

Lopez Island Library Board of Trustees
Regular Meeting
August 20, 2015

Approved as amended on September 17, 2015

Regular Board Meeting Call to Order:

Vice Chair Sara Eppenbach called the regular August 20, 2015 meeting of the Lopez Library Board of Trustees to order at 12:07 PM.

Members Present: Trustees Bob Buchholz, Sarah Eppenbach, Michael Moore, Rob Thesman, and Ilene Unruh. Sarah Eppenbach welcomed newly appointed Board Trustees Anne Auckland and Marilyn Berger to the meeting. Their voting term is to begin in October.

Guests: Phil Bratt of Baron Telecommunications via conference call.

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

Agenda Approval: Under Old Business, 'HR policies' discussion was moved to New Business to be discussed with other HR discussions including WAC rules.

MSP Rob Thesman moved and Michael Moore seconded a motion to approve the agenda as amended. Motion passed.

Approval of July 16, 2015 Board Minutes: Minutes were sent out prior to the meeting for which corrections and change suggestions were emailed in response. An amended draft of the minutes was submitted for approval. After a brief discussion of changes, Sarah Eppenbach called for a motion to approve.

MSP Michael Moore moved and Rob Thesman seconded the motion to approve the July 16, 2015 meeting minutes as amended. Motion passed.

Friends of the Library Report: Lou reported for the Friends. There was no meeting in August. The Friends' treasurer, John Butte, paid the stipend for the summer intern. They continue to discuss the possibility of not having the day after Thanksgiving book sale, but rather have several mini "themed" book sales, such as Christmas, or Garden. Regarding the naming of the quiet room, Micki Ryan who was doing the majority of the work on that project, will be returning to make a presentation at the next board meeting.

Guest Speaker: Phil Bratt of Baron Telecommunications called in at 12:15 pm. Phil Bratt called in to discuss the VoIP telephone system proposal that Lou and the board received last month. The cost of the system was discussed, whether paying cash up front for the hardware or paying on a monthly basis to purchase. A 60 month leasing program would benefit a company that could not pay the initial layout capital, but may not have merit for the library. Ilene Unruh asked about the equipment in regards to its useful life. Purchasing the equipment upfront is an option that many companies choose. Mr. Bratt read a list of companies using them. Sarah Eppenbach asked what the ramifications were for the warranty and repairs if purchased or leased. Mr. Bratt said it was cash or lease neutral the warrant provisions are the same. The standard warranty is one year for parts and labor. They offer a maintenance plan

47 after the first year. We could secure a 5 year warranty for \$430.00 with a company called
48 Toshiba, which is a vendor providing upgrade options. Toshiba has the best investment
49 retainage in the industry, with the ability to reuse old equipment with new components,
50 increasing the usefulness of the system equipment. The board asked if the warranty for
51 purchase or lease of this equipment includes the cost of labor for sending someone to the
52 island for equipment repair. The proposal included labor and training, including 1 technician
53 trip to Lopez when installed. There is no extra charge for Toshiba's online training and 24/7
54 support for all features.

55
56 What type of charge might incur if someone is needed to come back to the island after the
57 initial installation? Fly or ferry as needed. Mr. Bratt added that he doesn't expect any problems
58 with the equipment. A company such as Opalco has not had any equipment failures in the 15
59 years they have been working with them.

60
61 Speaking on the phone to the Baron Telecommunications customer service representative in
62 Bellingham does not cost extra. Baron Telecommunications is the Toshiba authorized
63 distributor. Our current data speeds were discussed, which do not pose a problem, since most
64 calls use about 100 kilobytes per second per call. The library speeds are normally above 45
65 megabytes per second. The VoIP provider is Clearlyfly. Our current phone numbers will need
66 to be redirected from Centurylink. Once the agreement is signed it will take approximately 4
67 weeks to order the equipment and to schedule installation. The outright purchase price is
68 \$5,013 which includes \$430 for the optional extended 5-year warranty.

69
70 **Librarian Report:** Lou submitted her librarian report with the following highlights:

- 71
- 72 • The revenue report had not yet been received. 47% of budget has been expended.
 - 73 • Circulation statistics (checkouts, patron visits, computer usage) were up 19% from last
74 month but down 5% from 1 year ago.
 - 75 • Patron visits were up 57% from last month's and also up 5% from one year ago.
 - 76 • Summer Reading Program was over on August 8th
 - 77 • The staff trained on the use of the camcorders with Sue DuMond
 - 78 • The San Juan Island Library board came to Lopez for a visit to talk about how we deal
79 with space issues since they are planning a facilities expansion in the next few years.
 - 80 • Staff appraisals are on-going, but should be completed by next month.

81
82 Lou Pray explained that while talking to the staff at PEBB about the two employees moving to
83 full-time, she was informed that they should have been covered all along. Lou was informed
84 that even though the library's policy did not include part-time employees, that the library, when
85 it initially enrolled in PEBB, had never filed and instituted a waiver for exemption to the WAC
86 rules covering all employees for health, vacation and holiday. Lou immediately sent out letters
87 to the staff not already covered to inform them of their eligibility and recourse options that will
88 be negotiated with the board and the Health Care Authority.

89
90
91
92

93 **Old Business**

94
95 **New Trustees approved:** The terms of both Marilyn Berger and Anne Auckland begin in
96 October. They are welcomed and encouraged to attend the upcoming meetings until that time.
97

98 **New Business**

99
100 **The WAC rules on part-time staff, including vacation/holiday (discussion):**
101 PEBB sent Lou a recourse letter which she shared with the board. The board discussed the
102 recourse issue. Sarah Eppenbach suggested that the library seek clarification and guidance
103 from the County Prosecuting Attorney, Randy Gaylord, who acts as counsel for San Juan
104 County. The recourse clock started when the employees were notified. Any negotiation will
105 involve a PEBB representative. A committee was formed made up of Ilene Unruh and Lou
106 Pray, to research this matter further. The Board of Trustees will suspend work on revising
107 Section 8 of the Policy Manual pending clarification of these issues relating to personnel
108 benefits.
109

110 **2016 Library Budget Draft (discussion):** The board took an initial look at the 2016 budget
111 that Lou prepared. Lou noted that the revenue figure for 2016 is lower because the 2015
112 budget included \$33,000 in grant funds.
113

114 **Approval of Bills**

115
116 **July 16, 2015 Expenditures**

117				
118	7/28/2015	Bill Voucher - Fund 6331	1,981.55	
119	8/4/2015	Bill Voucher - Fund 6331	13,910.15	
120	8/11/2015	Bill Voucher - Fund 6331	1,585.12	
121	8/18/2015	Bill Voucher – Fund 6331	876.34	
122		Total Bills		18,353.16
123				
124	8/1/2015	Healthcare - August 2015		2,154.48
125				
126	8/1/2015	Payroll - August 2015		18,074.85
127				
128		Total Expenditures		38,582.49
129				

130 Sarah Eppenbach called for a motion to approve all vouchers.
131 **MSP** A motion was made by Ilene Unruh and seconded by Rob Thesman to approve all
132 bills totaling \$38,582.49. Motion passed.
133

134 **Surplus: 87** items withdrawn for book sale valued less than \$500 were presented for surplus.
135 Sarah Eppenbach called for a motion to approve surplus.

136 **MSP** A motion to approve surplus was made by Rob Thesman and seconded by
137 Michael Moore. Motion approved.
138

139 **Next Meeting: Regular Library Board of Trustees Meeting – Sept. 17, 2015.** Rob
140 Thesman and Marilyn Berger will be excused from this meeting.

141
142 **Adjournment:** With no other business on the agenda, Vice Chair Sarah Eppenbach called for
143 a motion to adjourn.

144 **MSP** A motion was made by Rob Thesman and seconded by Michael Moore to adjourn
145 the meeting. Motion carried unanimously.

146
147 The meeting adjourned at 2:29 pm.

148 Respectfully submitted: _____
149 Board Secretary

150 Approved: _____
151 Board Chair

**Lopez Island Library Board of Trustees
Librarian's Report
September 17, 2015**

Financial Snapshot for 2015

Revenue as of Sept 1, 2015 – \$303,570 (52%)
Expenditures as of Sept 1, 2015 \$313,955 (54%)
In our General Operating Funds as of Sept 1, 2015 - \$77,883
In our Capital Improvement Funds as of Sept 1, 2015 - \$42,882
Lopez Island Endowment Fund: \$89,690

Select Operational Statistics for August 2015

Checkouts 9,928- **down 14% from last month but up 9%** from 2014 Aug figures
Patron Visits 7887 **down 8% from last month's and down 6%** from 2014 Aug figures
Holds placed on items in August 2015– 478, **the highest** all year
Computer sign-ups – 1273 – **up 43% from last month's** and up 5% from last Aug
Computer Hours – 1392 hours - **up 38% from last month's** and up 3% from last Aug

Lou's Report

What is Circulating?

Books 57%; Non-books 43%
Adult 60%; Teens 6%; Children 34%
Fiction 64%; Non-Fiction 36%
Physical 92%; Electronic 8%

Top holds from our library

Books

Being mortal,
Girl on a Train
All the light we cannot see
God in ruins
Dead Wake,
Life changing magic of tidying up
The nightingale

Films

Imitation Game
Second Best Exotic Marigold Hotel
Outlander
Mr. Turner
Ex Machina
I'll see you in my dreams

Acquisitions Report

Added to the collection in Aug 2015: 152 books; 61 periodical items; 62 films; 6 music CDs;
4 audiobooks

Adult Purchasing (Book, Films, Music, Periodicals) - Read reviews, attended author/book webinars, placed orders. We are putting the brakes on spending with the end of the year approaching with special orders given careful consideration before ordering. We are preparing a selection list of items for 2016 so we'll be ready for the New Year. So, limited spending for the next three months.

Collaboration – Met with Jesse Hammond from the Lopez Island Schools about procedures for sharing the grant-acquired iPads and ASUS tablets for school assignments

Collection - Budget – continued tweaking the budget and researching trends

Human Resources: Met with staff members about the PEBB offerings and promoted questions to PEBB. Set up teleconference with board members and staff to PEBB recourse specialist. Worked with board members on questions about recourse requests and next steps. Board member Ilene Unruh prepared a great layout of the questions and answers received from PEBB (see included in packets)

Also sent Judy who is set to retire in 2016 the document: **PEBB's Thinking about retirement:** www.hca.wa.gov/pebb/pages/retthinking.aspx

Digital Resources

The feedback from patrons on Pronunciator was mostly positive except for the speaking aloud piece that requires a quiet room and following the pace and timing of the speaker precisely. I would recommend we pursue this affordable option for web-based foreign-language studies for our community. Arranged a demo at the September meeting at 12:30. I'd like to make this an action item.

Programs

Hosted the library's Literary Salon and discussed mostly familiar books but some I'd never heard of so it continues to be a great method to share mini-reviews of books. I've been asked to start writing up book and film reviews every month so in September I will begin doing so.

Raised over \$900 for Friends of the Library thanks to the celestial sounds of Ginnie Keith and John Ditto at Grace Church.

Facilities

Beth's August 2015 Activities

YOUTH PURCHASING

- Read reviews, attended author/book webinars, placed orders, managed budget for books & other materials

CATALOGING

- Cataloged 91 books, 1 film, 3 audiobooks, 1 music CD & 2 HDMI cables
- eBook cataloging for Hoopla & OCLC

PROGRAMS

Baby/Toddler Storytime (with Volunteer Becky Presley)

- 12th – 2 kids, 4 adults: rhymes, fingerplays, songs, stories
- 19th – 5 kids, 4 adults: rhymes, songs, Sandra Boynton books (Beth subbed)
- 26th – 1 kids, 1 adult: rhymes, fingerplays, songs, stories

Preschool Storytime

- 5th – Hermit Crabs: 23 kids, 10 adults
- 12th–Earth & Bilingual with Jen: 23 kids, 10 adults
- 19th – All Kinds of People: 21 kids, 9 adults
- 26th – Planes: 20 kids, 11 adults

Beetle-mania! With Russel Barsh & Madrona Murphy of Kwiaht

- 7th – 9 children & 22 adults interacted with beetles & other guest insects!

Summer Reading Program (SRP)

- Ended 8 August: Tween & Teen-43% completion rate: 4 local, 2 off-island prize winners; Youngers-41% completion rate

PROFESSIONAL DEVELOPMENT

- 9th – WA State Library webinar: “The Kids Are Not All White” on multicultural books
- 18th - Facilitated YARLI (Young Adult Readers of Lopez Island) Book Group with 8 other adult members. Discussed *Good Night, Mr. Tom*, by Michelle Magorian (historical fiction).
- 25th – Attended Jr. Library Guild webinar on Elementary Booktalks.

SUMMER INTERNS

- Attie Peknik’s completed his 90 hours before leaving in early August. His energy, dedication and hard work has been sorely missed. We hope he’ll return next summer. Zack Havel continues to assist with shelving, book covering and other tasks as needed.

SOCIAL MEDIA

- Updated webpage with posts on the end of the Summer Reading Program and Crawling with Beetles (Beetle-mania! photos).

ENVIRONMENT

- Changed out Children’s Room display from Summer Reading Program to “Last Days of Summer”

Jen’s August 2015 Activities

August was a big month for our on-going series SOL-Science on Lopez with 3 programs presented:

August 7th – Beetle Mania with Kwiaht; held in the library’s community room, was well attended by adults (22) and children (9). The program was held in the morning and featured live insects that could be examined under glass or under a microscope. Russel Barsh and Madrona Murphy of Kwiaht were on hand to share information about habitat, life cycle and food sources. They also had a lap top available with a website resource on hand with additional information about a variety of insects. The program was represented primarily as a children’s program but the turn-out for adults was terrific!

August 13th – Mt. Baker, Our Beautiful and *Active* Volcano with Dr. Ian Lange. The library reserved Woodmen Hall for this event. Dr. Lange shared the eruptive history of the mountain, current activity and what would happen in a volcanic event. The accompanying power point presentation featured informative graphs and beautiful images of Mt. Baker. 137 people attended the program.

August 19th – Dr. Cliff Mass, The Future of Weather Prediction. Dr. Mass filled Woodman Hall and even had people standing at the window listening from outside! The format worked very well with a 40 minute lecture followed by Q & A, well received on Lopez. Weather prediction techniques were discussed (probability vs. specific weather forecasting), Dr. Mass’ views on global warming and its realities and whether it will rain or not! 213 people attended the program.

Our current run at Woodman Hall is complete. (Programs highlighted in yellow were programs where the speaker did not charge for speaking, mileage/ferry reimbursed) 10 programs were held at Woodman Hall which charges the library \$75.00 for each event (Winter Wanderlust, Science on Lopez, 2 authors). Of the 10 programs 7 were co-sponsored by the San Juan Islands National Monument who paid in full for the hall (Nigel Foster World Kayaker; Donn Charnley "Geology of the Regional National Parks"; Dr. Merle Lefkoff, the New Eco-Economy (donation made in her name); Paul Bannick "Owls & Woodpeckers"; Donn Charnley "Geology of the Lopez Beaches"; Dr. Ian Lange "Mt. Baker"; and Dr. Cliff Mass). Two additional programs were paid in full by the library by donating the surplus projector screen from the community room to the Woodmen Hall (0.00 rental cost): Dr. James Sumich "Grey Whales" and author Garth Stein. The only program of these 10 that the library paid for was author Pam Houston at \$75.00. Through a collaborative and creative effort the library saved \$675.00 in provision of a venue. These programs reached approximately 1190 in our community. We also have a donation of \$\$ from the Monument ear-marked for 4 future collaborative science events.

Author Michael McGregor read from his new book "Pure Act, the Uncommon Life of Robert Lax" to an audience of 29 people in the library's community room, Saturday August 29th. Those attending truly enjoyed Michael McGregor and were fascinated with poet Robert Lax. Feedback was very positive and we have expressed our gratitude to him for making Lopez his first speaking engagement on his book promotion tour.

Beth St. George and I held our first monthly bilingual story-time on August 12th with Beth reading in English and Jen reading in Spanish. The theme of the story-time was the earth with books featuring our planet in both English and Spanish. Additionally I made flash cards in the theme of the earth with both languages represented. I plan to make flash cards for each bilingual story-time that can be saved and used for future programs.

September is a quiet month for programs. I am now working on programs for the fall/winter seasons with assistance from Lou Pray and Beth St. George. It will be a wonderful fall/winter on Lopez thanks to a \$2,500 donation to support the "Shelter" series which includes programs on historic barns, tiny home movement, treehouses, and world-wide dwelling design projects.