

Lopez Island Library Board of Trustees
Regular Meeting
August 17, 2017

Approved as amended on September 19, 2017

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular August 17, 2017 meeting of the Lopez Library Board of Trustees to order at 10:07am.

Members Present: Trustees Bob Buchholz, Rob Thesman, Ilene Unruh and Marilyn Berger.

Staff: Library Director, Lou Pray.

Guests: Georgeana Cook, Heike Deubner, and Karen Carlson (for trustee interview)

Agenda Approval: The agenda was presented for approval.

MSP Rob Thesman moved and Ilene Unruh seconded the motion to approve the August 17, 2017 agenda as submitted. Motion passed.

Friends of the Library Report: Barbara Orcutt, President of the Friends of the library, discussed the July 4th book sale event in some detail. Although the sale brought in less than the previous summer, there were fewer books to take to the dump. The Friends noted that some books aren't selling as well, such as holistic health topics and they will be more ruthless in culling those before the sale. They are looking into other companies besides Better World Books for selling donated books. As of July, they have received \$12,438.50 in donations and \$6,811 in sales. Total assets are \$53,962.

Approval of June 20, 2017 Board Minutes: Minutes were sent out prior to the meeting and corrections were made. The draft of the minutes was approved as amended.

MSP Rob Thesman moved and Ilene Unruh seconded the motion to approve the July 20th meeting minutes as submitted. Motion passed.

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

- Highlighted the summer events, especially Ingrid's Summer Camp success, Summer Reading, and Teddy Bear Picnic
- Detailed the team interviewing effort for the Library Programs position. The decision was made to offer the Kristina Moen the job, who accepted and will start in the next pay period, August 26th.
- Library visits were up 24% from the previous month
- Physical checkouts up 12% from the previous month
- Revenue received - 49%

- 47 • Expenditures spent – 43%
- 48 • Featured Hoopla’s statistical reports

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54 **Old Business:**

- 56 • **Library Trustee Search:** Board members and Library Director interviewed three trustee
57 applicants and decided on Heike Deubner as the new trustee to finish out Anne
58 Auckland’s term on the library board. The board will move the meeting to the 3rd
59 Tuesday 10-12am going forward and book the meeting room for this new time.
- 61 • **Staff Team Building Day, Friday September 22, 2017** – Lou thanked the board
62 members for helping make this happen and said that there would also be help from the
63 substitutes to cover the library on that Friday.
- 65 • **Requests over \$500 – none**

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68 **New Business:**

- 70 • **Bob Buchholz’s term renewal** – Bob was interested in continuing on the board for
71 another five years and the board members approved. Lou will notify the SJ County
72 Council of the decisions
- 74 • **2018 Budget planning** – Lou discussed the 2018 budget briefly and said that she and
75 Claudia were waiting on SJ County to send the needed forms before rolling out to the
76 board for review and input.

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79 **Approval of Bills**

81 August 2017

83 **August 2017**

84 Staff and Admin Payroll	\$17,720.44
85 HCA	\$ 3,177.94

87 **Expenditures**

89 Voucher Request for 7/31/2017	\$ 4,515.91
90 Voucher Request for 8/15/2017	\$13,242.72

92 Total-	\$38,657.01
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93 Chair Bob Buchholz called for a motion to approve all vouchers.

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95 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all
96 bills totaling \$38,657.01. Motion passed.

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98 **Surplus:** 144 Items withdrawn for book sale (valued less than \$500.00)

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100 Chair Bob Buchholz called for a motion to approve all surplus items.

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

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106 **Next Meeting: Regular Library Board of Trustees Meeting –Tuesday, September 19,**
107 **2017 at 10am.**

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110 The regular meeting adjourned at 12:16pm

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112 Respectfully submitted: _____

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Board Secretary

114 Approved: _____

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Board Chair