

Lopez Island Library Board of Trustees
Regular Meeting
December 17, 2015
Approved as amended on January 28, 2016

Regular Meeting Call to Order: With a quorum present, Acting Chair Bob Buchholz called the scheduled December 17, 2015 of the Lopez Library Board of Trustees to order at 12:04.

Members Present: Trustees Marilyn Berger, Bob Buchholz, Rob Thesman, and Ilene Unruh. Anne Auckland was excused from the meeting.

Staff: Director Lou Pray and staff member, Judy Welker were present.

Friends of the Library: None

Guests: There were no guests present.

Agenda Approval: The meeting agenda was reviewed. No changes were made. Bob Buchholz called for a motion to approve.

MSP Ilene Unruh moved and Rob Thesman seconded a motion to approve the agenda as submitted. Motion passed.

Approval of November 19, 2015 Board Minutes: Minutes were sent out prior to the meeting and corrections and change suggestions were emailed in response. An amended draft of the minutes was submitted for approval. After a brief discussion of changes, Bob Buchholz called for a motion to approve.

MSP Rob Thesman moved and Marilyn Berger seconded the motion to approve the October 22, 2015 meeting minutes as amended. Motion passed.

Friends of the Library Report: The Friends did not have a meeting in December.

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

- 79% of the budgeted revenue has been received. 74% of budget has been expended.
- Electronic checkouts at an all-time high – 946 for December 2015

The board reviewed the November financial documents and felt comfortable that we stayed under budget enough to sail through to April, when the property taxes will start to be collected.

Updating section 7 & 8 Policy manual (discussion): The board continued their discussion on various points of the policy revisions. The bulk of the work on finishing the policy language has been done. The board of trustees had sent the policy draft to an attorney specializing in personnel policy to comment on the draft and to suggest any changes. The trustees had just received the attorney's recommendations, but as of the start of the meeting, the recommendations had not been inserted into the policy draft. After some discussion about the recommendations, the board agreed to accept the attorney's recommendations, and the comments only needed to be inserted into the policy draft for completion and adoption. Because the next board meeting would occur after the first of the year, it was suggested that

50 the BOT adopt the policy revisions so that employees and the county auditor's office, who
51 process the monthly payroll, could have clear instructions for accrual of benefits in the New
52 Year. A motion was called for.

53 **MSP** Ilene Unruh made a motion to accept the recommendations of the attorney and to
54 adopt the revised Sections 7 & 8, with the caveat that the final version would be shared with all
55 the board of trustees via email. The final version would be finalized with proper formatting and
56 be available to the public by the first few weeks in January 2016. The motion seconded by Rob
57 Thesman. The motion passed.

58
59 **Staff area renovation plan (discussion):** Several bookcases were ordered for the staff
60 workroom through Technical Furniture Systems. In addition, traffic flow through the children's
61 area was considered and a new book shelf and display wall was also ordered, to rectify a
62 wheelchair access Lou Pray also talked about making some changes to her office that
63 involved moving the door to her office and re-arranging her office space. She discussed using
64 the money that the Friends of the Library had approved for staff office renovations.

65
66 **Board of Trustees Office Election:** This item was tabled until all the trustees are in
67 attendance.

68
69 **Updating the Long-range plan and survey/committee:** Director Pray and the board
70 discussed the process of creating a new long-range plan. During the last planning process,
71 the library used the resources of the Washington State Library who sent a trained person to
72 facilitate the planning process. Having an outside professional to assist, keeps the focus on
73 creating goals on an even playing field and keeps the process moving on a timely fast track.
74 Lou discussed using Survey Monkey to ask the populace what their needs and wishes are for
75 the library. Lou will contact the Washington State Library to find out if they are still providing
76 this service.

77
78 **Resolution 15-4:** Resolution 2015-4 adopting the General Fund Budget and Capital
79 Improvement Budget for 2016 which had been approved at the November 19th BOT meeting
80 was presented to approve the new numbers that the county assessor had re-calculated. After
81 a short discussion, a motion was called for.

82 **MSP** Rob Thesman moved and Marilyn Berger seconded to approve Resolution 15-4
83 adopting the general fund budget of \$588,040.00 and the capital improvement fund budget of
84 \$22,882.00 for a total 2016 budget of \$610,922.00. Motion passed.

85 86 **New Business**

87
88 **Job Description for office position and IT positions (discussion):** Director Pray said she
89 would talk to the staff about an updated job description for Judy's job, as well as what they
90 perceived as their needs for Judy's replacement. The board discussed trying to hire by the
91 end of January, so the new person(s) could be on board for a month of training with Judy.

92
93 **"Unsupervised children and unaccompanied children" section to add to policy manual**
94 **(discussion):** The library staff has found situations where there are children with parents in
95 the library, but the parent might be focused on computer work and is not actively monitoring
96 their children. Other times there are children who are dropped off at the library and the parent
97 drives off to take care of business in the village, for example. Director Pray and the board
98 discussed that these two situations are very different and are not addressed in the policy. Lou

99 would like to have these two items addressed and added to the policy manual. The BOT
100 asked Lou to research other library's policies and write up a policy to bring to the next meeting.

101
102 **Generator for the library (discussion):** This was tabled for an upcoming meeting.

103
104 **Apollo, new cataloging/circulation system (demo):** Director Pray demonstrated the
105 features of the ILS system.

106
107 **Approval of Bills**

108
109 **December 17, 2015 Expenditures**

110				
111	11/25/2015	Bill Voucher - Fund 6331	258.37	
112	12/2/2015	Bill Voucher - Fund 6331	15,615.67	
113	12/9/2015	Bill Voucher - Fund 6331	7,695.34	
114	12/16/2015	Bill Voucher - Fund 6331	5,709.92	
115		Total Bills		29,279.30
116				
117	12/1/2015	Healthcare - December 2015	3,590.80	
118		Total Health Care		3,590.80
119				
120	12/1/2015	Payroll – December 2015		17,926.77
121				
122		Total Expenditures		50,796.87
123				

124 Acting Chair Bob Buchholz called for a motion to approve all vouchers.

125 **MSP** A motion was made by Ilene Unruh and seconded by Marilyn Berger to approve all
126 bills totaling \$50,796.87. Motion passed.

127
128 **Surplus: 51** items withdrawn from the collection valued less than \$500 and 6 older model
129 Kindles were presented for surplus and the book. Bob Buchholz called for a motion to
130 approve the surplus.

131 **MSP** A motion to approve surplus was made by Rob Thesman and seconded by Ilene
132 Unruh. Motion approved.

133
134 **Next Meeting: Regular Library Board of Trustees Meeting – January 21, 2016.**

135
136 **Adjournment:** With no other business on the agenda, Acting Chair Bob Buchholz called for a
137 motion to adjourn.

138 **MSP** A motion was made by Ilene and seconded by Rob Thesman to adjourn the
139 meeting. Motion carried unanimously.

140
141 The meeting adjourned at 1:56 pm.

142 Respectfully submitted: _____
143 Board Secretary

144 Approved: _____
145 Board Chair

**Lopez Island Library Board of Trustees
Librarian's Report
January 28, 2015**

Financial Snapshot for 2015

Spent 86% of budget; earned 87% of budgeted revenue (101% of property taxes received)

Note: we have yet to get the 13th month report

Revenue - \$503,333 (87% received)

Expenditures as of Jan 1, 2015 \$493,767 (86% spent)

In our General Operating Funds \$96,194

In our Capital Improvement Funds - \$32,882.01

Lopez Island Endowment Fund: \$91,240

Select Operational Statistics for 2014

Total circulating items in the year 2015: 100,472 up from 97,555

Total patron visits in the year 2014: 69,837 from 73,162)

Acquisitions Report

New Items Added in Dec 2015: 87 books; 21 films; 24 music CDs; 66 periodical issues; 3 pieces of equipment and the rest are e-content records

Lou's December Jan 2016 Activities

HR

- Writing, Advertising, and Interviewing for 2 part-time positions to replace the office manager and will present board with the top candidates at the Thursday Jan 28th meeting

- Met with staff to divvy up chores for next few months while a staff member is on leave

- Talked to SJ county staff about taking over the vacation/personal leave HR duties and received training on online payroll.

- Computed all the end of year and carryover vacation, personal, and holiday hours and twice with the SJ Payroll and Treasurer Milene Henley regarding recourse distribution. Lots of set up work for Lou!

- Recourse distribution was stalled by fact-checking on the part of San Juan County and the IRS.

- Met with staff members to discuss Judy's tasks and the desires for the new positions – what tasks they might like to take on and what is most important to them about the new employees. Good ideas, all.

WEB & DIGITAL CONTENT TROUBLESHOOTING

- ***Working with staff and patrons on troubleshooting Apollo ILS issues***
- Provided training on Baron phones for staff
- Working on the 2015 statistical report for the yearly The Public Library Association's (PLA) annual online statistical report which is due March 31, 2016.
- Computer troubleshooting: self-checkout errors; Kindle issues; Overdrive issues; wireless printing;

PROGRAMS

- Working with Jen on Winter and Spring programs and collaborating on Washington Human grants and speakers. See Jen's 2015 year-end review

EQUIPMENT

Staff area updates are begun. Shelving from Technical furniture will be delivered and installed on Feb 4th, weather permitting. The "small conference" room/Lou's office allows for an extra place for meetings for 6 or less attendees and includes a projector, white board and screen as well as conference table and comfy chairs.

Thank you, Lopez Friends of the Library!

IT/Report from Bill Clemmens

December was a light month and I billed only for the actual hours, which were less than five. I purchased a license for Acronis True Image 2016 backup software for three computers. (The 3-computer license was only a few dollars more than a single-computer license). I made a full image backup of Circ-1. I will make a full image backup of Lou's computer in the coming month and still have one license left. The Acronis purchase is included in my invoice. Please call if you have any questions.

Beth's December 2015 Activities

YOUTH PURCHASING

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

CATALOGING

- Cataloged 82 books, 30 films & 14 music CDs.

PROGRAMS

- 8th: ELL (English Language Learners) Family Night at School – presented Library catalog, Pronunciator, Overdrive and other resources to Hispanic families (20 kids, 10 adults) Baby/Toddler Storytime (with Volunteer Becky Presley)
- 2nd – Nursery Rhymes & Colors: 5 kids, 3 adults

- 9th – Colors, songs, animals: 2 kids, 2 adults
- 16th – Name recognition, colors, songs: 3 kids, 3 adults
- 23rd – Holiday stories & songs: 4 kids, 4 adults (Beth)
- 30th – Trucks: 1 kid, 1 adult

Preschool Storytime

- 2nd – Bilingual w/Jen - Friends: 12 kids, 7 adults
- 9th – Author Bonny Becker’s books: 10 kids, 5 adults
- 16th – Winter: 9 kids, 4 adults
- 23rd – Holiday: 7 kids, 5 adults
- 30th – Bears: 2 kids, 2 adults

Kindergarten Storytime

- 1st– Pigs: 14 kids, 3 adults
- 15th –Winter: 13 kids, 2 adults

PROFESSIONAL DEVELOPMENT

- 22nd - Facilitated YARLI (Young Adult Readers of Lopez Island) Book Group with 10 other adult members. Discussed a variety of youth books “literary-salon style.”

ENVIRONMENT

- Change out displays in Children’s Room and keep Teen section updated.

Jen’s December 2015 Activities (see year end report)