

Lopez Island Library Board of Trustees  
Regular Meeting  
February 21, 2017

Approved as Amended March 30, 2017

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular February 21, 2017 meeting of the Lopez Library Board of Trustees to order at 10:05 AM.

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

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

**Agenda Approval:** The agenda was presented for approval. The agenda was approved as presented.

**Approval of January 17, 2017 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. The minutes were approved with minor amendments

**MSP** Rob Thesman moved and Anne Auckland seconded the motion to approve the January 17<sup>th</sup> meeting minutes as amended. Motion passed.

**Friends of the Library Report:** Taya Higgins, Friends of the Library President, gave a short report regarding fundraising efforts. As of February, the Friends have received \$9,000.00 in donations. The Friends decided that this year they will not host the Thanksgiving sale. Sales were low in the previous year. Instead, they will try to increase inventory in the hallway sales, which are doing very well.

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

- The library has spent about 5% of the budget as of February 1, 2017. A minimal revenue of about .78% has been received with a larger influx expected in April.
- Overall, January was a slow month in the library. Library visits for January were the lowest in 4 years.
- A total of 246 items was added to the collection in January 2017.
- Administrative time included the transition of staff member Beth St. George toward another job and the training of new temporary staff member, Carol Lo.

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**Old Business:**

- **Strategic planning update:** The strategic plan has been finalized. Activities are in place addressing the highlights of the long-range plan. Lou is working on a program specifically for teens as well as helping a community group find funding for a tool lending library.
- **Facilities update:**
  - Coordinated installation of EV charger, which is now operational for use by library patrons.
  - Snow day policy (emergency closure) was reviewed with staff as well as procedures for clearing walk ways and parking lot.
  - Chris Coiley, handyman, and Lou worked on finding entry points for the rodents. No recent rodent activity has been reported in the basement.
- **Volunteer recognition** (update) - The Friends of the Library generously provided a gift to library volunteers in the form of a new acquisition on their behalf for the library's collection. So far 31 items have been ordered by volunteers.
- **Workplace survey** (update) - Ilene sent out a workplace evaluation survey to staff and volunteers. The survey is due March 6<sup>th</sup>.

**New Business:**

- **WA Public Library Director Retreat, Winter 2017 Highlights:** Lou gave a short report about her attendance at the retreat with other library directors. Items discussed included levy lifts, state representation, and other issues surrounding the challenges of public libraries.
- **2016 Lopez Island Library Highlights:** Lou gave a short report including the highlights of the library's activities in 2016: acquisitions, library programs and events, new collaborations, a strategic planning process, and a 2016 STAR library rating.
- **Review of Lopez Island Library Financial History 2012-2017:** Chair Bob Buchholz gave a summary of library revenue and expenditures over the last 4 years. The board discussed the implications of a fixed increase in revenues while balancing rising expenses. Discussion will continue.

93 **February 21, 2017 Expenditures**

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95 Staff and Admin Payroll	\$ 16,393.52
96 HCA	\$ 2, 516.84
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98 <b>Expenditures</b>	
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100 Vouchers 1/17/2017	\$ 2,788.91
101 Vouchers 1/30/2017	\$ 3,943.46
102 Vouchers 2/13/2017	\$ 4,744.81
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104 <b>Total-</b>	<b>\$ 30,387.54</b>

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

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110 **MSP** A motion was made by Rob Thesman and seconded by Anne Auckland to  
111 approve all bills totaling \$30,387.54. Motion passed.

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113 **Surplus:** 27 items weeded (valued less than \$500.00)

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115 Chair Bob Buchholz called for a motion to approve all surplus items.

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

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120 **Next Meeting: Regular Library Board of Trustees Meeting – March 21, 2017.**

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122 **Adjournment:** With no other business on the agenda, Chair Bob Buchholz called for a motion  
123 to adjourn.

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

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127 The meeting adjourned at 11:54am.

128 Respectfully submitted: \_\_\_\_\_  
129 Board Secretary

130 Approved: \_\_\_\_\_  
131 Board Chair