

Lopez Island Library Board of Trustees  
Regular Meeting  
January 15, 2015

Approved as amended on February 19, 2015

**Regular Board Meeting Call to Order:**

Chair Bill Evans called to order the regular scheduled January meeting of the Lopez Library Board of Trustees at 12:11 PM.

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

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

**Guest Speaker: none**

**Agenda Approval:** The board discussed changes to the agenda. Discussions of BOT memorial for "Six" Dudley Lapham under New Business and Friends Appreciation Event under Old Business. Bill Evans called for a motion to approve.

**MSP** Rob Thesman moved and Sarah Eppenbach seconded a motion to approve the agenda as amended. Motion passed.

**Approval of December 18<sup>th</sup> Regular Board Minutes:**

Minutes were sent out prior to the meeting and change suggestions sent by email. After a brief discussion of changes. Bill Evans called for a motion to approve

**MSP** Sarah Eppenbach moved and Michael Moore seconded to approve the December 18, 2014 regular meeting minutes as amended. Motion Passed.

**Guest Speaker: (none)**

**Friends of the Library Report (none)**

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

- Almost all property taxes have been received. We've spent 88% of the budget.
- Overall stats were a bit down except for an increase in walkins this time.
- Lou will give a 2014 "year in review" at the February meeting when we have our 13<sup>th</sup> month figures in from the county
- The bulk of time was spent on Digital Skills grants (extra classes, Thursday Tech Time, one-on-ones) plus the reporting and fiscal data (by Jen Krajack).
- The sandwich board has drummed up interest in events as maintained by Jen Krajack
- Lou will be targeting more outreach for non-profits while Beth focuses on the school
- Also working with Bill Evans and Mark Thompson-Klein to apply for the StoryCore@ at the library grant
- Beth St. George started a new book club for YA with the bookstore

**Old Business**

**Library policy revisions:** Ilene and Sarah presented draft changes proposed for Section 7 and asked for

49 feedback from BOT and staff. They will incorporate changes into a second draft for  
50 the February meeting. They received feedback from some staff that the sections “didn’t  
51 track” and the focus was on employer, not employee. Needs clarification on equal  
52 opportunity in the policy and hire packages. Staff feedback called for more emphasis  
53 on offering existing employees an opportunity to know about positions available. As all  
54 the job ads were sent to staff ahead of time during the development of the job ad, Lou  
55 felt this was already being implemented. Someone brought up a 5 day advance notice  
56 to apply given to staff.

57  
58 One issue discussed was health and physical fitness and whether we can require that  
59 potential staff be able to meet certain qualifications. ADA was discussed briefly but needed  
60 more mention in the policy manual. This can be required in the initial job posting. One staff  
61 member brought up job titles and wanted trustees to consider a policy for salary upgrade or  
62 position upgrades. Must be most qualified for the job or upgrade. How to define this?  
63 Trustees will look at the comments and the overall flow and incorporate changes for the next  
64 meeting.

65  
66 **Friends’ appreciation:** will be held from 10:00 – 11:00 am on February 19<sup>th</sup>. Staff  
67 appreciation will be on the same day. Lou will cover desk so staff can attend

68  
69 **Digital Skills:** Lou discussed most of the activities in the librarian’s report. 13 ASUS tablet  
70 computers were purchased and two projectors ordered along with the training room upgrades  
71 and a new iPod touch with visually-challenged apps loaded. Lou will be teaching a two day  
72 iPad class. Beth will teach a Grants searching class. Glen will begin his free IT classes on  
73 selected IT topics (credit cards/video editing/social media or more) with LIFRC in late Jan.

#### 74 **New Business**

75 **Memorial Gift for “Six”** – Gift options were discussed that would be appreciated at  
76 Hamlet House to honor Rosie’s father. The board and library staff wished to contribute.

77 **Announcement from Superintendent Bill Evans** – he would be finalizing his contract  
78 with the LISD next month in order to give Brian Aukland the reins and help make the  
79 transition less complicated.

#### 80 **Flipster Demo**

81 Lou presented a Flipster demo, a service that would provide magazine subscriptions in  
82 digital format at 5% cost over the regular subscription rate, no platform fee, and no limit  
83 to the # of users. Patrons could access the digital magazines from home.

84 January 15, 2015 Expenditures

#### 85 **For Year Ending December 31, 2014**

86	12/22/2014	Bill Voucher - Fund 6331	3,738.60
87	12/31/2014-A	Bill Voucher - Fund 6331	9,110.95

88	12/31/2014-A	Bill Voucher - Fund 6331	5,239.15
89	12/31/2014-FINAL	Bill Voucher - Fund 6331	5,894.59
90		<b>TOTAL BILLS – 2014</b>	<b>23,983.29</b>
91			
92	12/1/2014	Healthcare – December 2014	2,154.48
93			
94		<b>TOTAL HEALTHCARE</b>	<b>2,154.48</b>
95			
96	12/1/2014	Payroll – December 2014	<b>20,548.36</b>
97	<b>For Year Ending December 31, 2015</b>		
98	1/13/2015	Bill Voucher - Fund 6331	2,139.00
99		<b>TOTAL BILLS – 2014</b>	<b>2,139.00</b>
100		<b>TOTAL EXPENDITURES</b>	<b>48,825.13</b>

101 **MSP** A motion to approve all vouchers for a total of \$ 48,825.10 was made by Rob Thesman  
102 and seconded by Ilene Unruh. Motion passed.  
103

104 **Surplus:** 177 items withdrawn from the collection valued at less than \$500.00.  
105 **MSP** A motion to approve the items presented for surplus was made by Rob  
106 Thesman and seconded by Ilene Unruh. Motion passed.

107 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for  
108 February 19, 2015 at 12:00 PM.

109 Executive Session At 2:15 the board entered into an Executive Session to last  
110 approximately 30 minutes in order to complete the Director's evaluation. The Board  
111 exited from Executive Session at 2:48pm.  
112

113 **Adjournment:** With no other business on the agenda, Bill Evans called for a motion to  
114 adjourn.

115 **MSP** Michael Moore moved and Rob Thesman seconded to adjourn the  
116 meeting. Motion passed. The regular meeting adjourned at 2:50 PM.

117 Respectfully submitted: \_\_\_\_\_  
118 Board Secretary

119 Approved: \_\_\_\_\_  
120 Board Chair

**Lopez Island Library Board of Trustees  
Librarian's Report  
Feb 19, 2015**

**Financial Snapshot for 2015**

Revenue as of Feb 1, 2015 - \$2,551  
Expenditures as of Feb 1, 2015 \$35,874  
In our General Operating Funds as of Feb, 2015 - \$88,264  
In our Capital Improvement Funds as of Feb 1, 2015 - \$42,882.01  
Lopez Island Endowment Fund: \$87,530.89

**Select Operational Statistics for Feb 2015**

Checkouts - 7802 down from last Jan's 8403  
Patron Visits – 4,876 up from last Jan's 4814  
Computer sign-ups – 1064 up from last Jan's 990  
Computer Hours– 933 hours up from 643 hours last Jan  
ILLs - 55

**Acquisitions Report**

New Items Added in Jan 2015: 253 books; 39 films; 5 audiobooks; 4music CDs; 85 periodical issues; 15 pieces of equipment and the rest are e-content records

**Lou's January 2015 Activities**

**VOLUNTEERS**

Updated volunteer training manual and worked with new volunteers: Diana Zapalac, Leslie Madrona, Chris Coiley, and Lorna Reese

**GRANTS**

***StoryCorp Grant***

- Met with Bill Evans, LIHS and representatives from the museum Mark Thompson-Klein and Pat Kuentzel for input on grant application.
- Submitted grant with additional feedback from collaborators. We will hear back in March if we were successful.

***Digital Skills Grant***

- Worked with Jen and Judy on reimbursement requests
- Jen did a great overview of what we've done so far using the grant money and we submitted our first report on Jan 30<sup>th</sup>
- Beth and I helped Glen with setting up the ASUS computers with the desired apps and software. These tablet touchscreen books were ordered with the grant money.

## Group presentations

- Lion's Club Digital resource and use presentation
- Ipad Training Classes (two 90 minute classes)
- Thursday Tech Time – one hour digital skills classes – Glen Maxson subbed for me when I went to Federal Way. Beth St. George co-teaches with me as of last week and that is a big help

## One-on-one training

- iPhone
- Kobo and Overdrive (an e-reader)
- Nook and Overdrive
- Ipad training

## PROFESSIONAL DEVELOPMENT

Attended the WA State Public Library Director's conference. The big "hot" topic was the "porn in the libraries" recent uproar and the assault at the WWU library in Bellingham - more on this at the meeting.

I will give highlights at the board meeting on Feb 19th but agenda items included the following:

### **Marketing to Young Adults at Sno-Isle**

*Nicki Harber-Frankart, Principal, OrangeBoy Inc.*

*Ken Harvey, Communications Director, Sno-Isle Libraries*

### **WA State Legislative Update with Steve Duncan**

### **Legal Questions: When to Call an Attorney, Who to Call, and Other**

#### **Burning Issues**

*Daniel S. Gottlieb, Hillis Clark Martin & Peterson P.S.*

### **Library Council of Washington Primer**

*Pam Kiesner, Bellingham Public Library*

*Chris Skaugset, Longview Public Library*

### **Update from the Office of the Secretary of State**

*Kim Wyman, Washington Secretary of State*

### **Library Funding Discussion: Finding Alternate Funding Models**

*Amanda Six, Libraries of Stevens County*

*Marcellus Turner, Seattle Public Library*

### **Early Learning Public Library Partnership Meeting and OCLC Project Views Expansion Update (everyone welcome to attend)**

*Nancy Ledeboer, Chair, Early Learning Public Library Partnership*

*Dan Torres, Thrive By Five Washington*

### **Washington Library Association Update**

*Nancy Ledeboer, WLA President*

### **WLA/WALE Conference Discussion**

*Nancy Ledeboer and Joe Olayvar, WALE Chair*

### **Washington State Library Update**

## **WEB & DIGITAL CONTENT TROUBLESHOOTING**

- Working with KOHA Bywater Solutions to address recent slow server performance issues. They are proposing that we move to a new, larger server. Currently we are on a 2G server, with 2 vCPUs, and 120 Mbps network speed, and the server they will be moving us to has 4G of RAM, 4 vCPUs, and 800 Mbps network speed. This will be done at no cost to us. The main reason for the move is because our database is now too large to fit into the available RAM of your existing server. The actual move itself will require a bit of down time, usually 2-4 hours, so they do it on the weekend, February 14th Sat. night. They assure me the move itself is relatively easy. They build the new server in advance, then on the date of the move shutdown the old server, extract the database, move it to the new server and import it, rebuild the indexes, and then we are live on the new server. However, there is a "gotcha" with this. The IP address of the server will change. That means Bill Clemens will need to update our DNS record for '[catalog.lopezlibrary.org](http://catalog.lopezlibrary.org)', and I'll need to update the configurations for our SIP devices and notify the vendors to update them on their end. Vendors affected: EBSCO, GALE, Lynda.com, PROQUEST, ROSETTA STONE, HOOPLA. Bill Clemens has been very helpful on these issues.
- Computer troubleshooting: self-checkout errors; Lynda.com authentication; Kindle issues; Overdrive issues; wireless printing;

## **HR**

- Worked with various trustees on the policy 7 and 8 sections
- Met with Rosie about returning in April on a part-time basis
- Discussed an encore class of "Grace Under Pressure: dealing with

## **PROGRAMS**

- Jen and I collaborated with Lopez Bookshop owners to work out upcoming author procedures to include the local merchants.
- Assisted Glen with video-editing class
- Collaborated with Beth on a grant's class for the Farm to School program
- Attended my first "Mystery Book Club" organized by the
- Jen and I brainstormed programs for the future.

## **FACILITY & STACKS**

- Replacement keys for book chute arrived and a clever key solution was created by Judy and Chris Coiley so they will never be lost again
- Hired local painter Patrick Lescot to touch-up on community room and entry way

## **EQUIPMENT**

- Matt Baily finished the installation of the new projector and sound updates and installed the locking case for the cords.
- Worked with staff on training on the new equipment as we'll be responsible for helping patrons get set up and doing training before the actual event Beth and Judy spearheaded getting the new equipment organized, labelled, cataloged, and corralled in the conference room.

## **IT/Report**

### **From new IT person Bill Clemens Jan 2015**

- Regular Windows and Firefox updates on all patron Windows computers.
- Remove browser hijack and other malware from Patron A computer.
- Remove trojan dropper malware from Teen 2 computer.
- Update infrastructure documentation: physical, port mapping, inventory.
- Set up KeepVid on Louise computer to download YouTube videos.
- Troubleshoot various YouTube player issues.
- Update Dock on Macs to include Firefox, Word, Excel, PowerPoint icons.
- Install Adobe Reader on Macs.
- Repair keychain issues on Macs. (Covers the period Jan 1 - Jan 31, 2015)

### **Digital Skills Grant - January 2015 (Glen)**

Course Preparation/Taught Digital Skills Class 1 (Merchant Payment Systems)

ASUS Transformer T100 system configuration

February 2015 tasks:

- Maintain course hardware (est. 2 hours)
- Course prep & delivery (est. 10 hours)
  - Video Editing with YouTube On-Line Tools (Feb. 9)
  - Safe Computing in the Internet Age (Feb. 23)

### **Beth's January 2015 Activities**

#### **CATALOGING**

Cataloged 108 books, 8 films, 2 audiobooks, an iPod, and 13 ASUS Transformer notebooks.

Deleted 23 Hoopla titles.

#### **PROGRAMS**

Preschool Storytime:

- 7<sup>th</sup>-Bears: 9 kids, 6 adults;
- 14<sup>th</sup>-Multicultural: 10 kids, 6 adults
- 21<sup>st</sup>-Environment: 13 kids, 8 adults
- 28<sup>th</sup>: Animals (fiction & nonfiction): 16 kids, 8 adults

Kindergarten Storytime:

- 8<sup>th</sup>- Bad Hair Day: 16 kids, 2 adults
- 22<sup>nd</sup>-Multicultural: 16 kids, 2 adults

Youth Book Club

- 27<sup>th</sup>-Discussion of *Diamond Willow*, by Helen Frost, 5 adults

#### **WEBPAGE**

Added "Homework Help" links (CultureGrams, eLibrary & SIRS Discoverer) for kids and teens to The Digital Hub.

#### **DIGITAL SKILLS GRANT**

Contacted school staff for trainings.

Viewed webinars on GALE & Proquest products; eCivis self-training.

Wordpress research to prepare for training for teacher Lorri Swanson (positive feedback).

29<sup>th</sup>-Assisted Lou with Thursday Tech Time.

30<sup>th</sup>-Assisted Lou with iPad training #1 for 13 adults.

### Jen's January 2015 Activities

Supported Lou Pray in a teleconference with the Gallup Library discussing StoryCorp. The Gallup Library has been the recipient of 2 StoryCorp grants capturing the life stories of the local Navajo Community as well as many other members of their community. Their director/staff was very eager to assist with information regarding pursuing and executing the grant. Gallup and the outlying area is vast with a large part of it the Navajo Indian Reservation. The oral histories of a variety of people including Navajo code-talkers, teachers, sheep herders and farmers, members of the Zuni Reservation and multi-generational family histories was impressive to explore. The Gallup library team was also very inquisitive about life on Lopez Island and our library.

Lou Pray/Jen Krajack met with the Lopez Bookshop owners to discuss upcoming author events and how to best support each other. It was agreed that information regarding the bookshop would be shared with our authors and speakers so that if they would like the bookshop to furnish books for sale and signing they can be included in our events. Thus far about 50% of the authors coming up have agreed to use our bookshop for providing books for sale. This is a good effort for a helpful community member and library advocate.

Professor Emeritus Donn Charnley once again pulled in a crowd with his program "The Geology of the National Parks: Northwest Region". We had 61 people attend this time more comfortably at Woodmen Hall. For the second time the San Juan Islands National Monument covered the cost of the rental of Woodmen Hall (\$75 each event) and therefore co-sponsored the event with us. They will also be co-sponsoring two additional events: The New Eco-Economy, March 7<sup>th</sup> at 6:30 pm, Woodmen Hall and Wildlife Photographer Paul Bannick, March 26<sup>th</sup>, 7:00 pm, Woodmen Hall.

The library's *Winter Wanderlust Series* will provide two final programs for the season:

1. The New Economy with Dr. Merle Lefkoff speaking on pursuing the new Eco-economy. She will highlight success stories and non-violent campaigns around the world that can be adopted, nurtured and SCALED UP as the architecture for a new global Eco-economy.
2. The Beauty and Complexity of Vietnam: A Different Light; photographs, video and discussion on the Vietnam of today. Jack Pedigo/Parvin Baharloo traveled a month in Vietnam from Sai Gon (Ho Chi Minh City) in the south to Ha Noi in the north. The program will include the role of communism in the country, environmental issues and concerns, religion in the culture, its history, magnificent artwork (temples, statues, embroidery), and a view of current living standards. It will also feature Vietnam's remarkable natural beauty including Ha Long Bay which is one of UNESCO's 7 Natural Wonders of the World.

The Digital Skills Training grant promotion and fiscal oversight is key on my desk currently. I am working closely with Lou to "spread the word" on many terrific opportunities, scheduling community outreach/overviews, producing brochures, posters and flyers as well as putting together the first quarterly support and monthly reimbursements for the grant's financials.