

Lopez Island Library Board of Trustees  
Regular Meeting  
January 28, 2016

Approved as Amended on February 24, 2016

**Regular Board Meeting Call to Order:**

Acting Chair Bob Buchholz called the regular January 18, 2016 meeting of the Lopez Library Board of Trustees to order at 12:05 PM.

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

**FOL:** Taya Higgins was present representing the Friends of Lopez Island Library.

**Guests:** None

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

**Agenda Approval:** The agenda was presented for approval. There were no changes, acting Chair, Bob Buchholz called for a motion.

**MSP** Rob Thesman moved and Ilene Unruh seconded a motion to approve the agenda as presented. Motion passed.

**Approval of December 18, 2015 Board Minutes:** Minutes were sent out prior to the meeting and corrections and change suggestions were emailed in response. An amended draft of the minutes was submitted for approval. After a brief discussion of changes, Bob Buchholz called for a motion to approve the minutes as amended.

**MSP** Ilene Unruh moved and Anne Auckland seconded the motion to approve the December 18, 2015 meeting minutes as amended. Motion passed.

**Friends of the Library Report:** Taya Higgins reported for the Friends. Taya gave reports on recent sale of books through Amazon and Better World Books. The Friends are starting to gear up for the July 4<sup>th</sup> book sale. A board member asked if the Friends will be ordering any mugs made by local ceramic artists. Taya will investigate that option. Lou Pray reminded Friends that the library has permission to use two different artists' renditions of the library to use as artwork for the mugs.

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

- 86% of the budgeted revenue has been received. 86% of budget has been expended.
- Circulation hit a record high with 104,178 checkouts. Walk-ins are declining which is currently the trend at many libraries, even as downloadable check-out stats are rising. There was a discussion of adding the growing number of patrons that go to the library programs held off-site, such as Woodman Hall, and the Community Center, to the walk-in statistics. Young children and toddlers also do not get counted because they are too short to trigger the people counter.

- 47 • February will be the first month that employees will enter their own online timesheet and  
48 sick days and vacation hours used to the county's Eden system.
- 49 • Lou made changes to her office, which now has a small conference table, projection  
50 system, and white board, to use as her office but also as a secondary meeting space.
- 51 • The library started using an "auto-call" service to call patrons when they have reserves  
52 waiting and over-dues.

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54 Director Pray and the board discussed our current community meeting room usage, which has  
55 become increasingly popular. Although the meeting room often is not being used, many  
56 groups are not able to schedule their "preferred" meeting days and times. The scheduling and  
57 re-scheduling of meeting takes a toll on staff time and library resources. The trustees  
58 discussed that the library should reach out to the community to start a discussion of future  
59 needs for meeting space. It should not be the sole responsibility of the library to fill everyone's  
60 needs. The community needs to start looking for solutions.

## 61 Old Business

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64 **Trustee Election (action):** After a short discussion of which trustees might want to lead the  
65 monthly meetings, Bob Buchholz volunteered to be Chair, and Rob Thesman volunteered to  
66 be the Vice Chair. A motion was called for.

67 **MSP** Anne Auckland moved and Ilene Unruh seconded to nominate Bob Buchholz as  
68 Chair and Rob Thesman as Vice Chair. The vote was unanimous for both offices.

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70 **Library Policy follow-up:** Judy distributed hard copies of Policy Sections 7 & 8 as adopted at  
71 the December BOT meeting. She had realigned the content of these two sections so they  
72 would match the format of the overall library policy. The employee benefit of health insurance  
73 for full and part-time employees was reviewed. The library will be paying 70% of the premium  
74 for part-time employees working 20 hours, but under 30 hours per week. The other 30% will  
75 be paid as a deduction from the employee's paycheck. Because there are now many changes  
76 and new content to the policy in sections 7 & 8, it is imperative that each employee is given  
77 time to absorb the contents and then to sign-off that they have received the policy. Ilene asked  
78 Judy to update the policy revision dates, and when completed to post to the website.

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80 Ilene thought we should inform the staff that she can email the highlighted chunks of policy  
81 changes that were suggested by the attorney who reviewed the policy sections before they  
82 were adopted. These changes included clarification of wording and several positive, extra  
83 safeguards for the employee. Lou will check with staff to see who would like to see a copy of  
84 the policies with those changes highlighted.

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86 **Recourse follow-up (discussion):** As of the meeting date, Kathy Holliday had not signed a  
87 mutual release agreement that would finalize the recourse proceedings. Bob Buchholz  
88 volunteered to have a meeting with Ms. Holliday and Director Pray to review the actions taken  
89 so far. Because Ms. Holliday is the only employee that the 70/30 for part-time employees  
90 affects at this time, the board is willing to extend paying for Ms. Holliday's healthcare for the  
91 rest of 2016, to give her the opportunity to make changes at the next open-enrollment period

92 (for 2017). This extra benefit is being offered as an incentive to finalize the recourse  
93 proceedings as soon as possible.

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95 **Judy's Retirement (discussion):** Lou had previously discussed with Judy which day she  
96 might want a retirement celebration party. Judy had expressed interest in having it on a  
97 weekend, in the afternoon, possibly Saturday, March 5<sup>th</sup>, at The Galley.

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99 **New Business**

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101 **Top Applicants for the two open positions & approval to offer (action):** Lou discussed  
102 the top two applicant for both positions and discussed the qualifications of each. She is still in  
103 the process of contacting referrals for several applicants. She would also like to have staff  
104 participate in the second interview to get their input. The board asked about the timing of  
105 hiring and would there be enough time to train before Judy's last day. Judy assured the board  
106 that she would still be on island to answer any questions that might arise if needed.

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108 After some discussion, the board did not want to interfere in the hiring process, and felt  
109 confident that Director Pray could and should make the final decision and had their full support.

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111 **Appreciation Brunch for Friends and Staff:** Ilene Unruh brought up the Appreciation  
112 Brunch for Friends of the Lopez Library and library staff that the BOT has given for the past  
113 few years. In the past, the library board has prepared scrumptious dishes, set the table with  
114 table cloths and served tea in the high-tea fashion. Would the board like to help coordinate  
115 this effort? The board agreed and set the date for the 3<sup>rd</sup> Thursday in April. Ilene will check  
116 with the Friends to make sure that date will work for them.

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118 **Approval of Bills**

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120 **February 24, 2016 Expenditures**

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122	12/21/2015	Bill Voucher - Fund 6331	151.20
123	12/28/2015	Bill Voucher - Fund 6331	6,917.24
124	12/30/2015	Bill Voucher - Fund 6331	2,939.50
125	12/31/2015	Bill Voucher - Fund 6331	2,284.87
126	12/31/2015	Bill Voucher - Fund 6331	875.58
127	1/20/2016	Bill Voucher – Fund 6331	3,489.40
128	1/27/2016	Bill Voucher – Fund 6331	3,478.57
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130		<b>Total Bills</b>	<b>20,136.36</b>
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132	1/1/2016	Healthcare – January 2016	3,573.40
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134		<b>Total Health Care</b>	<b>3,573.40</b>
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136	1/1/2016	Payroll – January 2016	<b>35,567.01</b>

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**Total Expenditures** **61,276.77**

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

**MSP** A motion was made by Rob Thesman and seconded by Anne Auckland to approve all bills totaling \$61,276.77. Motion passed.

**Surplus: 162** items withdrawn from the collection valued less than \$500 were presented for surplus and the book sale. Bob Buchholz called for a motion to approve the surplus.

**MSP** A motion to approve surplus was made by Rob Thesman and seconded by Anne Auckland. Motion approved.

**Next Meeting: Regular Library Board of Trustees Meeting – February 18, 2016.**

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

**MSP** A motion was made by Marilyn Berger and seconded by Ilene Unruh to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 1:55 pm.

Respectfully submitted: \_\_\_\_\_  
Board Secretary

Approved: \_\_\_\_\_  
Board Chair