

Lopez Island Library Board of Trustee
Regular Meeting
August 21, 2014
Approved as amended on September 18, 2014

Regular Board Meeting Call to Order:

With a quorum present, Chair Bill Evans called the scheduled August 21st meeting of the Lopez Library Board of Trustees to order at 12:01 PM

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

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

Friends of the Library: Ellin Evans, President of the Friends of the Lopez Island Library was in attendance.

Guests: None

Agenda Approval: The board reviewed a revised agenda which added two items under Old Business: Friends Agreement (action) and Open Meetings Act training (discussion). Bill called for a motion to approve.

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

Approval of July 17, 2014 Regular Board Minutes:

Corrections emailed in by the board were reviewed and the minutes were submitted with those amendments. After the reading the amendments, a motion was called for to approve the minutes.

MSP Rob Thesman moved and Michael Moore seconded to approve the July 17, 2014 minutes as amended. Motion Passed.

Guest Speaker: No guest speakers were in attendance.

Friends of the Library Report: Ellin Evans reported for the Friends of the Library. At the August 21st meeting, their treasurer, John Butte, reported netting \$5,000 at the most recent book sale and gave an analysis of the July 4th book sale covering the last four years. The analysis was helpful in defining aspects of the sale that have worked consistently and those that need work. The “free bag to fill for \$20” has consistently remained a popular item so they will continue to offer it. The analysis supported doing away with most of the logo items sold in the past. Volunteer help on the day of sale continues to be an issue. However this year the Spanish Club was a great help in moving the books in the morning and were back to help after the sale and with the community center clean-up. In the upcoming November sale there will be several members traveling, so the Friends will be campaigning to find more and new members. The theme of the campaign is “Celebrations: 35th year of the Friends of the Lopez Island Library – 65th year of the Lopez Island Library. In other news, the two guitars that had been donated to the library and deemed to be too valuable for check-out, were sold in Seattle – one for \$1100 and the other for \$1700. Both Becky and Glen Maxson have reported unique book sales with the books sold through Amazon. The Friends currently have approximately \$14,000 in the bank account and \$32,000 in the investment account. The Friends of the Library feel that their biggest concern is keeping the Friends vital. After concluding her report, Ellin and the board discussed various ways of recruiting volunteers into the Friends of the Library. Ellin excused herself from the board meeting at 12:21 pm.

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

- July's statistics showed record number of patrons, circulated items, and computer sign-ups
- Speaker events have also brought in record numbers. Board might consider the budget to include funding for Woodmen Hall rental (\$50) for some of these events

- 56
- July was the official starting dates for Beth and Jen, who are integrating very nicely
 - 57 • 52% of the budget has been spent and 50% received. The endowment fund has \$88,000.
 - 58 • \$10,000 was moved from the general fund to the capital improvement fund.
 - 59 • Hoopla Digital is growing in popularity, but the music circs are lagging. We will be monitoring it
 - 60 over time and consider the cost of the service vs. DVD replacement.

61

62 A discussion ensued about spaces in the library that need attention and upgrades including the staff work

63 rooms, entryway, and children's room.

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65 Old Business

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67 **Naming Policy (action):** Sarah Eppenbach had taken on the task of drafting a policy based on the

68 suggestions, examples, and guidelines given to her since the last meeting. She submitted a short version

69 and a long version which were discussed. The board favored the long version. Bill Evans noted that

70 normally the board will have a first and second reading before a vote to change the policy. The long

71 version proved to be very concise and the board was satisfied with the language used. Bill called for a

72 motion.

73 **MSP** Rob Thesman moved and Ilene Unruh seconded to accept the long version 6.2.0 Lopez

74 Library Naming Policy to be added to the library policy. With no more discussion a vote was called and

75 the motion passed.

76

77 **Friends of the Library Agreement (Action):** A draft of the Lopez Island Library District's Contract

78 Agreement with Friends of the Library was discussed and a few changes were made. After the

79 discussion, the question arose as to whether this covers the state auditor's expectations. It appears that

80 this contract's wording covers only the book sale, and not our general working arrangement. There was

81 no mention of the space provided or any future arrangements of space the Friends may decide to enter.

82 The board decided to table this subject until the September meeting. Bill Evans agreed to work with the

83 Friends' president on expanded wording.

84

85 **Open Public Meeting Act training (discussion):** The board agreed to complete this training and set

86 their completion date as August 21, 2014. Lou received an email stating completion of the training from

87 four members. The minutes will reflect when all parties have completed the training. The board reviewed

88 some major points as they pertain to our board.

- 89
- Executive session rules
 - 90 • What should or shouldn't be included in emails and in private discussions
 - 91 • Emails can be used for decimation of information but cannot be used for commenting
 - 92 • Phone calls – If our quorum is three, then only two or less members can get together to discuss a
 - 93 subject.
 - 94 • Cannot constitute "action" without an open meeting which would require a posting, agenda, and
 - 95 minutes.

96

97 **Policy and Planning documents (discussion):** The board agreed to start looking at different sections of

98 the library policy to review, identify any areas of concern, make recommendations for changes to the

99 policy. The board agreed to spearhead various sections of the policy that had not been reviewed for a

100 number of years. Mike will look into the Open Meeting Policy. Sarah & Ilene will tackle the Employee

101 Evaluation section and Grievance procedures and would like staff input. Rob will look at the Employment

102 at will sectoin, which need clarification. These sections will be re-addressed in October.

103

104 New Business

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106 **Planning for 2015 Budget (discussion):** Lou and the board discussed areas that should be addressed:

107 flooring, blinds, entryway, building capital improvement. No paperwork has been received from the county

108 but they can work with the estimate of 1% over last year. Changes to Hoopla and other digital collections

109 are unknown at this time. Circ 1 and Circ 2 computers and barcode scanners are on the list. Lou talked

110 about a grant cycle open for digital skills training that she will apply for. This could cover equipment and

111 Glen's time. Lou would also like to see a 20% increase for the digital budget as well as increased funds
112 for staff training.

113
114 The board also discussed Strategic Planning for 2015, the planning process, budgetary considerations,
115 staff training – webinars, and equipment maintenance.

116
117 **One Page Strategic Plan (discussion):** Tabled until the next meeting.

118
119 **Association of Small & Rural Libraries (ASRL) topics review:** Lou briefly talked about some of the
120 workshops available at the Tacoma conference, including Lab – STEM programming.

121
122 **Technology Plan:** The board would like students getting involved, that don't have access to research, and
123 college students that now know what they are searching for. It might be possible to collaborate on a
124 computer lab with the school and the Family Resource Center.

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

127	8/4/2014	Bills Voucher – Fund 6331	14,793.73
128	8/7/2014	Bills Voucher – Fund 6331	776.12
129	8/11/2014	Bills Voucher – Fund 6331	4,303.59
130		Total Bills	\$ 19,873.44
131	7/1/2014	Healthcare - July 2014	\$ 2,060.97
132	7/1/2014	Payroll – July 2014	\$ 19,182.08
133		Total Expenditures	\$41,116.49

134
135
136 **MSP** A motion to approve all vouchers for a total of **\$ 41,116.89** was made by Sarah Eppenbach
137 and seconded by Rob Thesman. Motion passed.

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139 **Surplus:** The agenda listed 239 items withdrawn from the collection for the book sale with a value of less
140 than \$500 were presented for surplus.

141 **MSP** A motion was made by Michael Moore and seconded by Ilene Unruh to approve the items
142 presented for surplus. Motion passed.

143 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for Thursday,
144 September 18, 2014 at 12:00 PM.

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

146 **MSP** Rob Thesman moved and Michael Moore seconded to adjourn the meeting. Motion
147 passed. The regular meeting adjourned at 2:03 pm.

148 Respectfully submitted: _____
149 Board Secretary

150 Approved: _____
151 Board Chair

**Lopez Island Library Board of Trustees
Librarian's Report
Sept 18, 2014**

Financial Snapshot for 2014

Spent 61% of budget; earned 51% of budgeted revenue (61% of property taxes received)

Revenue as of Sept 1, 2014 - \$289,016 (51% received)

Expenditures as of Sept 1, 2014 \$343,234 (61% spent)

In our General Operating Funds as of Sept 1, 2014 - \$73,185

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

Lopez Island Endowment Fund: \$86,088.67

Select Operational Statistics for Aug 2014

Lou's Report

New items selected and added in Aug 2014:

- 131 books
- 67 films
- 10 music CDs
- 71 periodicals
- 3 audiobooks

Aug Library Walk-in Traffic: 8,122, **8% increase** from this time last year; **up 10%** and the **highest attendance** in 2014

Circulating items in Aug 2014: 9,248, **9% decrease** from last month; **% decrease** from Aug 2013

Holds placed: 471 down from 534 in July 2014

Computer signups went up 12% from 1179 in July to 1321 in Aug 2014

Created a 1 hour Powerpoint presentation and handouts for the Volunteer Desk Refresher which was the first of its kind and committed to doing a refresher every year at this time (end of summer)

Submitted Digital Skills Training Grant in September after a meeting with Family Resource staff, Glen Maxson and Jen Krajack and getting Beth St. George to review the final written collaboration materials.

Best Small Library in America award - Met with Library Journal staff and previous winners of the award to talk about what the application entails and the benefits if chosen (\$20K for the finalist and \$10 each for two finalists). There are no restrictions on the award money, nor do plans for the money if chosen need to be in the application. Library Journal has sponsored this prize for 7 years.

Drafted the 2015 Budget for the Library with input from staff and board members

Attended the Assoc of Small and Rural Libraries annual conference that was held in Tacoma this year and acquired some ideas we can use in our library facility redesign, esp. with a view to staff and patron space. Useful info on the changes coming down the pike at Overdrive and KOHA. See highlights in board packet.

Worked with Glen on priorities for issues in the library - #1 priority is to fix the Shared drive permissions problems that resulted in reduced productivity for my staff. The next was the DNS issues with WiFi and then the wireless printing solution.

Submitted numerous tickets to KOHA on various "broken" features such as the hold suspension, holds priority, correct username (an ongoing problem) and the promised fixes that the 3.16 upgrade has failed to deliver.

To my surprise, TLC (<http://www.tlcdelivers.com/>), the ILS vendor Karen Rogers and I proposed to the other two libraries back in 2012 but was not accepted has suddenly been accepted by Orcas and is most likely to be signed with San Juan as their ILS vendor. I can't complain too much about KOHA who the one vendor willing to take on the locked data issues we had to deal with but I am entertaining the idea of other ILS vendors in the long term if these continual problems don't let us. Apollo which was one of the top 10 vendors has a free export to their interface that we can try now that we can get to our data easily. This company was in our top 3 when we went with KOHA (<https://www.biblionix.com/about/>)

In collaboration with the other San Juan island libraries I am looking at the Testing and Education Reference Center (<http://www.gale.cengage.com/TERC/>) as another potential digital tool for Lopezian. We could save over \$330 annually if we all three sign up for this. Here is a blurb about it: "For patrons seeking information on colleges, technical schools, practice entrance exams and certifications, and professional license exams, this is a comprehensive online tool. *Testing & Education Reference Center*. *TERC* is the one-stop, go-to digital resource that shows users exactly what to expect, and how to prepare for and excel at the next level. *TERC's* updated content, functionality and new eBooks give users everything they need to further their education and careers with confidence. With the addition of Delmar career certifications, *TERC* improves the way it serves students who are interested in other non-college pursuits as well. The eCourse for Medical Assisting, for example, features personalized study plans, exam subject reviews, practice questions and detailed explanations of answers" It would be about \$660 annually for our community.

I became a bit alarmed by the amount of staff time necessary to maintain our 50 disc cleaner and that RTI was requiring Judy to do fairly complicated readjustments to the machine while a rep hung on the phone. I talked with Judy about this and I feel strongly that whatever is causing the loud grinding noises and water alarms to go off with such regularity needs to be addressed by their own repairman. Judy arranged a workman to come to our place (his time and travel are covered in the warranty – parts we are not so sure about) to fix this problem while this complicated piece of machinery is still under warranty.

Overdrive Changes RTL (Recommend to Library) feature has been turned off for now, due to lack of funds.

As they did before we adopted RTL, patrons will need to make purchase recommendations directly to each library, presumably via whatever mechanism(s) you use for print materials. If your library purchases regularly from OverDrive, such recommendations should be passed on to your acquisitions or selection librarian(s) for purchase consideration.

They will reconsider implementing RTL when making decisions on our 2015 budget. As we are doing our budget planning now, we must assume that we will need to increase the funding available for the Washington Anytime Library in the 2015 budget. Even if they don't reinstate RTL, just the costs of keeping the holds ratio at a reasonable level and repurchasing term licenses will require a budget increase. Not to mention money for continuing to add new materials to the Washington Anytime Library collection. This is well worth the extra money.

Hoopla Usage in Aug 2014 – 71 items circulated – we've currently spent \$991 of our \$3000 seed money.

Patrons see more patron data				
2,425 library population served	7% 173 patrons are registered	20 patrons registered last month	2% 43 patrons borrowed a title last month	27% patron retention
Circulations see more circulation data				
4 # circulations available per patron per month	2,605 average circulations per active patron last month	71 titles circulated this month	479 total circulations all time	374 total unique titles circulated all time
Spending see more spending data				
\$142 current usage month to date	\$991 current usage year to date	\$2.07 average cost per circulation		
Top Titles in the past 30 days see more top titles				

Rosie's Report

ILLs: 66 requests, 65 received, one loaned.

Storytimes: Babytime: 25 babies, 22 adults

Preschool: 76 children, 43 adults

Hamlet House Thursday Reads: we only did 2 in August, with 8 participants.

We are still reading *The 100-year-old Man Who Climbed Out the Window and Disappeared* by Jonas Jonasson, which I recommend!

August Literary Salon had 9 participants and discussed 23 books.

The Summer Reading Program wrapped up on August 12th. There were 55 sign-ups for the youngsters, with 17 completing the program and receiving goodie bags and Book Bucks. Ten of the kids who completed the program were local residents, seven were summer visitors.

Beth's Report

PROGRAMS

Musical Petting Zoo a great success on August 2nd with over 70 children and adults attending. Beth facilitated event, wrote newspaper and web articles.

Marine Animal Identification: photos & web article

Read to a Dog: photos & web article

Baby Storytime – 4 times

Tween & Teen Summer Reading Program - # signed up, # completed, prizes given

OTHER

Cross-training on ILLs & Holds with Rosie & Kathy

Judy's Report

- Arranged for the EcoMaster disc cleaning machine to be serviced by a trained technician – he will fly in from Los Angeles on October 6th. At first they wanted the machine packed up and delivered back east. They wanted us to pay the shipping going over. I told them no, no, that this should be under warranty, and that they had a lack of technicians to offer such a warranty. After speaking to his boss, they offered to fly the L.A. tech over. He will be here several days, with the last one to include staff training on the machine.
- Ordered and installed buffing wheels for the old buffer. It has been cleaning efficiently, trained Jen how to clean discs and service the machine.
- Ordered a software upgrade for the children's AWE computer which will arrive on the third week in October.
- Completed the KOHA webinar training for the new software version.
- Taught a refresher class to 8 volunteers
- Installed printer toner – straightened out numerous printer issues and continue to give staff tips to avoid printing issues. (they haven't put tape on my mouth yet)
- Asked Chris Coiley to repair parking lot logs which had rotted out and needed to be replaced, and the front stairs steps coming up to the library were loose and need attention.
- Bills, ordering, volunteer scheduling, and patron computer and printing concerns
- The video conferencing equipment was not booting up and after talking to local and KORRS technicians, I called upon the Polycom equipment technicians. Because the equipment was so new (and expensive) they upgraded my ticket and soon I was on with a technician from Los Angeles and another from Maryland. They walked me through a factory reset which wipes out all the existing IP addresses. While we waited for the software to re-load which took over an hour, I was able to reach Tony Ghazel who was able to give me the correct addresses to re-enter. We successfully made a video conference call and it is running beautifully again, just in time for a video conference taking place the next day.

Jen's Report

Continued Summer of Science programming with two more programs in August:

Meet the Pollinators and Earthquakes & Tsunamis in Cascadia & the Salish Sea. Both programs had good turn-outs and were enjoyed by those attending. We are planning one final Summer of Science program: Batty Lopez, Russel Barsh presenting on the residents bats on Lopez; includes a trip to Hummel Lake to view the bats feeding and listen also via amplification.

Worked with Lou to schedule an evening with Wayne Heinz: Catch More Fish! Find More Fish! Evening presentation will be at Woodmen Hall with a free raffle being held (must be present to win) with two lucky people winning a fishing trip with Wayne.

Library will be observing Banned Book Week as done each year. Poster has been created and distributed around Lopez. Lopez Bookshop will observe it alongside us with a window at the bookshop dedicated to banned books

Held Minecraft! For Kids August 2nd. Lou was alongside me and trained me on set-up and the process for marketing the event. Will be held 1st Saturday of the month from 1-3 pm. (Confirmed this with Chris Lehman who will be arriving 15' early of each event to help with finishing up set up) Note: Minecraft! Was held Sept 6th with 13 kids turning out. Next event is October 4th.

October poetry events have been organized, marketing up, posters will be put up end of Sept. Open mic poetry will be held Thursdays October 9th, 16th, 23rd at 6:00 pm. These open mic evenings are leading up to an evening of poetry with award-winning poet Terry Martin Thursday October 30th at 6:00 p.m. Additionally a Teen Poetry Slam will be held in the Community Room October 11th, 2-3 pm. Teens may read their own poetry or read their favorite poet.

Began working on library winter programs; discussed the possibility of a Winter Wanderlust series of programs that are travel based. Lou was receptive and we have booked the first program: Nigel Foster, world kayaker, educator and author December 4, 2014 at Woodmen Hall. Nigel Foster is not charging a fee for the program; we will reimburse mileage, ferry and provide an accommodation.

Have also discussed another evening with Geologist Donn Charnley on the Geology of our Regional National Parks (Crater Lake, Yellowstone, Rainier, Olympic, Cascade).

Continuing to dialogue with Nancy Maryboy regarding the Navajo Astronomy program. She now says February would work well for her and her program should suit the "Wanderlust" series well. Her presentation includes a mobile planetarium.

Worked with Lou and the staff at FRC to discuss the Digital Skills Training Grant which Lou is pursuing.

Emailing Seattle authors and other authors in our region to see if they are interested in visiting Lopez Island to speak. Travel authors for the Winter Wanderlust series are being researched as well as other good candidates in our area.

Working closely with Lou on all pursuits including a "Food Day" in October.