

Lopez Island Library Board of Trustees
Regular Meeting
August 16, 2016
Approved as Amended September 20, 2016

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.

- 47 • The Library's Long-range planning meeting will be held on September 17th from 11:30-
48 2:30. The library is looking for 25 people of diverse age groups, interests to participate.
49

50 **New Business:**

- 51
- 52 • Director Lou Pray presented comparisons between different health care plans
53 (premiums, deductions, prescriptions). After a discussion, the board feels that
54 PEBB/UMP is still the best health plan for the library. No further action is required.
 - 55 • A problem patron was reported to the Sheriff's office after an incident with another
56 patron. Procedure and protocol was discussed by the board members.
 - 57 • A donation of artwork from Carolyn Baldwin was graciously accepted by the Board of
58 Trustees.
 - 59 • A donation of art work from Bruce Richardson was also reviewed.
60

61 **MSP** Ilene Unruh moved and Marilyn Berger seconded the motion to accept artwork
62 from Carolyn Baldwin for the library's permanent collection. Motion passed.
63

- 64 • Ilene Unruh volunteered to stay on as a Trustee for another 5-year term. Her current
65 term expires on September 30, 2016.
- 66 • Preliminary 2017 budget figures were presented to the board.
- 67 • Kathy Holliday asked to take an extended leave using her vacation time. Her request to
68 take 270 hours of vacation time was approved.
69

70

- 71 • **Approval of Bills over \$500-**

- 72
 - 73 ○ Teamwork training (\$3,000)
 - 74 ○ Replacement Computers (\$4,000)
 - 75 ○ Meeting room update (new ports for internet usage, computer). The board
76 approved up to \$1,500.00 in expenses for these upgrades.
 - 77 ○ Enduris property insurance (\$11,173.00)
78

79 **MSP** Rob Thesman moved and Marilyn Berger seconded a motion to approve these items
80 over \$500.00.
81

82

83 **July 13, 2016 Expenditures**

84

85 Staff and Admin Payroll	\$17,945.83
86 HCA	\$ 4,144.15

87
88
89
90
91
92

93	Expenditures	
94		
95	Vouchers 6/27/2016	\$ 1,895.44
96	Vouchers 6/27/2016	\$ 3,689.97
97	Vouchers 7/22/2016	\$ 4,292.50
98	Vouchers 8/1/2016	\$ 13,384.45
99		

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

101
 102 **MSP** Rob Thesman moved and Marilyn Berger seconded a motion to approve these
 103 items over \$500.00.

104
 105 **Surplus:**

106
 107 Chairman Bob Bucholz called for a motion to approve all surplus items.

108
 109 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all
 110 weeding of surplus items. Motion passed.

111
 112 -230 items weeded (valued less than \$500.00)

113
 114 **Next Meeting: Regular Library Board of Trustees Meeting – Tuesday, September 20,**
 115 **2016.**

116
 117 **Adjournment:** With no other business on the agenda, Chairman Bob Bucholz called for a
 118 motion to adjourn.

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

121
 122 The meeting adjourned at 11:48am.

123 Respectfully submitted: _____
 124 Board Secretary

125 Approved: _____
 126 Board Chair