Regular Board Meeting Call to Order:

Chair Bob Bucholz called the regular August 16, 2016 meeting of the Lopez Library Board of Trustees to order at 10:10 AM.

Members Present: Trustees Anne Auckland, Marilyn Berger, Bob Bucholz, Rob Thesman, and Ilene Unruh

Staff: Library Director Lou Pray and Library Staff Member Claudia Rempel were also present.

Agenda Approval: The agenda was presented for approval. Agenda was approved with one additional item:

Staff Member Kathy Holliday extended vacation was added under new business.

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

Approval of July 15, 2016 Board Minutes: Minutes were sent out prior to the meeting and corrections and suggestions were emailed in response. An amended draft of the minutes was submitted for approval.

MSP Anne Auckland moved and Ilene Unruh seconded the motion to approve the July 15, 2016 minutes as amended. Motion passed.

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

- The library has spent approximately 40% of its budget and received approximately 52% of its projected revenue.
- Planning has begun on a draft for the 2017 Library Budget.
- Collection of data from survey results continues (over 147 received so far).
- An overview of the staff’s July activities was summarized: Science on Lopez, Children’s Story time, Teddy Bear Picnic, Summer Reading Program, and Tech Support.

Old Business:

- Team Building Training update: Friday, August 19th at 10:30am, the staff and director Lou Pray will participate in the 2nd half of a work place communication style/conflict management training.
- Highlights of the Library’s Survey results were presented. The data will be used for long-range planning.
The Library’s Long-range planning meeting will be held on September 17th from 11:30-2:30. The library is looking for 25 people of diverse age groups, interests to participate.

New Business:

- Director Lou Pray presented comparisons between different health care plans (premiums, deductions, prescriptions). After a discussion, the board feels that PEBB/UMP is still the best health plan for the library. No further action is required.
- A problem patron was reported to the Sheriff’s office after an incident with another patron. Procedure and protocol was discussed by the board members.
- A donation of artwork from Carolyn Baldwin was graciously accepted by the Board of Trustees.
- A donation of art work from Bruce Richardson was also reviewed.

MSP Ilene Unruh moved and Marilyn Berger seconded the motion to accept artwork from Carolyn Baldwin for the library’s permanent collection. Motion passed.

- Ilene Unruh volunteered to stay on as a Trustee for another 5-year term. Her current term expires on September 30, 2016.
- Preliminary 2017 budget figures were presented to the board.
- Kathy Holliday asked to take an extended leave using her vacation time. Her request to take 270 hours of vacation time was approved.

• Approval of Bills over $500-

  - Teamwork training ($3,000)
  - Replacement Computers ($4,000)
  - Meeting room update (new ports for internet usage, computer). The board approved up to $1,500.00 in expenses for these upgrades.
  - Enduris property insurance ($11,173.00)

MSP Rob Thesman moved and Marilyn Berger seconded a motion to approve these items over $500.00.

July 13, 2016 Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Staff and Admin Payroll</td>
<td>$17,945.83</td>
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<tr>
<td>HCA</td>
<td>$ 4,144.15</td>
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**Expenditures**

<table>
<thead>
<tr>
<th>Vouchers</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$1,895.44</td>
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<tr>
<td>6/27/2016</td>
<td>$3,689.97</td>
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<tr>
<td>7/22/2016</td>
<td>$4,292.50</td>
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<tr>
<td>8/1/2016</td>
<td>$13,384.45</td>
</tr>
</tbody>
</table>

Chairman Bob Bucholz called for a motion to approve all vouchers.

**MSP** Rob Thesman moved and Marilyn Berger seconded a motion to approve these items over $500.00.

**Surplus:**

Chairman Bob Bucholz called for a motion to approve all surplus items.

**MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all weeding of surplus items. Motion passed.

- 230 items weeded (valued less than $500.00)

**Next Meeting:** Regular Library Board of Trustees Meeting – Tuesday, September 20, 2016.

**Adjournment:** With no other business on the agenda, Chairman Bob Bucholz called for a motion to adjourn.

**MSP** A motion was made by Ilene Unruh and seconded by Anne Auckland to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:48 am.

Respectfully submitted: ____________________________

Board Secretary

Approved: ____________________________

Board Chair