

Lopez Island Library Board of Trustees
Regular Meeting
February 19, 2015

Approved as amended on March 19, 2015

Regular Board Meeting Call to Order:

Chair Bill Evans called to order the regular scheduled February meeting of the Lopez Library Board of Trustees at 12:00 PM.

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

Staff: Director Lou Pray and Jennifer Krajack (minutes) were also present.

Agenda Approval: Bill Evans called for a motion to approve. Lou Pray asked if the 2014 overview could be postponed until March as she is waiting for additional input from SJC. No objections were raised regarding postponement of the 2014 review.

MSP Sarah Eppenbach moved and Michael Moore seconded a motion to approve the agenda with revision. Motion passed.

Approval of January 15th Regular Board Minutes: Minutes were sent out prior to the meeting and change suggestions sent by email in response. After a brief discussion of changes, Bill Evans called for a motion to approve.

MSP Michael Moore moved and it was seconded by Rob Thesman to approve the January 15th regular meeting minutes as amended. Motion passed.

Guest Speaker: None

Friends of the Library Report: Lou Pray gave an overview of the Friends meeting held that morning. The big discussion was the need for new volunteers. A number of key people are leaving the organization including Ellin Evans, Becky Maxson (Amazon interface) as well as others. There is a need for new officers and perhaps a restructuring. Ellin Evans said that Treasurer John Butte mentioned that the money now in hand is substantial and suggested the Friends give Lopez Islanders a reprieve from fundraising. This idea was discussed but the consensus was that it wouldn't be prudent. Instead there was agreement that by canceling the November book sale and focusing just on the July sale and letter writing campaign, they would have more time to focus on Amazon and Better World Book Sales. One issue was whether books would pile up too high with only one sale a year. A concern with where to house donated books was raised. There were numerous ideas including creating a reading room which would help house books donated. Also a restructuring of the organization was discussed. It was pointed out by Bill Evans that the group is very positive, fun and there is strong comradery that could be the emphasis of encouraging new members.

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2 **Librarian Report (by topic)**
3

4 **January 2015 Operational Report** - There are big events going on primarily with the
5 Digital Skills Training Grant initiatives which have been strongly received. Lou is
6 conducting extensive outreach at numerous non-profits in the community providing an
7 overview of our digital access and classes. She is scheduled to present the overview for
8 more organizations in March and April. She also continues to support the well-attended
9 Thursday Tech Time which led to the creation of two classes dedicated to the iPad only.
10 Twenty-four people have signed up for lynda.com and in collaboration with the FRC
11 classes (taught by Glen) are being held on a variety of topics including Credit Card
12 Processing and Video Editing. There are more classes to come. Beth's outreach at the
13 school is on-going and has included eCivis Grant Access training for the Lopez School's
14 garden program. All equipment has been ordered and received and the community
15 room updated with the new equipment purchased under the grant. The ASUS
16 transformers have been populated with application specific items for our demographic
17 and will be encouraged/distributed for use at the schools in particular but also for
18 checkout for 7 days. An Apple TV device was also purchased for the meeting room as
19 well as an iPod Touch with IOS7 features purchased to assist the visually impaired
20 Lopez community. Lou stated that the first Quarterly Report in support of the grant was
21 provided to WSL as well as the first two reimbursement packages (Dec-Jan) with a
22 reimbursement of \$5,071.23 already received for the December claim.
23

24 Lou gave a summary of the events held in January including Professor Donn Charnley
25 who hosted a program on the Geology of the National Parks, Northwest Region. Over
26 60 people attended the event held at Woodman Hall and co-sponsored with the San
27 Juan Islands National Monument. The library also hosted Storytellers-Musicians Joe
28 and Paula McHugh for two programs: Thursday night in the library's main salon and
29 next day at the Lopez School. Both of the McHugh programs were very well attended
30 with positive feedback received.
31

32 Lou also discussed the StoryCorp grant application which was completed and
33 forwarded for consideration. Bill Evans commented on how well it was written. We
34 should hear back from StoryCorp mid-March. If selected two people would be sent to
35 Brooklyn for training. These two people will train staff and volunteers for doing the
36 interviews.
37

38 Lou submitted the following highlights:

- 39 • Expenditures outweighing the revenue, but the digital Skills grant
40 reimbursements will correct the imbalance.
- 41 • Checkouts down from one year ago, but walk-ins have increased during the
42 same time span. More patrons are using computers for longer periods of time.
43

44 Lou gave an overview of the recent new ILL KOHA upgrade, the complexity and the
45 benefits of it. The upgrade went through successfully. The only issues that came up
46 were minor and manageable.

1 Sarah Eppenbach inquired about Rosie and Lou gave an overview on Rosie's status
2 which would be part-time, 3 days a week when she returns in April. She will continue to
3 do the weekly storytime, interlibrary loan, and help out with children's programs.
4

5 There was a discussion on the role of technology in the library and its emphasis in
6 libraries today as well as the increasing requirements of our patrons. Lou responded by
7 explaining that often times the best thing she and staff can do is forward people to help
8 lines at the manufacturer such as Apple, etc. Our objective remains helping patrons
9 navigate but sometimes the manufacturer is their best option. Jen mentioned that Lou
10 does work to establish boundaries for staff regarding the amount of time spent with
11 assisting individual patrons on computing, printing, creating documents on-line.
12

13 This led to discussion on the role of the library in managing computer content
14 challenges within the library. Lou gave an overview of the issue as it was presented at
15 the January WA public library directors program. The issue of unsuitable material being
16 downloaded on public library computers and then made visible to other patrons is
17 impacting many libraries. The presenter emphasized the "how to" of managing
18 incidents that may occur. Lou underscored our current policy which is covered under
19 **3.2.0 Internet Use Policy**. Our position is to request the patron desist and to explain
20 that disrupting other patrons is unacceptable and that they will be held responsible for
21 any outcome (including legal) of violating laws while on the computers, not the library.
22 Lou stated that the policy addressing the behavior is very clear for asking a patron to
23 cease behavior or leave. Training the staff on what to do if there is an incident has been
24 done and will be done continuously. A bright yellow sheet has been placed at the CIRC
25 desk instructing staff (volunteers should refer any incident to Lou Pray or staff) on what
26 to do if a patron complains, a patron escalates, etc. The Secretary of State wanted to
27 put laws through requiring the libraries to place filters on computers, etc. Most librarians
28 are not in favor of installing these filters but prefer to deal with patrons individually in a
29 formal and assigned process.
30

31 **Old Business**

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33 **Digital Skills and StoryCorp Grant** - Addressed above.
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35 **Library HR Policies** - Ilene Unruh and Sarah Eppenbach have been working very hard
36 to finalize Library Policy 7 with staff and trustee comments received and incorporated.
37 Bill Evans did have additional input regarding employee political activities and library
38 employment. He wanted to be sure that the language clearly stated that all political
39 activities are representing the viewpoint of the employee or volunteer as an *individual*
40 and not that of the library. Some discussion followed. The library is to remain neutral on
41 political issues and this includes use of the community room which is provided to all
42 (even for religious or political events) in keeping with the neutrality of the library. It
43 should be stated that any event in the community room does not represent the opinions
44 or position of the library. Ilene Unruh also discussed running the policy revisions by an
45 attorney. Lou agreed that it was a good plan to have an attorney do an overview and
46 that the expense at this point in the process would be less expensive than the potential

1 of a lawsuit. The office of Randy Gaylord would be a good possible option for doing the
2 overview also. It was agreed it would be more efficient if the policy revisions, including
3 Library Policy 8, were all complete before being presented to a lawyer. It was agreed
4 that staff and the board could have more time to review and comment on what was
5 distributed this week on Policy 7 and the board will wait to read through it until the next
6 board meeting.

7
8 Trustee Rob Thesman distributed a copy of proposed revisions to Policy Section 8,
9 Employee Compensation and Benefits. The board agreed to review the document and
10 the Notes for 8.1 provided but tabled discussion for the next board meeting. Much of
11 the language for Section 8 was taken from the San Juan Library which has a very
12 comprehensive section on employee compensation. The board discussed having
13 employees review and accept the Policy and Procedure Manual on an annual basis.
14 This review and acceptance would be mandated each year to ensure the employee
15 signs the acceptance and it is on file protecting the library from potential law suits.

16
17 **Friends and Staff Appreciation Party** - Completed and was a terrific event.

18
19 **New Business**

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21 **“Book of Bill” Update (discussion)** Bill Evans shared that his last day of work is next
22 week and he and Ellin are unsure what they will be doing at this point. He would like to
23 remain on the board for now with the board’s approval. The consensus of all is “yes”.

24
25 **WLA meeting coming up April 16-17** - Lou gave an overview of this April meeting and
26 provided program descriptions of the presentations. Lou will be taking a rental vehicle to
27 the meeting. Any interested parties from the board can join staff. There is a board
28 meeting April 16th that will now be held April 9th instead of April 16th. Lou will make
29 sure this meeting date change is well advertised.

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31 **Approval of Bills**

32
33 **February 19, 2015 Expenditures**

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35	1/27/2015	Bill Voucher - Fund 6331	6,961.53
36	2/2/2015	Bill Voucher - Fund 6331	2,020.92
37	2/10/2015	Bill Voucher - Fund 6331	4,926.83
38			
39		Total Bills	13,909.28
40			
41	2/1/2015	Healthcare - February 2015	2,154.48
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43		Total Health Care	2,154.48
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45	2/1/2015	Payroll - February 2015	18,616.53
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