

Lopez Island Library Board of Trustees
Regular Meeting
June 15, 2017

Approved as amended on July 20, 2017

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular June 15, 2017 meeting of the Lopez Library Board of Trustees to order at 10:03am.

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

Staff: Library Director Lou Pray and Library Staff Member Claudia Rempel were also present.

Guest: Barbara Orcutt, new chair of the Friend of the Lopez Library.

Agenda Approval: The agenda was presented for approval. The agenda was approved as presented.

Friends of the Library Report: Barbara Orcutt gave an update on the Friends of the Library. A grant was received from the Lopez Island Thrift for the Library's Summer Library Camp. This grant will pay for supplies and snacks for the camp. Barbara also reported that the book sales are going well. The Friends are preparing for the July 4th book sale. In the fall, they will plan a fund drive.

Approval of May 18, 2017 Board Minutes: Minutes were sent out prior to the meeting and corrections and suggestions were emailed in response. An amended draft of the minutes was submitted for approval.

MSP Rob Thesman moved and Ilene Unruh seconded the motion to approve the May 18th meeting minutes as amended. Motion passed.

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

- The library has spent about 30% of the budget as of June 1, 2017. An approximate revenue of about 48% has been received.
- A total of 309 items were added to the collection in May 2017.
- Library visits (4,962) were up from the previous month.
- The annual Summer Reading Program for elementary and secondary students will begin on Saturday, June 17th.
- Interlibrary Loan requests (53) were up significantly from the previous month (31).
- Computer sign-ins were also up from the previous month (645 up from 430)
- The Facilities expenses are over budget due to a failing furnace in the winter.

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Old Business:

- **Library Trustee Search:** Discussed possible people to reach out to. Position has been posted on Lopez Rocks and on the Library’s website.
- **Musical Instruments Storage:** A set of cabinets to store the Library’s musical instruments collection has been commissioned from Steve Sovelove. Staff member Sam Bernardi and Director Lou Pray drafted a design that will go in the area next to the circulation desk.

New Business:

- **Improving Bicycle Parking Area:** Several patrons have suggested improvements to the bicycle parking area. The space is small and uneven and hard for patrons to get in and out of. It is also crowded in the summer months. The staff will work on a quote for repairs and improvements.
- **Staff Training Day:** The Director is working on some ideas for a staff training day in September 2017.

Approval of Bills

June 15, 2017

June 2017

Staff and Admin Payroll	\$16,848.61
HCA	\$ 3,784.97
Expenditures	
Vouchers 5/23/2017	\$ 4,459.35
Vouchers 6/12/2017	\$ 7,070.12
Total-	\$ 32,163.05

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

MSP A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all bills totaling \$32,163.05. Motion passed.

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

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

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

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102 **Next Meeting: Regular Library Board of Trustees Meeting –Thursday, July 20, 2017 at**
103 **10am.**

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

107 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to adjourn
108 the meeting. Motion carried unanimously.

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110 The meeting adjourned at 10:42am.

111 Respectfully submitted: _____
112 Board Secretary

113 Approved: _____
114 Board Chair