Regular Board Meeting Call to Order:
Chair Bob Buchholz called the regular February 27, 2019 meeting of the Lopez Library Board of Trustees to order at 12:06 PM.


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

Agenda Approval: The agenda was presented for approval. One item was added under New Business: Water Outage closure.

MSP Constance Euerle moved and Heike Deubner seconded the motion to approve the February 27th meeting agenda as amended. Motion passed.

Approval of January 15, 2019 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 Heike Deubner moved and Constance Euerle seconded the motion to approve the January 15th meeting minutes as amended. Motion passed.


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

January 2019 Financials:
- Revenue as of Feb 1, 2019 – $ 6,540 16,540 1%
- Expenditures as of Feb 1, 2019 $34,256 7%
- In our General Operating Funds as of Feb 1, 2019 - $57,714
- In our Capital Improvement Funds as of Feb 1, 2019 - $22,082
- Lopez Island Endowment Fund: $108,060

January 2019 Operational Statistics:
- Checkouts – 9,121 (print and electronic) up from 7,913 last year at this time
- Walk-ins –4,159 down from 4,322 last year at this time
- Web visits – 9,376
- ILL requests – 19
- Computer Sign-Ins – 546
January 2019 Electronic Downloads and Subscription Database usage:
- Hoopla ebook, films and music – 246
- Overdrive book checkouts - 921
- Electronic checkouts total - 7,504
- Total Database searches – 5,280

2019 Collection & Acquisitions Report
- Totals purchased in January 2019 - 267 items
  - Adult Books Fiction - 47
  - Adult Books Non-Fiction - 46
  - Films 46
  - Audiobooks 1
  - Teen books 13
  - Juvenile books 58
  - Periodical issues 51

Old Business:

Policy Edits: Board members are still working on policy edits for the employee handbook.

Levy Lid Lift: Planning is going forward for a Levy Lid Lift campaign. The board discussed a timeline and steps for how to proceed with this initiative.

360 degree staff and volunteer survey: Staff and volunteer surveys were sent out. Future years’ surveys will be submitted for approval Board approval before send out. The Board committee will work on compiling results and feedback to present to the entire board once the surveys are received.

2018 Year in Review: In the interest of time, a PowerPoint presentation will be emailed to the Board Highlighting statistics and facts from 2018.

New Business:

Winter Library Programs: Program Coordinator Malia Sanford, gave a brief overview of upcoming programs in March. Some highlights included a family concert by Joe Reilly,

Small Libraries Create Smart Spaces: The library staff will pursue a grant by OCLC for funding toward space redesign to facilitate active learning.

Virtual Reality Pilot Project: The library is participating in a pilot program by the Washington State Library. We are 1 of 12 libraries testing out VR educational experiences with patrons. The WA State Library has loaned us 2 VR machines and software. Demonstrations will begin on March 6th by appointment only.
Winter Library Director’s Meeting Highlights: This item was skipped due to time constraints.

Library’s role in disaster response: Lou would like the Library to think about its role in the community in the event of a major disaster. Patron, OJ Lougheed was also present at the meeting and urged the library to consider a role in a greater community disaster plan. The board began a discussion about what services the library could offer. More time is needed to think thru certain possibilities and to review the library’s infrastructure and resources. Bob encouraged Lou to review generators as part of this effort. Further discussion will continue.

Art Display Policy: Lou would like to review the board to review the Library’s general guidelines for art display in the library. This process will continue over the next few meetings.

February 27th Expenditures

Payroll Worksheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb-19</td>
<td></td>
</tr>
<tr>
<td>Staff and Admin Payroll</td>
<td>$18,877.35</td>
</tr>
<tr>
<td>HealthCare Authority</td>
<td>$6,380.33</td>
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</tbody>
</table>

Expenditures

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/29/2019</td>
<td>$4,635.66</td>
</tr>
<tr>
<td>2/11/2019</td>
<td>$3,717.52</td>
</tr>
<tr>
<td>2/26/2019</td>
<td>$7,893.80</td>
</tr>
</tbody>
</table>

$41,504.66

MSP A motion was made by Constance Euerle and seconded by LeaAnn Rolla to approve all vouchers totaling $41,504.66. Motion passed.

Surplus: 250 items weeded, including 9 broken ASUS tablets, and 6 broken headphones. (valued less than $500.00)

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

MSP A motion was made by Heike Deubner and seconded by LeaAnn Rolla to approve all weeding of surplus items. Motion passed.

Next Meeting: Regular Library Board of Trustees Meeting – February 19, 2018.
Adjournment: With no other business on the agenda, Chair Bob Buchholz called for a motion to adjourn.

MSP A motion was made by Heike Deubner and seconded by Constance Euerle to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:40PM.

Respectfully submitted: ______________________________________

Board Secretary

Approved: _________________________________________________

Board Chair