

Lopez Island Library Board of Trustees
Regular Meeting
December 20, 2016
Approved as Amended on January 17, 2016

Regular Board Meeting Call to Order:

Vice Chair Rob Thesman called the regular December 20, 2016 meeting of the Lopez Library Board of Trustees to order at 10:11 AM.

Members Present: Trustees Anne Auckland, Rob Thesman, Ilene Unruh, and Marilyn Berger. Bob Buchholz (excused).

FOL: Taya Higgins, Friends of the Library Chairperson.

Guest: Linda Lyshall, San Juan Conservation District.

Staff: Library Director Lou Pray and Library Staff Member Claudia Rempel were also present.

Agenda Approval: The agenda was presented for approval. A presentation from Linda Lyshall of the San Juan Islands Conservation District was added to the agenda. Some items in the New Business category were shifted to be presented in a different order.

MSP Anne Auckland moved and Marilyn Berger seconded a motion to approve the agenda as amended. Motion passed.

Approval of November 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 Rob Thesman seconded the motion to approve the November 15th meeting minutes as amended. Motion passed.

Friends of the Library Report: Taya Higgins gave a short report about recent fundraising efforts from the friends. The November book sale did not achieve the results expected, with a net of only \$1,600. The Friends would like to consider other alternatives to a sale at such a busy time of year. They are also in the midst of reviewing other policies that have been in place for a long time, including the price of books, DVDs, and other merchandise. The Friends annual campaign has raised over \$12,000.

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

- The library has received about 85% of the projected tax revenue for 2016, and has spent about 76% of the budget as of December 1, 2016.

- 47 • In November, the library circulated 7,103 items.
- 48 • Patron visits were up (5,253) from November of 2015.
- 49 • An increase in digital usage continues to be a trend for this year.
- 50 • A new Overdrive (digital books, audiobooks) user interface was launched in November.
- 51 Patrons have needed help navigating the new online tool.
- 52 • New sinks were installed in both the men's and women's restrooms.

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55 **Unfinished Business:**

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57 **Long Range planning results & follow up (discussion):** This item was moved to the
58 January 2017 agenda where a final review will take place.

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60 **New Business:**

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- 62 • **Approval for EV Charger station-**Linda Lyshall of the San Juan Conservation District
63 discussed a grant available to the library to assist in installing a publicly available
64 Electric Vehicle charging station. The grant would reimburse the library up to \$1,500 to
65 install the device.

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67 **MSP** A motion was made by Ilene Unruh and seconded by Anne Auckland to approve
68 expenditures for an EV charging station (to be reimbursed by the SJCD) up to \$1,500. If more
69 costs are incurred by this venture, approval will be needed. The board also stipulated that the
70 apple trees should not be removed. Motion passed.

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- 72 • **Posting for Youth Services Position:** Beth St. George, the current Youth Services
73 Coordinator is leaving her position at the library. Director Lou Pray presented a modified
74 job description for the position. The new position would be part time (22 hours) and not
75 include Beth's cataloging duties. Lou presented a second new position, of 15 hours per
76 week that would cover those cataloging duties.
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- 78 • Beth St. George's last day at the Library will be January 25, 2017. A party will be
79 organized by staff member, Claudia Rempel.
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81 **December 20, 2016 Expenditures**

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83 Staff and Admin Payroll	\$16,756.27
84 HCA	\$ 3,481.50

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86 **Total- \$20,237.77**

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88 **Expenditures**

89 Vouchers 11/28/2016	\$ 6,054.99
90 Vouchers 12/12/2016	\$ 5,020.56

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92 **Total- \$11,075.55**

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Total Expenditures- \$31,313.22

Vice Chair Rob Thesman called for a motion to approve all vouchers.

MSP A motion was made by Anne Auckland and seconded by Marilyn Berger to approve all bills totaling \$31,313.22. Motion passed.

Surplus: 133 items weeded (valued less than \$500.00)

Vice Chair Rob Thesman called for a motion to approve all surplus items.

MSP A motion was made by Anne Auckland and seconded by Rob Thesman to approve all weeding of surplus items. Motion passed.

Next Meeting: Regular Library Board of Trustees Meeting – January 17, 2017.

Adjournment: With no other business on the agenda, Vice Chair Rob Thesman called for a motion to adjourn.

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

The meeting adjourned at 11:34am.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair