

1 Lopez Island Library Board of Trustee
2 Regular Meeting
3 July 17, 2014
4 **Approved as amended on August 21, 2014**

5 **Regular Board Meeting Call to Order:**

6 With a quorum present, Chair Bill Evans called the scheduled July 17th meeting of the Lopez Library
7 Board of Trustees to order at 12:02 PM

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9 **Members Present:** Bill Evans, Sarah Eppenbach, Michael Moore, and Rob Thesman. Ilene Unruh
10 was excused.

11
12 **Staff:** Director Lou Pray and Judy Welker were also present.

13
14 **Guest:** Ellin Evans, President of the Friends of the Lopez Island Library was in attendance.

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16 **Agenda Approval:** The board reviewed the agenda. Bill called for a motion to approve.

17 **MSP** Sarah Eppenbach moved and Michael Moore seconded a motion to approve the
18 agenda as amended. Motion passed.

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20 **Approval of June 26, 2014 Regular Board Minutes:**

21 Corrections emailed in by the board were reviewed and the minutes were submitted with those
22 amendments. After the reading the amendments, a motion was called for to approve the minutes.

23 **MSP** Michael Moore moved and Sarah Eppenbach seconded to approve the July 26, 2014
24 minutes as amended. Motion Passed.

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26 **Guest Speaker:** Ellin Evans reported for the Friends of the Library

27
28 **Friends of the Library Report:** The July 4th book sale attracted record numbers. There was a lull in
29 the lines during the parade but they filled up soon after the end of the parade. There were a number
30 of individuals that helped to load and unload the book boxes. The Spanish Club's Nicaraguan group
31 was there at the beginning of the loading process and returned at the end to take boxes back and to
32 clean up the center. The sale made \$6,500 before expenses, which included the rental of the center
33 plus a donation to the Spanish club of \$300 plus \$100 for sweeping and mopping the center. A used
34 bookstore rep from the mainland came for books and he was given 5 boxes of books. 5 boxes of
35 VHS tapes were taken to a thrift shop on the mainland. All this resulted in less books taken to the
36 Mall. The Friends are already boxing for the November sale.

37
38 The Volunteer Appreciation event honoring the library volunteers will be on Thursday, July 24th in the
39 library main salon. The books purchased in their name for the library collection will be presented at
40 that time along with snacks and refreshments. The July Friends meeting was cancelled. Ellin
41 excused herself from the board meeting at 12:23 pm.

42
43 **Librarian Report:** Lou submitted her librarian's report with the following highlights:

- 44 • Financial reports show 60% of the property tax income received, with currently \$157,121 left in the
45 fund.
- 46 • New e-Content added to the collection during the last month totaled 15,478 items
- 47 • Lou has been working with the new employees' training
- 48 • The patron self-checkout computer is up and running.
- 49 • Summer reading program has registered 51 toddlers through 6th grade, and 13 twee/teens so far.

50
51 **Old Business**

52
53 **July 4th Book Sale Results and other Events:** Ellin Evans already reported on the book sale. Geologist
54 Donn Charnley will be speaking on the Geology of Lopez Island after the volunteer appreciation event.

55 **Comparing personnel benefits (discussion):** Lou Pray distributed some printouts comparing
56 employee benefits with other libraries in the area. The board discussed various methods of paying
57 for benefits. These comparison will give the board a good idea of how to compare benefits with
58 similar sized libraries.

59 **Library Blinds Bids (discussion):** The board discussed the cost of the blind bids only briefly, and
60 decided to add the blinds to our wish list.

61
62 **Naming Policy (discussion):** The board discussed Lou's impressive suggestion as a start for writing a
63 naming policy. They would like to shorten it to possibly 2 paragraphs, and to keep the policy open-ended.
64 Bill will send the school's policy for comparison.

65 **New Business**

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67
68 **Resolution 14-02 Amending 2014 Budget to Fund New Line Items (action):** After the substitute
69 librarian position was approved earlier this year, that line item had never been funded. And now with the
70 two new part-time positions, they also would need to be funded. The money left over in Heidi Larsen's
71 position, would be transferred to cover what was spent in the substitute position and then the rest divided
72 between the two part-time positions. With no more discussion, Bill called for a motion.

73 **MSP** A motion to adopt Resolution 14-02 amending the budget to fund new line items was made
74 by Rob Thesman and seconded by Michael Moore. The motion was unanimously approved by public
75 vote.

76
77 **Open Public Meeting act for Trustees (action):** A new law had been passed to reduce the number of
78 lawsuits arising from misinformation or misconduct during open public meetings, such as our library board
79 meetings. The law requires that all board members receive training which can be completed remotely and
80 then verbally confirmed that training was completed and documented in the minutes. The board agreed to
81 complete this training and set their completion date as August 21, 2014. Lou will send the link for the
82 training. All board members will email Lou upon the training completion before the Aug 21st library board
83 meeting.

84 **Highlights of the Washington State Public Library Director's Summer Meeting.**

85
86 Lou discussed the continuing education sessions with a short summary of each one.

87
88 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed by the
89 board.

90	7/1/2014	Bills Voucher – Fund 6331	6,153.17
91	7/15/2014	Bills Voucher – Fund 6331	3,046.77
92		Total Bills	\$ 9,199.94
93	7/1/2014	Healthcare - July 2014	\$ 2,060.97
94	7/1/2014	Payroll – July 2014	\$ 19,406.88
95		Total Expenditures	\$30,667.79

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97
98 **MSP** A motion to approve all vouchers for a total of **\$ 30,667.79** was made by Michael Moore and
99 seconded by Sarah Eppenbach. Motion passed.

100
101 **Surplus:** The agenda listed 292 items withdrawn from the collection for the book sale with a value of less
102 than \$500 were presented for surplus.

**Lopez Island Library Board of Trustees
Librarian's Report
Aug 21, 2014**

Financial Snapshot for 2014

Spent 52% of budget; earned 50% of budgeted revenue (61% of property taxes received)

Revenue as of Aug 1, 2014 - \$281,234 (50% received)

Expenditures as of Aug 1, 2014 - \$292,472.83 (52% spent)

In our General Operating Funds as of Aug 1, 2014 - \$116,165

In our Capital Improvement Funds as of Aug 1, 2014 - \$42,882.01

Lopez Island Endowment Fund: \$86,088.67

Select Operational Statistics for July 2014

Lou's Report

New items selected and added in July 2014:

- 114 books
- 67 films
- 5 music CDs
- 63 periodicals
- 1411 e-content
- 4 audiobooks

July Library Walk-in Traffic: 8,122 , **19% increase** from last month; his time last year; **up 10%** from July 2013

Circulating items in July 2014: 10,150, **22% increase** from last month; **2% increase** from July 2013 (record)

Holds placed: 534

Computer signups went from 875 to 1179 this month

Most of my month was spent in training staff and helping with events such as the Geology lecture, Shark talk, Marine Identification class, Earthquakes and tsunamis in the Salish Sea; native pollinators, etc. and dealing with the many technical questions arising from all the summer visitors.

Created several new reports for evaluating collection use for weeding projects and worked with our summer interns and Beth to get items weeded from the collection

Trained Jen in the Minecraft computer set up

Talked to Sno-Isle Library Director about her experiences with the one-page strategic plan her group created. She'd be happy to set up a conf. call when we get to the point where we are sure we might want to pursue it. Here is the plan: <http://sno-isle.org/about/strategic-focus>

Met with Jen Wexo, wife of John Bonnett Wexo of The John Bonnett Wexo Foundation, which is dedicated to wildlife education through distribution of John Wexo's ZOOBOOKS, to teachers, libraries, and wildlife education programs free of charge about potential donations and programs.

Nice email feedback about the 34th Teddy Bear picnic: **Just wanted to send a shout out to say we were thrilled to attend our first Teddy Bear Picnic. Thanks for a great day. We love your library and I just wrote a post on my blog Shine Memoirs about it and my other favorite libraries. Feel free to post on your facebook site or social media if you like.**

<http://shinememoirs.blogspot.com/2014/07/a-library-collection.html>

Hoopla Usage in July 2014 – 130 items circulated – we’ve currently spent \$667 of our \$3000 seed money.

Date	Audiobook		Ebook		Movie		Music		Television		Total	
	Circs	Cost	Circs	Cost	Circs	Cost	Circs	Cost	Circs	Cost	Circs	Cost
Jul 2014	40	\$93	0	\$0	70	\$158	5	\$7	15	\$24	130	\$283
Total	40	\$93	0	\$0	70	\$158	5	\$7	15	\$24	130	\$283

From Glen (IT issues)

The following tasks were completed June 25 – July 31, 2014

- Routine maintenance on patron PCs and Windows server
- Windows 8 touch-screen (self-checkout system) deployed
- Dead CIRC 1 restored, CIRC 2 (loaner) installed
- DNS, printer, and permissions issues resolved w/ Tony’s help
- Jennifer’s new Dell PC configured/deployed

Rosie’s Report

Beth’s Report

- Guided Attie Peknik, 11-year-old volunteer, in creating a Youth Facebook Page, writing book reviews, shelving and helping with various projects. Attie’s last day was the 24th. He contributed 28 volunteer service hours.
- Assisted with guidance of two summer interns, Karianna and Madrona.
- Baby Storytime: 3 Wednesdays: 26 kids, 24 adults
- Preparation for Musical Instrument Petting Zoo in August: communications, arranged for instrument maintenance, advertising
- Created “Art in the Library” posts for webpage and “Islands” display
- Training with Lou on Databases and KOHA reports; with Kathy on ILLs
- 10th: Attended ARSL Conference Scholarship Webinar in preparation for September
- 15th: Weeded 29 Juvenile Nonfiction books (not checked out for over 4 years; old; not appealing)
- 23rd: Preschool Storytime – Bird theme (in Rosie’s absence): 24 kids, 17 adults
- 24th: Attended Summer Teen Virtual Conference (online)
- 29th: Sew Electric youth program with Ingrid, Naomi & Erin Vliet: 4 participants

Jen’s Report

7th 1st day in new position; day was well organized with time blocked out with Lou, Judy, Rosie and Kathy – Great overview of responsibilities

11th- Forward

Began working on library program specific items with Lou – training on promotional tasks/calendar responsibilities/marketing including posters, Facebook, Lopez Rocks, Chamber of Commerce and Library Webpage (WordPress); Staff office processes, the front desk and KOHA.

Worked with Beth, Lou and the staff at FRC to pull together materials for promoting Teen and Tween/Children’s events – Sew Electric! And Musical Petting Zoo, Read to a Dog

- 24th Geology of Lopez Island – Worked with library team to bring in Professor Emeritus Donn Charnley to speak on the geology of Lopez Islands and the San Juans as part of Summer of Science at the Lopez Library; attendance approx. 60 people
Began training on technology to support programs & events
- 26th Sharks! – Worked with library team to promote and support Professor Emeritus Gene Helfman's talk on sharks: 25 Things You Didn't Know About Sharks. Program is part of the continuing Summer of Science Programming at the Lopez Library; attendance approx. 25 people
- 28th Worked with Lou & Beth to plan for upcoming programs/assignments

Judy's Report

Disc cleaner maintenance issues – had several telephone appointments with technicians to make adjustments and better understand the voltage and amperage readings for the machine. I have also discussed long term maintenance options and warranty issues with them. We will want to send in the machine for complete professional overhaul before our one year warranty expires.

Updated some wordpress pages. Very exciting to learn this new tool.

Scheduled volunteers – We've added and trained 4 new volunteers, and one returning volunteer

Supply ordering, voucher requests, vendor accounts payable communications

Bank deposits, recycling weekly, post office daily, book drop pick up.

Reorganized Statistics Summary – now getting more detailed monthly reports from digital vendors

