

Lopez Island Library Board of Trustees  
Regular Meeting  
July 16, 2015

Approved as amended on August 20, 2015

**Regular Board Meeting Call to Order:**

Vice Chair Sara Eppenbach called the regular June 16, 2015 meeting of the Lopez Library Board of Trustees to order at 11:10 AM.

**Members Present:** Trustees Bob Buchholz, Sarah Eppenbach, Michael Moore, Rob Thesman, and Ilene Unruh.

**Guests:** No guests were present.

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

**Agenda Approval:** Under Old Business, 'HR policies' was moved second behind VOIP options, because of the potential for that subject to run longer in time.

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

**Approval of June 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, Sarah Eppenbach called for a motion to approve.

**MSP** Ilene Unruh moved and Michael Moore seconded the motion to approve the June 16, 2015 meeting minutes as amended. Motion passed.

**Friends of the Library Report:** Lou reported for the Friends. There was no meeting in July, but the results of the July 4<sup>th</sup> book sale was reported by email. The report showed a profit after expenses of \$4,578.00. Michael Moore shared his observations of the sale including which book genre tables were popular and sold out first and how many books were left over after the sale which was just over one box full. The subject of 'naming the reading room' was discussed, but the Friends secretary, Micki Ryan, was recently in the hospital and this might likely be put on hold until her return.

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

- 51% of budgeted revenue has been collected and 40% of budget expended.
- Circulation statistics (checkouts, patron visits, computer usage) were up from last month but down from 1 year ago.
- Lou shared some highlights of the recent ALA conference in San Francisco she attended, including author events, workshops, exhibitors, and discussions.
- K-20 sent a technician to test our internet speeds as they relate to the bandwidth that the library should be getting. The data speed tested at 57 mb/s out of the 100 mb/s that the library is paying for. The test results showed that the equipment up to our firewall

47 passes, but something on the library's side of the firewall needs to be tested and  
48 adjusted. Kevin could not detect whether the problem is a switch/router, hardware or  
49 software issue. The board discussed Bill Clemmen's current absence due to his wife's  
50 health issues and agreed with Lou to get Tony Ghazel's assistance. Bill Clemmens  
51 thought that Tony might be able to work remotely.

- 52 • The Teddy Bear Picnic was a huge success and went very smoothly due to the  
53 excellent planning skills of Beth St. George and Jen Krajack, along with the advice of  
54 Rosie Sumner. Events that are coming up include author, Pam Houston, the Musical  
55 Instrument Petting Zoo, followed by Donn Charnley speaking on the Geology of Lopez  
56 Island beaches, Cliff Mass talk on weather, and Ian Lange on geology.

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58 Lou Pray discussed with the board how library programs have increased in number of events,  
59 quality, number of attendees, and improved marketing. Kudos was given to the combined  
60 efforts of staff.

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62 Trustee Sarah Eppenbach asked about how holds are handled on collection items, and a short  
63 discussion ensued on how holds are created and handled, and when and why more than one  
64 copy is purchased for the collection. Lou demonstrated the KOHA feature that looks at holds  
65 ratio and makes suggestions on how many additional copies to purchase.

## 66 67 Old Business

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69 **VoiP followup:** Director Lou Pray had spoken with Mike Green of Rock Island who in turn,  
70 introduced her to Phil Bratt of Baron Telecommunications. Mr. Bratt collected information  
71 regarding our present telephone system, a current CenturyLink invoice and discussed the  
72 telecommunications goals of the library. This was followed by a written proposal  
73 recommending specific equipment, moving the voice lines from CenturyLink to a VOIP service  
74 provider, and saving the library approximately \$132 per month. The board discussed the  
75 options of cash up front or a lease option. Since the new system is predicated on high quality  
76 fiber optic connections, the board discussed the need to have the speed issue handled first.

77  
78 **HR policies continued (discussion):** The board discussed Section 8.0. Trustee Rob  
79 Thesman has been annotating the policy sections with comments and suggestions emailed in  
80 from the rest of the board. His notes also include those discussed during the Board retreat on  
81 June 19<sup>th</sup>. He started the process by defining and using the same nomenclature for all entities  
82 in the policy. The HR policy of San Juan Island County was also studied and gleaned from.  
83 The discussion included analyzing, defining, simplifying, arguing semantics, and rewording so  
84 the end result leaves no assumptions, and is plainly understood. Some sections were to be  
85 changed so that the Lopez Library District could take advantage of the county's payroll and  
86 reporting system that other districts enjoy. Rob Thesman said he would take all the notes  
87 collected until the end of the month and make a clean copy for the board and employees to  
88 study and comment on.

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**Approval of Bills**

**July 16, 2015 Expenditures**

6/23/2015	Bill Voucher - Fund 6331	1,260.92	
6/30/2015	Bill Voucher - Fund 6331	520.65	
7/8/2015	Bill Voucher - Fund 6331	8,337.25	
7/15/2015	Bill Voucher – Fund 6331	3,570.19	
	<b>Total Bills</b>		<b>13,689.01</b>
7/1/2015	Healthcare - July 2015	1,436.32	
	<b>Total Health Care</b>		<b>1,436.32</b>
7/1/2015	Payroll - July 2015	19,314.68	
	<b>Total Payroll</b>		<b>18,284.85</b>
	<b>Total Expenditures</b>		<b>33,410.18</b>

Sarah Eppenbach called for a motion to approve all vouchers.

**MSP** A motion was made by Bob Buchholz and seconded by Michael Moore to approve all bills totaling \$33,410.18. Motion passed.

**Surplus: 45** items withdrawn for book sale valued less than \$500 were presented for surplus. Sarah Eppenbach called for a motion to approve surplus.

**MSP** A motion to approve surplus was called for by Rob Thesman and seconded by Ilene Unruh. Motion approved.

Judy Welker excused herself from the meeting at 12:55pm.

**New Business**

**Demo of Pronunciator:** Lou began a demo of the language-learning service that is being considered to replace the Rosetta Stone. The library has free access for one month to test it out.

**Interviews for open Library Board of Trustee positions:** Applications were received by three applicants and sent to the Board of Trustees to review and formulate questions prior to the board meeting. Over the course of the next hour, Anne Auckland, Robert O’Connell, and Marilyn Berger came in to the meeting at their appointed time and were interviewed and answered questions put forth by the board. After the last interview was over, the board

139 discussed the excellent and distinct qualifications of each candidate. At the end of the  
140 discussion, Vice-chair Sarah Eppenbach called for a motion to select two candidates to  
141 recommend to the county council to fill the open positions.

142 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to invite  
143 Anne Auckland and Marilyn Berger to join the Lopez Island Library Board of Trustees, filling  
144 the positions to be vacated by Sarah Eppenbach and Michael Moore at the conclusion of their  
145 terms of office in September 2015. Motion carried unanimously.

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147 The BOT asked Lou to inform Anne and Marilyn of their decision and to proceed with  
148 submitting a recommendation for their appointment to the County Council. The BOT asked Lou  
149 to thank Robert O'Connell for his interest and his willingness to serve, and to invite him to  
150 continue to be involved with the library and in particular the Friends of the Library who  
151 frequently need additional board members as well.

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153 **Adjournment:** With no other business on the agenda, Vice Chair Sarah Eppenbach called for  
154 a motion to adjourn.

155 **MSP** A motion was made by Michael Moore and seconded by Rob Thesman to adjourn  
156 the meeting. Motion carried unanimously.

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158 The meeting adjourned at 2:29 pm.

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160 **Next Meeting:**  
161 **Regular Library Board of Trustees Meeting – August 20, 2015**

162 Respectfully submitted: \_\_\_\_\_  
163 Board Secretary

164 Approved: \_\_\_\_\_  
165 Board Chair

**Lopez Island Library Board of Trustees  
Librarian's Report  
August 20, 2015**

**Financial Snapshot for 2015**

Revenue as of Aug 1, 2015 – not received yet  
Expenditures as of Aug 1, 2015 \$272,675 (47%)  
In our General Operating Funds as of Aug 1, 2015 - \$113,930  
In our Capital Improvement Funds as of Aug, 2015 - \$42,882.01  
Lopez Island Endowment Fund: \$89,690

**Select Operational Statistics for July 2015**

Checkouts - 9,687 - **up 19% from last month** but down 5% from 2014 July figures  
Holds Placed - 443 (up 20 from last month)  
Patron Visits - 8,608 **up 57% from last month's and up 6%** from 2014 July figures  
Computer sign-ups – 1,314 – **up 43% from last month's** and up 5% from last July  
Computer Hours – 780 hours - **up 38% from last month's** and up 3% from last July

**What is Circulating?**

Books 56%; Non-books 44%  
Adult 63%; Teens 6%; Children 31%  
Fiction 61%; Non-Fiction 39%  
Physical 99%; Electronic 1%

**Top holds from our library**

Ex Machina (film)  
The Imitation Game (film)  
The nightingale (book)  
Being mortal (book)  
Woman in gold (film)  
All the light we cannot see (book)  
Life-changing magic of tidying up (book)

**Acquisitions Report**

Added to the collection in July 2015: 163 books; 65 periodical items; 34 films; 6 music CDs; 2 audiobooks

**Lou's July Activities**

**Collaboration**

- As part of the Digital Skills grant, I purchased two digital cameras for circulation in our collection that were used in two LIFRC classes for children to create “movies” for their projects. The instructor also has used it to document several Lopez happenings. All the staff have been given brief training, but we will follow-up with using it ourselves for some work related event for practice. The library members discussed circulation rules and decided on the 7 day (CIRCTECH) type and having it limited to adults only (or adults who wished to oversee children, such as teachers, relatives, etc.) and only after they received basic training. More as this develops.

- Worked with the trustees and county council to get our recommendations for trustee appointments approved by the county council. Welcome Marilyn Berger and Anne Auckland as voting members at the October meeting.
- The San Juan Island Library Board is visiting various libraries to get ideas and I met with Director Lorie Orton and her trustees to discuss their questions about space issues, fundraising, board stability, and long-term planning. They were in awe of our library and very impressed with our new reading room. They are planning to revamp their library in a very big way in the near future but only after careful research at surrounding libraries and with focus group sessions and feedback from patrons.

## Budget

- Started work on the 2016 Budget, a very rough draft, to start the budget process this year. We'll get more accurate numbers (closer to mid-September) from San Juan County. I've been calling various vendors to get an idea of cost increases next year to factor in. I'll have a working draft for meeting for us to start from.

## HR

During the process to getting our two new full-time employees on our library-paid insurance, I was informed we should have had them on it all along. I sent letters to each of the employees who were not on insurance, letting them know that they are eligible and giving them information on their recourse options that can be negotiated with the board and the Health Care Authority. One person so far has raised their hand as wanted compensation and are working up a list of requests that will be presented to the board.

- Worked with part-time and former-part-timers to explain what the benefits include and gave them links to the plans and contact info for finding out more. I also explained my experiences with the insurance and what you can do during open enrollment each year. Also discussed the optional Deferred Compensation Program and retirement planning options:  
<https://washington.gwrs.com/login.do>
- Yearly staff appraisals are on-going

## Digital Resources

- Conducted testing on the Pronunciator, a web-based foreign language product and got good but varied feedback from patrons, both pro and con.

## Programs

Hosted first Literary Salon (taking over for Rosie Sumner) and just loved talking about books and hearing reviews from our attendees

Worked with Jen Krajack and Friends of the Library on a benefit event featuring John Ditto and Ginni Keith, presenting a concert of classical music to benefit the library (proceeds to go the Friends of the Library). It will be Sunday, August 30th at 4pm at Grace Episcopal Church. A \$5 donation is recommended with all proceeds to benefit the Friends of the Library.

Assisted at library events (Teddy Bear Picnic, science talks, etc. with chairs, logistics, etc.

- Provided background to the new Friends of the Library co-presidents Barb Orcutt and Taya Higgins for the annual letter to donors. The Friends didn't meet in July or August but it will be presented for review/approval at the September meeting.
- Did somewhat less training on devices this month: two ipad sessions and three people who needed more in-depth training on using Overdrive and Hoopla.

## Facilities

- Worked with Bill Clemmens to create a work station in the meeting room for presentations, testing and editing.
- Coordinated efforts between Tony Ghazel and Bill Clemmens to upgrade our Wi-Fi Router.
- Goat Island flooring is now installed in the entry way (Doug James installation) and lots of positive customer comments are coming in on this.
- We all pitched in to keep our summer students Attie and Zack on target with the Fiction shift and it is now complete. We have some growth room and it is much easier to browse. Thanks to all!

## Beth's July 2015 Activities

### YOUTH PURCHASING

- Read reviews, attended author/book webinars, placed orders, managed budget for books & other materials

### CATALOGING

- Cataloged 54 books, 6 films, 1 audiobook, 1 music CD, 2 camcorders & 5 digital equipments
- eBook cataloging for Hoopla & OCLC

### PROGRAMS

#### Baby/Toddler Storytime

- 1st - Animal Sounds: 2 kids, 2 adults
- Library Volunteer & retired Kindergarten teacher Becky Presley will be presenting this Storytime starting on August 12<sup>th</sup>. I met with her to discuss topics & provide materials.

#### Preschool Storytime

- 1<sup>st</sup> -Forests: 8 kids, 14 adults
- 8<sup>th</sup> – Teddy Bears: 18kids, 10 adults
- 22<sup>nd</sup> – Pets: 23 kids, 12 adults

#### Summer Reading Program (SRP)

- Maintained records & promoted program

#### Teddy Bear Picnic

- 15<sup>th</sup> – 48 kids & 43 adults attended the 35<sup>th</sup> annual picnic with singer/songwriter Charley Thweatt & summer intern Attie Peknik as Mr. Bear

#### Musical Instrument Petting Zoo

- 18<sup>th</sup> – At least 30 kids & 25 adults attended the 2<sup>nd</sup> annual "Zoo" – 22 adult & student musicians demonstrated
- Updated instrument maintenance records

#### Pet Pals

- 29<sup>th</sup> – 30 kids & 17 adults attended this pet care/safety program presented by Dr. Sally Hodson

### PROFESSIONAL DEVELOPMENT

- 29<sup>th</sup> - Facilitated YARLI (Young Adult Readers of Lopez Island) Book Group with 7 other adult members. Discussed *The Search for WondLa*, by Tony DiTerlizzi and *The Wave*, by Todd Strasser

- Cross-training with Kathy on periodical cataloging.

#### SUMMER INTERNS

- Assisted with their training & supervision

#### SOCIAL MEDIA

- Updated Youth Facebook Page & webpage with posts on YARLI (YA Book Group), summer intern Attie's and Zack's book & film reviews, the Teddy Bear Picnic, Musical Instruments Petting Zoo and Pet Pals.

### **Jen's July 2015 Activities**

July 11<sup>th</sup> award-winning author Pam Houston presented a program at Woodman Hall attended by 74 people. The author read from her book "Contents May Have Shifted" which consists of fascinating adventure stories. At the end of the program she included a Q&A, answering questions from the Lopez audience regarding her writing process, various travels, her home in Colorado and her non-profit WritingxWriters. Pam Houston spent the weekend on Lopez hosted by Barbara Carver and Jen.

Supported Beth St. George and the library staff with 3 well attended children's programs:

- July 15<sup>th</sup> The Annual Teddy Bear Picnic
- July 18<sup>th</sup> 2<sup>nd</sup> Annual Musical Petting Zoo
- July 29<sup>th</sup> Pet Pals with Dr. Sally Wildhaven

A goal for my second year at the library is to work more closely with Beth on children, tween & teen programming.

On July 22<sup>nd</sup> Professor Emeritus Donn Charnley presented "The Geology of Lopez Beaches". 183 people attended the program held at Woodmen Hall. The third of Donn's programs in the last year, Geology of the Lopez Beaches was the largest attendance yet for this favorite speaker. He has offered to do another program this winter. TBD!

On July 24<sup>th</sup> author Johanna DeBiase read from her recently published book "Mama and the Angry Hole". Though only a few attended the reading it was a lovely hour with a gifted writer. An interesting narrative, Johanna DeBiase presented the unique story strongly and it included a creative short video illustrating the program.

In addition to a busy month of programs in July, much work went into organizing & preparing for upcoming August programming. Coming up in August are two large programs and one smaller one in our SOL (Science on Lopez) series. On August 7<sup>th</sup> KWIAHT shares knowledge and conservation on local beetles, moths and other insects in a program titled "Beetle Mania". On August 13<sup>th</sup> Dr. Ian Lange, Professor Emeritus of Geology, presents "Mt. Baker: Our Beautiful and Active Volcano". Then on August 19<sup>th</sup> Dr. Cliff Mass, popular weather commentator, UW professor and celebrity meteorologist presents "The Future of Weather Prediction". Additionally an author reading will be held on August 29<sup>th</sup> in our community room as the library hosts author Michael McGregor currently launching his new book on poet Robert Lax.

Beth St. George and I have been working to plan a once monthly bilingual story-time. August 12<sup>th</sup> will be the first with Beth reading in English and Jen reading in Spanish. Other features will be planned like flash cards and songs.