retreat.
83 The board agreed on meeting on Friday, June 19th at 10:00 am. Lou will reserve the Grace
84 Church for the retreat.

85

86 **Bill Evans status:** Bill has nothing to add to his status.

87

88 **Ergonomic Assessment:** Diane Lin with the state’s L & I came to the library to do an
89 ergonomic assessment of the library work spaces. She gave pointers on how to avoid work
90 related injuries from repetition and stress of neck and wrists by proper placement of arms and
91 hands while working, keyboard & monitor placement, desk & chair height and gave

92 recommendations on what to look for in chairs, foot rests, and adjustable height desk platforms
93 out in the market. Lou discussed with the board that she would like to make some purchases
94 to accommodate the staff to address ergonomic improvements, such as adjustable furniture,
95 not to exceed \$10,000.

96
97 **Acoustics:** The last 2006 acoustics report didn't address the community room. The board
98 briefly discussed the need for addressing the acoustical problems of the meeting room, which
99 often make hearing difficult during meetings or events. A lower cost solution could include
100 installing cloth covered acoustical panels, which could be custom –ordered or locally crafted.
101 Lou offered to enquire about a local expert who could recommend optimal placement and
102 materials. There was a discussion of padded fabric panels as well as other acoustic options.
103

104 **New Business**

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106 **ADA Compliance (discussion):** After several patron accident reports over the last year,
107 Judy Welker suggested to the board consider creating a plan to bring all portions of the library
108 facility into ADA compliance. The board could do a self-assessment or hire an ADA
109 professional to perform a comprehensive evaluation. Using a completed evaluation, the library
110 could determine which steps are readily achievable with minimal capital outlays and which
111 would require more material capital expenditures. The library is currently addressing known
112 risks, such as replacing the front entry carpet squares with Marmoleum and discussing repair
113 or replacement of the front sidewalks. Judy distributed a checklist for Existing Facilities for the
114 board's perusal. The board thanked Judy for her suggestion and asked Lou to inquire if a risk
115 management plan would reduce our liability insurance amount.
116

117 **Budget Adjustment for actual beginning cash (action):** Budget Resolution 15-1 was
118 presented for adoption to change the actual cash starting amount to \$88,268.00. The adjusted
119 revenue and expenditure line items were also presented. After some discussion, President Bill
120 Evans called for a motion to approve Resolution 15-1.

121 **MSP** Sarah Eppenbach moved and Rob Thesman seconded to adopt Resolution 15-1,
122 amending the 2015 budget to adjust beginning cash. The motion passed.
123

124 **Approval of Bills**

125
126 **March 19, 2015 Expenditures**

127			
128	3/23/2015	Bill Voucher - Fund 6331	1,664.89
129	3/31/2015	Bill Voucher - Fund 6331	4,275.54
130			
131		Total Bills	5,940.43
132			
133	4/1/2015	Healthcare - April 2015	1,436.32
134			
135		Total Health Care	1,436.32
136			
137	4/1/2015	Payroll - April 2015	19,946.85

138	Total Payroll	19,946.85
139		
140	Total Expenditures	27,323.60
141		

142 Bill Evans called for a motion to approve all vouchers.

143
 144 **MSP** A motion was made by Michael Moore and seconded by Sarah Eppenbach to
 145 approve all bills totaling \$27,323.60. Motion passed.

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 147 **Surplus:** 45 items withdrawn for book sale valued less than \$500 were presented for surplus.
 148 Bill Evans called for a motion to approve surplus.

149 **MSP** A motion to approve surplus was called for by Ilene Unruh and seconded by
 150 Michael Moore. Motion approved.

151
 152 **Executive Session**

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 154 At 1: 50 pm, Judy Welker excused herself from the regular meeting and the meeting convened
 155 in executive session. The purpose of the executive session was to discuss a personnel matter
 156 and the board anticipated the executive session to last approximately 30 minutes.

157
 158 The minutes will show that the executive session began at 1:55 and ended at 2:29 pm. No
 159 decision was made but was considered a good discussion generator for the HR policy meeting
 160 set for June 19th.

161
 162 The public was invited to return to the meeting room and the board of trustees was called back
 163 into open session.

164
 165 **Adjournment:** With no other business on the agenda, Bill Evans called for a motion to
 166 adjourn.

167
 168 **MSP** Rob Thesman moved and Sarah Eppenbach seconded to adjourn the meeting.
 169 Motion passed. The regular meeting adjourned at 2:31 PM.

170
 171 **Next Meeting: May 21, 2015**

172
 173 Respectfully submitted: _____
 174 Board Secretary

175 Approved: _____
 176 Board Chair

177

**Lopez Island Library Board of Trustees
Librarian's Report
May 21, 2015**

Financial Snapshot for 2015

Revenue as of May 1, 2015 - \$208,131 (36%)
Expenditures as of May 1, 2015 \$158,930 (27%)
In our General Operating Funds as of May 1, 2015 - \$137,469
In our Capital Improvement Funds as of May 1, 2015 - \$52,882.01
Lopez Island Endowment Fund: \$88,657.89

Select Operational Statistics for April 2015

Checkouts - 7,475 down slightly from last April's 7,677
Holds Placed - 405
Patron Visits – 5,429 up slightly from last April's 5,410
ILL – 55 up from 46
Computer sign-ups – 938 down from last April 1,164
Computer Hours – 497 hours down from 594 hours last April

Acquisitions Report

New Items selected in April 2015: 146 books; 46 films; 2 audiobooks; 65 periodical issues; and the rest are e-content records

Lou's April 2015 Activities

Grants – received a \$1,000 grant from Washington Humanities to offset Garth Stein's speaker costs.

Worked with Family Resource center to use grant money for two digital video cameras and accessories.

Coordinated site visit for Digital Grants examiner. She was "blown away" by what we were able to accomplish in the short grant period.

Group presentations –

Friends of Woodmen Hall

Thursday Tech Time – again, mostly iPads

One-on-one training

A few follow-ups to Thursday – how to set up Overdrive on their Kindle Paperwhite and a few others (iPads); How to do conf. calls on an iPhone; Hoopla troubleshooting; and using the Puffin browser

HR & PROFESSIONAL DEVELOPMENT

- Attended WA Library Association Conference (Attended a mix of sessions – management, technology, and collection building) ; webinars on booklist titles and upcoming Fall titles
- Attend Digital Literacy: Public Technology Training in Libraries a one-day class focusing on how design classes and provide one-on-one technology training with patrons from all walks of life.

PROGRAMS

Worked with the team on Nancy Pearl's Spring into Books presentation and the Age of Digital Storytelling.

FINANCES

Negotiated with the State Library to transfer grant money around to cover more equipment needs, such as those for the Family Resource Center's classes on digital video (2 video recorders and associated equipment, such as cases, lens covers, battery packs, and so on.

Staff Reports

IT person Bill Clemens April 2015 – Lots of work with the Macs and new iPads and ASUS circulating tech collection

Beth's March 2015 Activities

CATALOGING

- Cataloged 50 books, 8 films, 1 audiobook & 2 music CDs
- eBook cataloging for Hoopla & OCLC
- Download Ingram MARC records

PROGRAMS

Preschool Storytime

- 1st – April Fool's Day: 6 kids, 4 adults

Baby Storytime

- 15th – Variety: 4 kids, 3 adults
- 22nd- Trucks: 3 kids, 2 adults

Kindergarten Storytime

- 2nd – Snakes: 15 kids, 2 adults
- 14th – Poetry: 19 kids, 2 adults
- 28th – Birds: 18 kids, 3 adults

Musical Instrument Petting Zoo

- Meeting with musicians & Program Coordinator to begin preparations for July 18th event

Pet Pals

- Communication with developer Dr. Sally Hodson for July 29th children's event

PROFESSIONAL DEVELOPMENT

- 7th – Young Adult fantasy book webinar

- 16th-17th – attended WA Library Association Conference (Teen Technology, Sustainable Programming, Engaging Diverse Populations, and Early Literacy sessions)
- 21st – Middle-grades Book webinar
 - 28th - Facilitated YARLI (Young Adult Readers of Lopez Island) Book Group with 4 other adult members. Discussed *Cuckoo's Egg*, by C.J. Cherryh (sci-fi)

DIGITAL SKILLS GRANT

- Self-training on Lynda.com (eReaders, Pages, iCloud & Android Essential Training) & Microsoft IT Academy (Intermediate Excel)
- 2nd, 9th - Assisted with Thursday Tech Times with Lou & others (1 & 5 attendees)
- 14th – ASUS Transformer Notebook training with 2 teaching staff
- 19th – Site visit for grant with Elizabeth Laukea to review activities
- 29th – To school for Creating a Career in the Digital World presentation & panel with resident digital businesspersons (32 high school students, 2 staff)

LIBRARY ENVIRONMENT

- Weeded & reorganized Reference section with Lou and moved Young Adult graphic novels into new available space.

Jen's April 2015 Activities

Lou Pray and I attended a terrific one-day conference at the Everett Public Library on Digital Literacy: Public Technology Training in Libraries. The program offered good information in defining, practical training and boundaries for assisting patrons with digital access in the library. The program fit very well with the current Digital Skills Training and Outreach grant currently in process.

An artists' reception was held April 10th to welcome the library's latest artwork installment. The photographs of Robert Harrison and Heather Gladstone as well as the screen print artwork of Kristin Twigg were officially opened to a gathering of 30+ people. For the first time the opening was held during the core hours of the library which attracted a larger group of participants. Patrons who may have felt disinclined from attending an artist's reception were instead a positive part of welcoming the work.

Biologist Dr. James Sumich presented a program on Gray Whales to an audience of 73 people at Woodmen Hall. Information on current studies, migration patterns, and the health and status of the animals was presented in terrific detail. Dr. Sumich is a good speaker and in the Q & A portion of the program the Lopez audience was very participative. Feedback after the program was very positive. This program completed the 4 programs co-sponsored with the San Juan Islands National Monument. The Monument paid for rental of Woodmen Hall for Encounters from a Kayak, Geology of the National Parks, the New Eco-Economy and Owls and Woodpeckers. (\$300 total) We are currently working with them to co-sponsor additional programs for the summer season.

Mingled Visions: A Collaborative event with Whatcom Museum took place Monday April 27th in Bellingham. 40 people travelled there to see the photogravures of Edward S. Curtis currently on display at the museum and then attend a talk on Curtis by Timothy Egan. (Short Nights of the Shadow Catcher: The Epic Life and Immortal Photographs of Edward S. Curtis) Whatcom Museum provided

two docents and opened their museum/gift shop to the Lopez dedicated tour. (The museum is closed Mondays and the event was exclusive to Lopez) The tour began with a brief presentation about Curtis in the atrium then the Curtis gallery was opened with two hours available to truly study the 40 photogravures and the docents close by to answer questions. Timothy Egan spoke to a packed crowd at Mt. Baker Theater. Seeing the images and then hearing him shortly afterward was very moving. As part of the Digital Skills Training and Outreach a panel presentation/discussion was held at the Lopez School for Seniors and Juniors. "Creating a Career in the Digital World" was hosted by the library with three professionals sharing their passions, their education and careers with the students. Tim Fry, Diana Zapalac and Mathew Rabel each presented then a Q & A followed. 30+ students and 2 staff attended.

The jewel of the programming year was a visit from favorite librarian and NPR commentator Nancy Pearl. Lou Pray scored this gift of an evening that many will be talking about for months. Nancy Pearl is not a book snob! Her discussion on a variety of titles in a variety of genres was generous, warm and entertaining. The next morning the library was a buzz of activity with patrons inquiring, checking out the books she recommended or ordering them on Interlibrary Loans.

We donated the community room screen (new one purchased) to Woodmen Hall. In exchange they are not charging us for two events: Dr. James Sumich-Biology of Gray Whales (April 16, 2015) & author Garth Stein (June 13, 2015)

We have now submitted 4 reimbursements to WSL as part of the Digital Skills Training Grant and two quarterly reports. A survey monkey has been constructed by Director Lou Pray. I will be distributing it to all participants the last 5 months in training and outreach programs. The survey results will be included in the final report due May 29, 2015.

Glen Maxson completed the seven classes he taught on behalf of the Digital Skills Training grant. Class offerings were Credit Card Processing, Video Editing, Safe Computing, Social Media for Reluctant Participants, Low Cost Computing Programs and Self-Publishing via the Web. Classes were well attended and reached numerous patrons across gender, age and financial background.