

Lopez Island Library Board of Trustees
Regular Meeting
January 17, 2017

Approved as Amended February 21, 2017

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular January 17, 2017 meeting of the Lopez Library Board of Trustees to order at 10:09 AM.

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

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

Agenda Approval: The agenda was presented for approval. Under New Business two agenda items were added: Workplace Evaluation and Survey, and Levy.

Approval of December 20, 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.

MSP Rob Thesman moved and Marilyn Berger seconded the motion to approve the December 20th meeting minutes as amended. Motion passed.

Friends of the Library Report: Director Lou Pray and Chair Bob Buchholz gave a short report about the Friends' last meeting. The Friends are continuing to review old policies and update their rates for materials sold. The Friends were also happy to report an increase in revenue for 2016.

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

- The library has spent about 82% of the budget as of December 31, 2016. This should leave enough money for the library's operating costs until February of 2017.
- The total items checked out in 2016 were 93,727; a decrease since 2015. Library visits were also down from the previous year. Downloadable or streamed online content continued to increase in 2016.
- Computer use in the library also continued on a downward trend. More patrons are bringing their own devices into the library instead of using the library computers.

Old Business:

Applicants for two open positions: Lou and the staff have conducted several interviews for the two open positions. Lou is still checking on references. The Board approved Lou to make hiring decisions when she is ready.

47 **Facilities update:** Lou gave a short report regarding the library's facility issues over the last
48 few months.

49 The broken heat pump for the library was replaced in December. The estimate for this is
50 approximately \$5,500.00.

51 San Juan Pest Control has been continuing to monitor the rats in the basement,
52 checking in weekly for new activity.

53 The EV charging station was installed in the library's parking lot. This was paid by the
54 San Juan Conservation District as part of their grant program.

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56 **New Business:**

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58 • **Volunteer recognition:** The Friends of the Library have agreed to purchase books for
59 volunteers. Volunteers can select 1 book (up to a \$35 value) to purchase for the library's
60 collection.

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62 • **Beth St. George going away party:** A going away party for staff member Beth St.
63 George will be held on January 25th from 3:30 to 5:30pm.

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65 • **Tool Lending Library:** Several patrons of the library have gathered together, along with
66 Lou, to discuss the possibility of a tool lending library available to the public. Their first
67 meeting included discussions on liability, funding, and location issues.

68

69 • **Incident report on J. Fox:** The board discussed an incident regarding a patron where
70 several library policies were violated by the patron. The next steps were outlined in
71 dealing with this issue.

72

73 • **Board Meeting Calendar for 2017:** A new calendar with important dates will be
74 available for the board soon.

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76 • **Director's Annual performance review and Workplace Evaluation and Survey:**
77 Ilene Unruh will take the lead in revising and distributing a workplace evaluation survey
78 to staff and volunteers. Results of the survey will be part of the trustees' performance
79 evaluation of the library director.

80

81 • **Levy lift:** Chair Bob Buchholz would like the Board to discuss the need for a levy lift
82 within the next two-three years. He will gather pros and cons data to be presented at the
83 next Board meeting.

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85 **January 17, 2017 Expenditures**

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87 Staff and Admin Payroll \$21,547.37

88 HCA \$ 2,766.82

89

90 **Total- \$ 24,314.19**

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92 **Expenditures**

93 Vouchers 12/22/2016 \$ 5,052.01
94 Vouchers 1/3/2017 \$ 1,514.11
95 Vouchers 1/9/2017 \$ 2,703.53

96
97 **Total- \$ 9, 169.65**

98
99 **Total Expenditures- \$30,717.02**

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

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104 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to approve
105 all bills totaling \$30,717.02. Motion passed.

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107 **Surplus:** 330 items weeded (valued less than \$500.00)

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

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111 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to approve
112 all weeding of surplus items. Motion passed.

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114 **Next Meeting: Regular Library Board of Trustees Meeting – February 21, 2017.**

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

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

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121 The meeting adjourned at 11:56am.

122 Respectfully submitted: _____
123 Board Secretary

124 Approved: _____
125 Board Chair