

Lopez Island Library Board of Trustees  
Regular Meeting  
July 20, 2017

Approved as Amended August 17, 2017

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular July 20, 2017 meeting of the Lopez Library Board of Trustees to order at 10:04am.

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

**Staff:** Library Director, Lou Pray.

**Guest:** none

**Agenda Approval:** The agenda was presented for approval. The agenda was approved as presented with the addition of an executive session at the end of the meeting to discuss personnel matters.

**Friends of the Library Report:** John Butte, Treasurer of the Friends of the library, sent out an email report on the July 4<sup>th</sup> book sale. Despite brisk sales, the overall net was less than last summer. A factor may have been that the holiday fell on a Tuesday this year.

**Approval of June 15, 2017 Board Minutes:** Minutes were sent out prior to the meeting but no corrections or suggestions were emailed in response. The draft of the minutes was approved as submitted.

**MSP** Rob Thesman moved and Ilene Unruh seconded the motion to approve the June 15<sup>th</sup> meeting minutes as submitted. Motion passed.

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

- The library has spent about 39% of the budget as of July 1, 2017. An approximate revenue of about 49% has been received.
- A total of 439 items were added to the collection in June 2017.
- Library visits (5,301) were up from the previous month.
- The annual Summer Reading Program for elementary and secondary students began on Saturday, June 17<sup>th</sup>.
- Interlibrary Loan requests (53) were up significantly from the previous month (31).
- Computer sign-ins were also up from the previous month (754 up from previous month's 645)

- 45 • The marked increase in usage of Lynda.com and Washington Rural Health digital  
46 resource was discussed. Lou said she would dig deeper to uncover any special  
47 causes.
- 48 • The resolution to adjust the 2017 budget and use the actual starting money has been  
49 submitted to SJC but the updates have not appeared on the monthly financial reports  
50 due to staffing issues at the county.
- 51 • An excellent donation of gently used DVDs was noted. Many thanks to Michael Moore  
52 for his efforts in donating and gathering donations.
- 53 • Discussed a snapshot of the library collection and the number and percentage currently  
54 out, compared to the total collection.
- 55 • New staff member and Youth Services Librarian, Ingrid Vliet started June 20, 2017 and  
56 is rapidly engaging with the children and teens of the island.
- 57 • The summer interns are helping with the collection deselection project, spearheaded by  
58 Lou Pray and Kristina Moen.
- 59 • Jen Krajack, who gave her two weeks' notice, has been finishing up her stellar run as  
60 Library Programs' Coordinator by training staff on her methods and providing  
61 documentation to continue the programing efforts. A card and gift certificate were routed  
62 among the board members and staff. Her last day is July 21, 2017.

#### 63 64 65 66 **Old Business:**

- 67
- 68 • **Library Trustee Search:** Discussed a recent library board applicant and reviewed the  
69 interview questions to be used at the August board meeting. Several other people will  
70 be contacted as possible board members.
- 71
- 72 • **Requests over \$500 –**
- 73
  - 74 ○ **Musical Instrument Cabinet:** The board approved Steve Sovelove's estimate  
75 of \$4,400. This is being made to honor our long-time friend and library helper,  
76 Nancy Givens.
  - 77 ○ **Bicycle parking enlargement:** The board approved the bicycle parking  
78 enlargement estimate of \$1,000 or less.
- 79
- 80

#### 81 **New Business:**

- 82
- 83 • **Staff Retreat coverage** - A full-day team building retreat will take place on Lopez on  
84 September 22<sup>nd</sup>. Board members and volunteers will staff the library so all staff can  
85 attend without closing library.
- 86 • **Program Coordinator position** -The board discussed the recently vacated position  
87 and plans to post the job opening, while promoting it to current library staff, as well.  
88 Hourly wages were briefly discussed in light of the personnel changes but board  
89 members preferred to consider this during the 2018 Budget meetings starting in August.
- 90

91 **Approval of Bills**

92  
93 July 20, 2017

94  
95 **July 2017**

96 Staff and Admin Payroll	\$18,296.52
97 Jennifer Krajack Payout	\$ 2,883.60
98 HCA	\$ 3,784.97

99  
100 **Expenditures**

101 Vouchers 6/26/2017	\$ 2,623.37
102 Vouchers 7/7/2017	\$ 3,059.03

103  
104 **Total-** **\$ 29,646.49**

105  
106 Chair Bob Buchholz called for a motion to approve all vouchers.

107  
108 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all  
109 bills totaling \$29,646.49. Motion passed.

110  
111 **Surplus:** 240 Items withdrawn for book sale (valued less than \$500.00)

112  
113 Chair Bob Buchholz called for a motion to approve all surplus items.

114  
115 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve  
116 weeding of surplus items. Motion passed.

117  
118  
119 **Next Meeting: Regular Library Board of Trustees Meeting –Thursday, August 17, 2017**  
120 **at 10am.**

121  
122 **Adjournment:** Chair Bob Buchholz called for a motion to adjourn from the public meeting and  
123 go into Executive session for personnel review, which would last from 20-30 minutes.

124  
125 **MSP** A motion was made by Ilene Unruh and seconded by Rob Thesman to adjourn the  
126 meeting. Motion carried unanimously.

127  
128 The regular meeting adjourned at 11:17am.

129  
130 Went into Executive Session 11:17 and adjourned at 12:00 noon.

131 Respectfully submitted: \_\_\_\_\_  
132 Board Secretary

133 Approved: \_\_\_\_\_  
134 Board Chair