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 4th 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.
February will be the first month that employees will enter their own online timesheet and sick days and vacation hours used to the county’s Eden system.

Lou made changes to her office, which now has a small conference table, projection system, and white board, to use as her office but also as a secondary meeting space.

The library started using an “auto-call” service to call patrons when they have reserves waiting and over-dues.

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

**Old Business**

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

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

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

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

**Recourse follow-up (discussion):** As of the meeting date, Kathy Holliday had not signed a mutual release agreement that would finalize the recourse proceedings. Bob Buchholz volunteered to have a meeting with Ms. Holliday and Director Pray to review the actions taken so far. Because Ms. Holliday is the only employee that the 70/30 for part-time employees affects at this time, the board is willing to extend paying for Ms. Holliday’s healthcare for the rest of 2016, to give her the opportunity to make changes at the next open-enrollment period.
(for 2017). This extra benefit is being offered as an incentive to finalize the recourse proceedings as soon as possible.

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

**New Business**

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

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

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

**Approval of Bills**

**February 24, 2016 Expenditures**

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<th>Description</th>
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<td>12/21/2015</td>
<td>Bill Voucher - Fund 6331</td>
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<td>1/27/2016</td>
<td>Bill Voucher – Fund 6331</td>
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**Total Bills** 20,136.36

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<th>Description</th>
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<tr>
<td>1/1/2016</td>
<td>Healthcare – January 2016</td>
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**Total Health Care** 3,573.40

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<tr>
<td>1/1/2016</td>
<td>Payroll – January 2016</td>
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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