

1 Lopez Island Library Board of Trustee
2 Regular Meeting
3 April 23, 2014
4 **Approved as amended on May 15, 2014**

5 **Regular Board Meeting Call to Order:**

6 Chair Bill Evans called to order the regular scheduled April meeting of the Lopez Library
7 Board of Trustees at 12:02 PM.

8
9 **Members Present:** Trustees Bill Evans, Sarah Eppenbach, Michael Moore, and Rob
10 Thesman. Ilene Unruh was expected as a late arrival.

11
12 **Staff:** Director Lou Pray and Judy Welker were also present.

13
14 **Guest Speaker:** None.

15
16 **Agenda Approval:** The board reviewed the agenda. Under New Business, Board of
17 Trustees meeting scheduling was added. Under Old Business, cash drawer policy
18 review was changed from action needed to first reading. Bill Evans called for a motion
19 to approve.

20 **MSP** Sarah Eppenbach moved and Michael Moore seconded a motion to
21 approve the agenda as amended. Motion passed.

22
23 **Approval of March 19, 2014 Regular Board Minutes:**

24 Corrections emailed in by the board were reviewed and the minutes were submitted
25 with those amendments. A motion was called for to approve the minutes.

26 **MSP** Rob Thesman moved and Michael Moore seconded to approve the March
27 19, 2014 Regular meeting minutes as amended. Motion Passed.

28
29 **Friends of the Library Report:** Discussed at the last Friends of the Library meeting
30 were the annual Friends meeting, and their annual budget. They discussed changes in
31 their sorting procedures. They are also scaling back on merchandise, but will continue
32 to offer their book bags. Left over inventory of children's T-shirts will be given to the
33 library for summer reading prizes, and the holiday tree ornaments will be given to the
34 wreath making non-profit at Center Church Cemetery Association. A \$25,000 check
35 from the Nordhoff Family Trust was received for the benefit of the library's purchase of
36 the Eco Master buffing machine and the new video-conferencing equipment.

37
38 The board discussed writing a thank you letter and including a Resolution of
39 Appreciation. Lou will draft letter and send to Bill Evans for approval.

40
41 **Librarian Report:** Lou submitted her librarian's report with the following highlights:

- 42 • Lou shared the initial demo of the library's future webpages which will be written in
43 WordPress, a free and open source software that will be easier to update and is a
44 popular blogging system. Adrienne Adams of Cloud Islands is developing the new
45 pages and will instruct staff on WordPress when completed.
- 46 • Accepted Heidi Larsen's letter of resignation, hired a "substitute" librarian, and is
47 drafting job description for two part-time librarians to replace Heidi. The new

48 substitute librarian, Beth St. John, was an applicant for the Heidi's position in 2013
49 and is now living full time on Lopez Island.
50 • Ordered new disc cleaning/repair and video conferencing equipment funded by the
51 above mentioned grant.

52
53

Old Business

54 **Policy Review – Collection consideration issues:** The current Section 3.0
55 Collection Development Policy was circulated, along with a version of changes to the
56 policy discussed at the last meeting. Sarah Eppenbach suggested a two-step process
57 modeled on suggestions from the American Library Association website, which would
58 include initial consideration of a challenge by a review committee of Library staff. The
59 decision could then be appealed to the Board of Trustees, which represents the public.
60 After discussion, the Board agreed that Sarah would draft a version to be circulated
61 prior to the next meeting. No action was taken.

62 **Policy Review – Cash Drawer:** To improve on the accountability of the Petty Cash, a
63 recommendation was made by the auditors to include the \$40 starting cash in the policy
64 Petty Cash Fund description. After some discussion, the board agreed on following change:

65

66 **2.1.3. A Petty Cash Fund:** The total petty cash is set at \$1,000.00. Of this total, \$40.00
67 shall be kept in the cash drawer as the starting bank, ~~\$375.00~~ \$335.00 is kept in cash for
68 postal expenses and small supplies. The remainder (625.00) is kept in the Islander's Bank
69 Public Funds Bank Account. Any use of the fund will be replenished on a monthly basis by
70 voucher request from the Public Funds account to keep the total amount at \$1,000.00.

71

72 No action was taken. This policy change is considered the first reading and will be acted
73 upon on the next meeting.

74

New Business

75

76
77 **Youth Summer Programs:** Lou distributed a brochure highlighting the summer events for
78 preschoolers, school-age children, teens & tweens, and adults. Details of the Read to a Dog
79 are still being worked out.

80

81 **Hoopla Training (webinar):** Steps in signing up and using Hoopla were reviewed. This
82 database is the easiest yet for patrons to access. The content which is accessed via
83 streaming requires an internet connection, a browser, or an application that is downloaded to
84 the patron's device. Details will be on the library's website.

85

86 **Resolution 14-1 to adjust beginning cash:** A resolution amending the 2014 budget to
87 adjust the beginning cash to match the actual beginning cash of \$127,403 for the Lopez
88 Island Library General Fund 6331 was presented to the board for approval. Attached to the
89 resolution were line item adjustments. The board discussed adjusting various line items, but
90 in the end decided not to adjust any line items at this time. Adjustment of line items will be
91 reviewed in the third quarter of the year. With no further discussion, Bill Evans called for a
92 motion to approve an amended resolution, adjusting the beginning cash only.

93 **MSP** A motion to approve Resolution 14-1 Amending the 2014 Budget to Adjust the
94 Beginning Cash was made by Rob Thesman and seconded by Sarah Eppenbach. Bill Evans
95 called for a voice vote. The motion passed unanimously as amended.

96
97 **Resolution to express appreciation to the Friends and donor:** The board discussed
98 making a formal resolution to express appreciation to the Friends of the Library and to donor
99 Nordhoff Family Trust.

100 **MSP** A motion was made by Rob Thesman and seconded by Michael Moore to
101 approve a **Resolution of Appreciation to the Nordhoff Family Trust and to the**
102 **Friends of the Lopez Island Library** for their recent donation of \$25,000. The motion
103 passed.

104 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed
105 by the board.

106	3/24/2014	Bills Voucher – Fund 6331	1,523.83
107	4/8/2014	Bills Voucher – Fund 6331	6,086.34
108	4/11/2014	Bills Voucher – Fund 6331	1,800.16
109	4/15/2014	Bills Voucher – Fund 6331	12,463.95
110		Total Bills	\$ 21,874.28
111	4/1/2014	Healthcare – April 2014	\$ 2,747.96
112	4/1/2014	Payroll – April 2014	\$ 18,004.84
113		Total Expenditures	\$42,627.08
114			
115			

116 **MSP** A motion to approve all vouchers for a total of **\$ 42,627.08** was made by Sarah
117 Eppenbach and seconded by Ilene Unruh. Motion passed.

118
119 **Surplus:** 242 items withdrawn from the collection for the book sale with a value of less than
120 \$500 were presented for surplus.

121 **MSP** A motion was made by Ilene Unruh and seconded by Rob Thesman to approve
122 the items presented for surplus. Motion passed.

123
124 **Executive Session:** Bill Evans asked Judy Welker to leave the room so that the board of
125 directors and Lou Pray could convene into executive session for the purpose of discussing
126 staffing and personnel matters. They anticipated adjourning the executive session and
127 reconvening the open portion of the meeting, at approximately 2:45 pm.

128
129 The minutes will show that the executive session began at 1:50 pm and was attended by
130 Trustees Bill Evans, Sarah Eppenbach, Michael Moore, Rob Thesman, Ilene Unruh, and
131 Director, Lou Pray.

132
133 The minutes will show that the executive session was adjourned at 2:50 pm and no action
134 was taken. The public was invited to return to the meeting room.

135 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for
136 Thursday, May 15, 2014 at 12:00 PM.

137 **Adjournment:** With no other business on the agenda, Sarah Eppenbach called for a
138 motion to adjourn.

139 **MSP** Ilene Unruh moved and Michael Moore seconded to adjourn the meeting.
140 Motion passed. The regular meeting adjourned at 2:52 pm.

141 Respectfully submitted: _____
142 Board Secretary

143 Approved: _____
144 Board Chair

**Lopez Island Library Board of Trustees
Librarian's Report
May 15, 2014**

Financial Snapshot for 2014

Spent 36% of budget; earned 36% of budgeted revenue (49% of property taxes received)

Revenue as of May 1, 2014 - \$204,443 (36% received)

Expenditures as of May 1, 2014 - \$151,031 (36% spent)

In our General Operating Funds as of May 1, 2014 - \$154,095.00

In our Capital Improvement Funds as of May 1, 2014 - \$42,882.01

Lopez Island Endowment Fund: \$86,088.67

Select Operational Statistics for April 2014

(From Lou)

New items added in April 2014:

- 225 books
- 57 films
- 5 audiobooks
- 4 music CDs
- 99 periodicals
- 3,046 e-books

April Library Walk-in Traffic: 5,410, a 5% decrease from April 2013

Circulating items in April 2014: 7,486, a 8 % decrease from April 2013

Holds placed: 472 down 107 from last month

Interlibrary Loans requested: 74 (12 up from the previous month)

Books vs. Non Books: 46% books 54% non-books

Fiction Books vs Non-fiction Books: 61% Fiction; 39% non-fiction

Adult vs. Children: 88% adult; 12% children

- Worked with Andrew on Inventory issues. Inventory tool in Koha was timing out. Andrew finished the scanning piece of the inventory on Friday May 9, 2014. Hurray! We are giving him a gift card and celebration as "Inventory King" on Thursday May 15th
- Weeded multiple copies in Fiction
- Set up meeting with Rosetta Stone staff and got single login instructions for web page to Judy
- Offered to be Minecraft setup person for the monthly event; Chris (a Dad) will run it
- Completed paperwork for Hoopla; took training webinars this month; launch set for 6/1
- Drafted letter of thanks for the Nordhoffs and shared with the actual invoices for the items
- Submitted work ticket for blinds in meeting room
- During window cleaning, a window was broken by the fireplace; Jody at Olympic glass will replace
- Receiving volunteer gift book requests (\$1,000 set aside by Friends for this appreciation gift)
- Got a check for \$1,000 from a grant we put in two years ago: Build-A-Bear for early literacy

- Getting feedback applauding musical instrument lending program and requests for how it works
- WLA has expressed an interest in a panel of librarians offering unconventional services & approached me
- Collaborated with staff on job descriptions and what is most needed & used feedback to tweak job ads
- ARSL (Assoc. of Rural & Small Libraries) is offering scholarships for annual conference in Tacoma and encouraging applicants – Beth & I will apply
- Started trial on Pronunciator, another foreign language service we have until May 20th to play with it
- Had very successful Lopez Poets night event; over sixty attended.
- Nice turn-out for Gretchen Wing's teen book launch
- Ian Lange did a great job of explaining landslide issues and dangers in his presentation
- Ongoing training and orientation with Beth on her duties as substitute while the job process continues.
- Judy came back from WLA with some adult services ideas I'd like to explore: Ferry book talks and "Books on Tap" – nice idea to discuss books in the places people will be – on the ferry, at the bar, etc.
- Here is a fresh schedule of staff starting next week:
 - Beth's schedule: Tues – Thurs 9-3; Friday 4-6
 - Judy's schedule – Mon-Fri 9-5
 - Lou's schedule – Mon – Thurs (10-6); off Friday; work Saturday (7:30-5)
 - Rosie's schedule – 10:15-6:15 (Mon – Thurs)
 - Kathy's schedule – Mon, Fri, Sat (10-6)

I attended the Northwest Corner Library Directors' meeting, May 8, 2014
(Everett Public Library)

Attended by: Laurie Orton (SJIPL), Maggie Buckholz (BurPL), (LCRL), Debra Peterson (SWPL), Sheri Miklaski (APL), Christine Perkins (WCL), Eileen Simmons (EPL), Linda Lambert (WCC), Mindy Coslor (SVC), Lou Pray (LIPL), Jill Pannkuk (CSRPCLD), Brooke Pederson (USL), Jeanne Crisp (guest from SIL) and Brian Soneda (MVCL).

I carpoled down to Everett with Laurie Orton, Brian Soneda and Sheri Miklaski and we talked about problem patrons and a recent death threat directed to Brian at Mount Vernon. Jeanne Crisp talked about Sno-Isle's recent renovations and now has lots of "stuff" (in six storage units), including shelves and furniture that have been replaced by newer items. Does anyone want any of this, in decent condition, rather than Sno-Isle disposing of them? She shared an inventory sheet. I'll send it around. She added "if need be" Sno-Isle will even deliver! They REALLY want to get rid of this gently used (not junk) collection of items. Please let Jeanne know (jcrisp@sno-isle.org) by the end of May. Tours of the storage shed contents can also be arranged. A nice opportunity for free stuff.

WLA Conference feedback was shared. One topic was the unpleasant North Central Regional Library situation, in which no NCRL staff members attended (boycott) and the director, Dan Howard, was a little testy (some said downright defiant when introducing his Library Board when they received a WLA award. Food was not so good; in fact Christine thought the chicken at the Business Meeting/Awards Lunch was "inedible." Christine really liked the cybercrime session presented by Barbara Endicott-Popovsky of the UW-Information Assurance & Cybersecurity that she attended; Maggie noted the recent real world problem that Burlington had with cybercrime. Maggie asked if we would send people to a regional program featuring Sarah Roseberry Lytel on brain research and language acquisition, if she set it up. We agreed that this would be a great program, that SRL is a

great presenter. Sheri and Maggie liked the weeding session at WLA. I talked about a session at PLA Conference on "taking a book to the community" and Hoopla sessions that were held at PLA. I enjoyed a session on Staff Days, making them opportunities to applaud staff (while also having learning happen). I loved the presentations by David Sedaris, Brian Stephenson and Amy Cuddy. Christine recommended the book *Turn the Ship Around*. And Sheri liked the Lightning Talks from students.

Brian did the Library Council report as a stand-in as the three Northwest Corner members of Council were not able to attend this meeting. Mainly it was an appeal from Valerie for last minute input into the LSTA allocation recommendation of this group prioritizing the seven ideas for projects on the table. The link site where we can provide input is:

<http://www.sos.wa.gov/library/libraries/dev/council/gathering-ideas.aspx>.

Not too much to report on IT Academy, although Sheri has 24 signed up through APL, though most of them are City staff. Christine talked about a local IT Academy user who wants kind of a cohort group to work with on this. Not any takers so far. Eileen called IT Academy "anticlimactic" after the high profile startup and the troubles with all the initial logins.

Sheri asked about our experiences with Strategic Planning; she would like to do a Strategic Plan and is looking for input based on the group's experience. Eileen talked about Everett's experience. EPL got \$35,000 to hire a consultant firm to do this plan, got off to a good start, good dialog, good surveying, but then a bad final product (as consultants got distracted by a bigger account). In the end, a successful plan but that was a lot of money to pay for what EPL got. This time around EPL is doing a much scaled down version in house with a library hired consultant.

Maggie mentioned her experience with the State Library process, which is cheap but you have to do a lot of the work yourself. In Burlington's situation, the direct involvement of Rand Simmons and the availability of an intern to do a lot of the work made it doable, but a ton of work. I talked about our experience with Carolyn and Rand and how we used survey results, coupled with a two day sessions with a steering committee of Lopez residents from a wide demographic. Lots of discussion about how hard this is, difference between outcomes and outputs and metrics. I concluded, "A good work plan is the best you can do. You want to honor the community feedback with action, not wordsmithing." Lots of discussion of cost-benefit of services/products libraries' purchases of databases such as Freegale, ValueLine. I talked about Hoopla. There was also discussion of a product called IndieFlix that was new on the horizon. I've checked it out and was very impressed. Debra complemented Christine and Whatcom's strategic planning workshop. On the community college level, Mindy talked about SVC's strategic plan and the library's role in meeting plan goals and objectives, with Linda adding her perspective from WCC. Both SVC and WCC are "very driven by accreditation" and, as Linda said on driven thing that it "kind of drives you crazy." Eileen shared some worrisome news about Everett's 2015 budget predictions.

Debra asked Mindy about how getting a four year degree at SVCC has affected the library. Mindy has secured some funding to meet new demand and student numbers due to the four year program. Discussion of how bringing selected 4 year degrees to community colleges worked and what it meant. One so far for SVC (in environmental science).

I talked about MVCL's visioning process and the arrival, any day now, of the public online survey. Brooke asked about the trustee training on Saturday for Skagit County trustees. Several people who had not known about it expressed interest. It sounds like there will be very good attendance.

Christine shared show-and-told tear off promos on pads. Relatively inexpensive and easy way to get information to patrons. (Hard to explain, ask Christine.) Sheri reported on some good Anacortes news, a grant funded PA system and the potential for solar panels at the library in the future. Brooke

asked about checking references of job candidates and how we handled that. We all shared sample questions that you can use that might get you more of a response, such as “Any red flags?” or “Would consider rehiring this employee?” and “If you are looking suggesting courses of professional development to this employee, what would they be?” Good and broad discussion.

We adjourned about 4:25 PM and some of us took a tour of the library. The building was vast and heavily peopled with the homeless. Beautiful children’s room with carpet squares leading you in past a massive salt water aquarium. They have a donation can for children to contribute money for the cleaning service that comes in to maintain it. They have a wonderful activities room full of art supplies and wii setups. Amazing art deco artwork throughout. I’ll show you some of the pictures I took.

From Glen (IT issues)

The following tasks were completed March 24 – April 23, 2014

- Routine maintenance on patron PCs, Windows server restarted each week
- PolyCom installation support – HDMI and audio cables purchased
- Hoopla SIP setup support
- AVG (free version) installed on Staff PCs 4&5
- Both patron iMacs upgraded, Cassie installed
- Patron PC browsers secured
- Conference room wireless AP relocated to basement

Rosie Short Report

- April's Lit Salon was attended by 8 participants, 20 book titles wer discussed.
- There were five baby time storytellings, run by Heidi, with 41 babies and 45 adults participating, a total of 86. Beth will be taking that over.
- There were five pre-school story times, run by Rosie, with 79 children an 47 adult attendees, a total of 126 pre-school storytime listeners.
- Grand total of storytime attendees: 212.
- Hamlet House had four Thursday afternoon reads, with 16 total attendees. We have finally finished The BFG by Roald Dahl. Next, we will read some adult fiction or memoir, title to be announced!
- ILL stats:
 - 89 requests processed
 - 74 items received
 - 1 items loaned to other libraries
- There will be an improvisational theatre workshop on Saturday, May 10th, run by Rosie and volunteer Alisa Finley for older kids. Fingers crossed for a good turn out.
- We are still gearing up for the Summer Reading Program. Theme: Science: Fizz! Boom! Pop!
- The annual Teddy Bear Picnic is at 11 am on Wednesday July 16th.

Heidi's Report

- Collection:
 - Weeding and filling of the J fiction section is finished, with all the series tracked in a spreadsheet. Beth began adding YA series to the spread sheet.
 - A new section was created called “Step Up” which has books appropriate for kids who have outgrown the Beginning Reader section but are not yet ready for Harry Potter. The Step Up shelf section is right next to the Beginning Reader section, but before the regular J Fiction section begins, so it is a logical progression for kids to follow.
 - Continued to catalog digital, print and audio.

- Storytimes:
 - I continued Baby storytimes on Wednesday mornings at 10 am. Beth will be taking this over from me. Total attendance: 41 babies, 34 adults.
 - I substituted for Rosie in one Preschool Storytime: 12 kids and 8 adults
 - Did two storytimes at the kindergarten: 22 kids and 7 adults.
- Programs:
 - Lego Club: 6 kids and 4 adults (during spring break, so it was a small group).
 - Make-a-thon (origami): 2 kids (during spring break so small group).
 - Movie Matinee: 9 kids, 2 adults
 - Trash to Toys Earth Day Event (collaboration with Chom and Oy): 13 kids and 5 adults.
 - Minecraft: 13 kids and 3 adults.
 - Participated in the Flying Burgowski author event with Gretchen Wing..
- Meetings:
 - I met with Chom and her sister Oy about upcoming Trash to Toys we are having on Earth Day
 - I met Moana about Musical Petting Zoo event.
 - I met with Ingrid, Naomi and Beth to plan a Stop Animation program.
 - Attended webinars on Koho and on Hoopla
- PR:
 - With Beth, created New Fiction, Nonfiction, and YA posters
 - Created posters for upcoming events.
 - With Beth, created monthly display.

Beth's Report

22: Trash to Toys; Stop Animation meeting with Vliets

23: Baby & Preschool Storytime observations

24: Book Cataloging training and a few Holds; worked Front Desk

25: Computer and Database, Ordering, S: drive, DVD cataloging, acquisitions training; discussion on my hours

26: Training on Opening & Closing, AudioVisual Reservations, Statistics, Island accounts, people counter; research on Baby Storytime, S: drive documents, Staff Updates, timecard review

29: Training on Digital cataloging & importing records (One Click, OCLC, Boopsie), new flyers; Staff WIKI, phones, basement, displays, FOLL, ILL, marketing, webpage, meeting room, video conferencing, staff meetings

30: Baby Storytime observation & filming; training on YA Flyer, vendors (Ingram, etc); book cataloging; discussion on Teen budget