Lopez Island Library Board of Trustee
Regular Meeting
December 18, 2014
Approved as amended on January 15, 2015

**Members Present:** Trustees Bill Evans, Sarah Eppenbach, Rob Thesman, Michael Moore, and Ilene Unruh.

**Regular Board Meeting Call to Order:**

With a quorum present, Chair Bill Evans called to order the Regular Meeting of the Board of Trustees at 12:04 PM.

**Staff:** Director Lou Pray and library staff, Judy Welker, were also present.

**Guests:** There were no guests present.

**Agenda:** The Director’s Appraisal was moved from New Business to an executive session to begin after the Approval of Vouchers. Under New Business, the Friends of the Library Breakfast was added. With no other changes to the agenda, Chair Bill Evans called for a motion to approve.

**MSP** Ilene Unruh moved Rob Thesman seconded to approve the agenda as amended. Motion passed.

**Approval of November 20, 2014 Special Meeting to review budget revisions Minutes:**
Corrections emailed in by the board were reviewed and the minutes were submitted with those amendments. After reading the amendments, a motion was requested to approve the minutes as amended.

 **MSP** Rob Thesman moved and Michael Moore seconded to approve the November 20, 2014 Special Meeting minutes as amended. Motion Passed**.**

**Approval of November 20, 2014 Budget Hearing and Regular Board Minutes:**
Corrections emailed in by the board were reviewed and the minutes were submitted with those amendments. After reading the amendments, a motion was requested to approve the minutes as amended.

 **MSP** Sarah Eppenbach moved and Ilene Unruh seconded to approve the November 20, 2014 Budget Hearing and Regular Board Meeting minutes as amended. Motion Passed**.**

**Approval of November 28, 2014 Special Meeting to discuss Levy Increase Minutes:**
Corrections emailed in by the board were reviewed and the minutes were submitted with those amendments. After reading the amendments, a motion was requested to approve the minutes as amended.

 **MSP** Sarah Eppenbach moved and Ilene Unruh seconded to approve the November 28, 2014 Special Meeting minutes as amended. Motion Passed**.**

**Guest Speaker:** No guest speakers were present.

**Friends of the Library Report:** Ellin Evans reported for the Friends of the Library. The theme of their December 18th meeting was “Bring a friend to Friends.” They reviewed the results of the book sale, which netted $2,073, as well as the strategy that was undertaken. This year, there were a lot of boxes left over which were taken to the recycling center. They paid the Spanish Club for their help with moving the books and cleaning the Community Center’s floors after the sale. $100 was also paid to the truck driver for his dedication. Book sales are always more work, but have become an integral part of the community. The annual donation drive brought in approximately $11,000. The Friends will not have a meeting in January. In February, they will start to focus on getting an iPad with the capability of swiping credit cards for future sales. The keys to the book chute have not been found. Judy Welker reported that the manufacturer will be sending some replacement keys.

Ellin Evans excused herself after her report at 12:30 pm.

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

* Spent 79% of budget; earned 79% of budgeted revenue (99% of property taxes received)
* The General Operating Fund as of November 1st was $126,524.
* Operational statistics were all generally lower than the month before.
* The contract with KOHA was found to end in September 2016, so any move to Apollo won't begin until late next year. Lou continues communicating with ByWaters about the speed issues.
* New products and services for library patrons include Lynda.com, Thursday Tech Training, and a brochure featuring IT Academy online training, as well as all the digital skills classes being offered in conjunction with the Family Resource Center from January through the end of April, 2015.
* New items added to the physical plant include a new shelving unit, installation of blackout insulated shades for the meeting room, new digital equipment and installation of an audio-visual equipment cabinet to keep cables connected and in order. A Japanese maple will also be planted on the Hummel Lake Rd. side of the building to add shade to the area.
* Kudos were given to Jen for organizational work on library events and programs (both past and future), and Beth for her execution of a very successful Peak/Leave No Trace program.

**Old Business**

**Trustee Appointment Terms (discussion):** Judy shared her conversation with the county commissioner’s office. Serving a partial term is not considered as one of the two terms available to any one trustee. The policy manual will need to be changed accordingly. In addition, it is possible to waive this requirement and serve a third term, if conditions warrant, i.e., trustee was exceptional and no other candidates applied for the position.

**Policy Revisions 7 & 8 (discussion):** Ilene Unruh distributed a proposed revision outline. Section 7.3 appears archaic and needs work. After reviewing the wording and legal issues, other sections seem to be disconnected between what is written and what the perception of understanding is, based on comments turned in by staff. Sarah Eppenbach and Ilene Unruh will continue to work on Section 7. They intend to return to the January meeting with a revision draft. Rob Thesman and Michael Moore are working on flushing out what other libraries have in their policies regarding employee compensation and benefits. They are targeting the February for bringing a draft in for Section 8.

**Strategic Planning (discussion):** At the last Northwest Director’s meeting, Lou was impressed with the trend of streamlining strategic planning and a simplified and effective one-page plan. She would like to take a stab at creating one for this library. Steps will include taking a look at what we have now, and massaging it into a more simplified process. Bill Evans and Ilene Unruh agreed to join Lou in the Strategic Planning subcommittee to layout the process, arrange for focus groups, survey, and prepare a timeline for completion of the project.

**New Business**

**Digital Skills Grant Activities (discussion):** Lou has met with the Family Resource Center about the digital skills training classes they will be offering, and with Glen Maxson and his role in teaching some of the classes and about the purchase of equipment to be used for training. Since Microsoft IT Academy will be one of the key elements, Beth, Jen and Lou have been updating training materials and familiarizing themselves with the training. Ten licenses have been purchased with Lynda.com to help patrons take advantage of the online training available through that website.

**Spanish Speaking Patron Services (discussion):** Lou made reference to some guidelines offered by the American Library Association, which were designed to aid in the development of service to the Spanish-speaking population. She will continue to assess ways in which services can be extended, such as displays, programming, speakers, the collection (there may be grant money available), and other services on the island such as ESL through the Family Resource Center. The board liked the idea of addressing this target population.

**APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed by the board.

11/24/2014 Bills Voucher – Fund 6331 1,328.60

12/2/2014 Bills Voucher – Fund 6331 2,274.18

12/8/2014 Bills Voucher – Fund 6331 824.53

12/17/2014 Bills Voucher – Fund 6331 212.04

 **Total Bills** $ 4,639.35

12/1/2014 Healthcare – December 2014 $ 2,060.97

12/1/2014 Payroll – December 2014 $ 20,839.52

 **Total Expenditures $27,539.84**

**MSP** A motion to approve all vouchers for a total of **$27,539.84** was made by Sarah Eppenbach and seconded by Michael Moore. Motion passed.

**Surplus:** The agenda listed 69 items withdrawn from the collection for the book sale with a value of less than $500 were presented for surplus.

**MSP** A motion was made by Rob Thesman and seconded by Sarah Eppenbach to approve the items presented for surplus. Motion passed.

**Executive Session:** Judy Welker excused herself at 2:10 pm so that the board of directors and Lou Pray could convene into executive session for the purpose of the Director’s Annual Appraisal. They anticipated adjourning the executive session for approximate 30 minutes and reconvening the open portion of the meeting, at approximately 2:45 pm.

The minutes will show that the executive session began at 2:15 pm and was attended by Trustees Bill Evans, Sarah Eppenbach, Michael Moore, Rob Thesman, Ilene Unruh, and Director, Lou Pray.

**Adjournment of Executive Session:** With no other business on the agenda, Chair Evans called for a motion to adjourn.

**MSP** Rob Thesman moved and Michael Moore seconded to adjourn the executive session. Motion passed. The minutes will show that the executive session was adjourned at 3:28 pm. The public was invited to return to the meeting room.

**Reconvene Regular Meeting:** Chair, Bill Evans reconvened the regular meeting at 3:29 pm. The minutes will show that the board conducted their annual evaluation of the Director.

**Next Meeting:** The board discussed the next meeting scheduled for January 15th at 12:00 pm.

**Adjournment:** With no other business on the agenda, Bill Evans called for a motion to adjourn.
 **MSP** Michael Moore moved and Ilene Unruh seconded to adjourn the meeting. Motion passed. The regular meeting adjourned at 3:30 pm.

Respectfully submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Board Secretary

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Board Chair