

Lopez Island Library Board of Trustees
Regular Meeting
June 18, 2015

Approved as amended on July 16, 2015
Amended by Board Approval on September 17, 2015

Regular Board Meeting Call to Order:

Vice Chair Sara Eppenbach called the regular June 18, 2015 meeting of the Lopez Library Board of Trustees at 12:08 PM.

Members Present: Trustees Sarah Eppenbach, Mike Moore, Rob Thesman, and Ilene Unruh.

Guests: Bob Buchholz, participating as trustee-elect waiting on his appointment letter.

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

Agenda Approval: The board reviewed the agenda. Caleb Pal was listed as a guest, but was not able to attend. Under old business, Naming of the Reading Room was added. Under new business, Flipster was added, and HR Policies was taken off, since HR issues are the focus of the Trustee Retreat scheduled on June 19th.

MSP Rob Thesman moved and Ilene Unruh seconded a motion to approve the agenda as amended. Motion passed.

Approval of May 15, 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 Michael Moore moved and Ilene Unruh seconded the motion to approve the May 15, 2015 meeting minutes as amended. Motion passed.

Friends of the Library Report: Lou reported for the Friends. Nancy Butte stepped down as 30 interim president and two other members were elected to replace her. Taya Higgins and Barbara Orcutt will serve as co-presidents. John Butte was re-elected as treasurer, and Micki Ryan will continue as secretary. The focus of the meeting was on the upcoming July 4th book sale. Rob Thesman and Michael Moore volunteered to come to the library to help bring books up from the basement at 7:30am the day of the sale. Spanish club will be helping that day as well. The Friends are considering doing away with the day after Thanksgiving Day sale.

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

- 47% of budgeted revenue has been collected and 34% of budget expended.
- The Garth Stein author event had 156 attendees, Ruth Ozeki will speak this evening, and Pamela Houston is on July 11th.
- In the three days that the Summer Reading Program has been open, 27 participants have signed up.

- Two new summer interns were selected. Zack Havel and Atticus Piknek will be scheduled to work 90 hours over the summer months and a stipend of \$900 each will be paid by the Friends of Lopez Island Library.
- Lou worked with Rosie on retirement issues. Her retirement party is scheduled for Tuesday, June 30th at 6:00pm. This is also her last official day of work.

Old Business

VoiP followup: Caleb Pal was not able to attend but gave Lou his notes for the meeting. Caleb introduced Mike Green of Rock Island to the library as a potential provider for VoiP services and thought Rock Island might be able to interface more effectively and economically with the library.

Digital Skills Grant – survey results (discussion): Lou reported that all the funds from the Digital Skills Grant will be collected except for \$5,000 for staff training at a conference which was considered an ineligible activity. Of the survey responders 95% were extremely satisfied with the digital skills training they received from the library and 83% responded that the training was at their skill level. The Thursday classes have been completed. Technical assistance will now be available by appointment for up to 30-minute sessions.

Naming of the Meeting Room: The Friends of the Lopez Island Library submitted a formal request to name the meeting room as: Perkins Family Reading Room. The Board asked that the Friends submit a formal request justifying the name “Perkins Family Reading Room: within the guidelines of the policy regarding Naming of Library Facilities that the BOT adopted in August 2014. The BOT also suggested that a Friends representative present the proposal, including the proposed design for the commemorative plaque or photos that would be displayed in the room, at an upcoming BOT meeting, so that board members could ask any questions.

New Business

Electing New Board Trustee Officers: With the recent resignation of Chair Bill Evans, the board discussed electing a new Chair and Vice Chair. Ilene Unruh suggested that the board wait until there is a full board to elect officers. Sarah Eppenbach advised the board that her term was coming up in September and that she would not be renewing her term. Michael Moore also apprised the board that he would not be renewing when his term expires. The election of officers was tabled until the appointment of Bob Buchholz.

Retirement of Rosie Sumner. Rosie’s retirement was already discussed. Director Lou Pray announced that all the board members were invited to her retirement party along with the rest of the community. Lou also advised the board that Rosie’s leave payout of 23.8 hours was given to the payroll department at the county.

Microsoft IT Academy Test Fest (discussion): Judy Welker discussed with the board about a grant of \$2,000 received from the Washington State Library and Microsoft for the purpose of marketing the IT Academy online learning program and making Lopez Island Library a testing

92 center for Microsoft Office certification to be held at the end of the summer, August 24th and
93 September 5, 2015. A series of ads will run for three weeks in all three local newspapers.

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95 **Flipster (discussion):** In a recent series of conversations and telephone conferences, Lou
96 ended the subscription to Flipster. The original sales representative had marketed the online
97 periodical subscription as costing 5% more than our current subscription to the printed
98 periodicals that we purchase from Ebsco. The invoice was almost double. They were very
99 apologetic and will be refunding the money that we paid for the first year of Flipster.

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101 **Library Board of Trustee applicants and upcoming term expirations (action):** The current
102 board term expirations are as follows:

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104 Ilene Unruh – September 30, 2016
105 Bill Evans – August 2017 (to be filled by Bob Buchholz)
106 Rob Thesman – August 2018
107 Michael Moore – September 2015 – will not renew
108 Sarah Eppenbach – September 2015 – will not renew

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110 The board asked Lou to continue going through the process of placing ads for the open
111 positions.

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113 Bob Buchholz, a past board member, had turned in his application for the open board position.
114 As the only applicant to date, the board made a decision to dispense with a formal interview.
115 Vice Chair Sarah Eppenbach called for a motion to accept the application of Bob Buchholz.

116 **MSP** Rob Thesman moved and Ilene Unruh seconded to accept the application of Bob
117 Buchholz and recommend his appointment to the Lopez Island Library Board of Trustees to
118 the County Council. Motion passed.

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120 Bob was given a hearty welcome-back by the board.

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122 **Library Assistants increasing hours to 32 per week:** Lou advised the board that both Beth
123 St. George and Jennifer Krajack had opted to work 32 hours per week to cover the work that
124 Rosie had been doing. That would elevate them to be eligible for health benefits. After some
125 discussion, the board approved of the move to 32 hours. Kathy Holliday had agreed to
126 increase her hours only through the summer. The board discussed the need for more hours
127 and the cost in light of the current budget. After some analyzing and discussion, a motion was
128 made to approve the increase of hours.

129 **MSP** Rob Thesman moved and Ilene Unruh seconded to increase two employees to 32
130 hours, and one part-time regular employee to 30 hours through the summer. Motion passed.

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132 The board discussed the need to change the designation on the budget line items to reflect the
133 “full-time employee” and “regular part-time employee” status.

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Approval of Bills

June 18, 2015 Expenditures

6/2/2015	Bill Voucher - Fund 6331	1,131.80	
6/9/2015	Bill Voucher - Fund 6331	6,988.30	
6/16/2015	Bill Voucher - Fund 6331	3,178.50	
	Total Bills		11,298.60
6/1/2015	Healthcare - June 2015	1,436.32	
	Total Health Care		1,436.32
6/1/2015	Payroll - June 2015	19,314.68	
	Total Payroll		19,314.68
	Total Expenditures		32,049.60

Sarah Eppenbach called for a motion to approve all vouchers.

MSP A motion was made by Rob Thesman and seconded by Michael Moore to approve all bills totaling \$32,049.60. Motion passed.

Surplus: 178 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 Michael Moore. Motion approved.

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

MSP Rob Thesman moved and Ilene Unruh seconded to adjourn the meeting. Motion passed. The regular meeting adjourned at 1:59 PM.

Next Meeting:

Library Board of Trustees Retreat – June 19, 2015

Regular Library Board of Trustees Meeting – July 16, 2015

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair

**Lopez Island Library Board of Trustees
Librarian's Report
July 16, 2015**

Financial Snapshot for 2015

Revenue as of July 1, 2015 - \$295,579 (51%)
Expenditures as of July 1, 2015 \$234,822 (40%)
In our General Operating Funds as of July 1, 2015 - \$149,025
In our Capital Improvement Funds as of July 1, 2015 - \$42,882.01
Lopez Island Endowment Fund: \$88,657.89

Select Operational Statistics for June 2015

Checkouts - 8,161 - **up 17% from last month** but down 3% from 2014 June figures
Holds Placed - 422
Patron Visits – 5,485 – **up 15% from last month's** but down 19% from 2014 June figures
ILL – 72 up from 68
Computer sign-ups – 918 – **up 25% from last month's** and up slightly from last June's 812
Computer Hours – 501 hours - **up 24% from last month's** but down slightly from last June's

What is Circulating?

Books 56%; Non-books 44%
Adult 70%; Teens 5%; Children 25%
Fiction 71%; Non-Fiction 29%
Physical 99%; Electronic 1%

Top holds from our library

All the light we cannot see (Book)
Girl on the train (Book)
Imitation game (Film)
Goldfinch (Book)
Outlander (Film Series)
Boyhood (Film)
Being mortal (Book)
Interstellar (Film)

Acquisitions Report

Added to the collection in June 2015: 177 books; 75 periodical items; 27 films; 12 music CDs, 1 audiobooks

Lou's June Activities

Attended retreat with library trustees to review HR policies
Attended American Library Association's Annual Meeting
Took vacation to enjoy time with family in the Bay area
Reviewed current traffic on K20 Network to determine if we have sufficient to move to VOIP
<http://stats.wa-k20.net/k20cgp/klib/lopezisland-lib/lopezisland-lib.wa-k20.net.html>

Worked with Phil Bratt of Baron Telecommunications on cost analysis of switching to VOIP, including upgrading our phone system. See the full analysis in the packet. In short, we could save 50% or more going

through VOIP. The cash price option for the project, as we reviewed it, would be \$5,013 plus tax. (50% due on signing and balance due after completion) or \$122 a month for 60 months. This company has moved a number of island businesses over to VOIP via Baron:

- OPALCO
- Rock Island Communications
- Roche Harbor Resort
- The Port of Friday Harbor
- San Juan County
- San Juan Land Bank
- RIC Insurance (formerly Blackthorn Ins)
- Eastsound Water Users Association

He would welcome a time to do a teleconference with the board if desired.

Bill Clemens June IT Activites

Sunday, May 31, 2015 Server and wi-fi restart. Failed attempt to update AVG on server. Monday, June 01, 2015 Update AVG license on server. Push license update to clients. Identify other workstations needing AVG updates.

Thursday, June 04, 2015 Investigate inability for Lou's PC to connect to Internet. Thursday, June 04, 2015 Discovered Lou's Ethernet switch port inactive. Switched ports with Express.

Sunday, June 07, 2015 Server and wi-fi restart. Server hung on "Waiting for System Event Monitor Service" for over one hour. Hard reset. Attempted to access SLM248G switch interface, failed.

Monday, June 08, 2015 Re-check Lou's Ethernet connection. Power reset Netgear Ethernet switch.

Friday, June 12, 2015 Windows, Firefox, Flash updates on Express, Patron PCs 1-5. Quarantined malware on Patron PC1. Installed Ethernet staff area switch at Judy's PC.

Sunday, June 14, 2015 Windows, Firefox, Flash updates on Patron PCs 7-10, Kiosk PCs (2), and Self-Checkout. Firefox, Flash, and app updates on Patron Macs (2). Charge iPads. Server and wi-fi restart.

Tuesday, June 16, 2015 Reported malware (fake BSOD) on Patron PC 2. Scanned Patron PCs 1 & 2 with MBAM Free. No threats found.

Sunday, June 21, 2015 Server and wi-fi restart. Activated AVG Business on Circ 1. Removed AVG Free, installed and activated AVG Business on Circ 2 and Self-Checkout. Scanned Circ 1 & 2 and Self-Checkout. No threats found.

Sunday, June 28, 2015 Server and wi-fi restart. Removed AVG Free, installed and activated AVG Business on Staff PCs 5 (Lou) and 6 (Jen). Scanned both for malware. No threats found. Updated apps and charged iPad Minis 2-16.

Beth's June 2015 Activities

YOUTH PURCHASING

- Read reviews, attend author/book webinars, place orders, manage budget for books & other materials

CATALOGING

- Cataloged 100 books, 1 film, and 1 audiobook
- eBook cataloging for Hoopla & OCLC

PROGRAMS

Baby Storytime

- 3rd - Animal Sounds: 3 kids, 2 adults
- 10th – Animal Movement: 3 kids, 3 adults
- 17th – Trucks & Boats: 2 kids, 2 adults
- 24th – Animals: 1 kid, 1 adult

Preschool Storytime

- 17th – Heroes (SRP theme): 14 kids, 6 adults

Kindergarten Storytime

- 2nd – Nature: 17 kids, 2 adults (last time for school year)

K-2 Early Learning Night at School

- 2nd – Rosie & I introduced the SRP & other programs along with staff members & other groups providing early learning suggestions: 26 kids, 16 adults

Summer Reading Program (SRP)

- 5th – introduced SRP to all K-5th graders at school: 115 kids, 8 adults
- 15th - started for “Youngers” (up to 5th grade) and “Tweens/Teens” (6th-12th)

Musical Instrument Petting Zoo

- Continued working with Lance B. & Ginni Keith to service instruments
- Invited & secured additional musicians to participate

Teddy Bear Picnic

- Planning & preparation with staff & summer interns

PROFESSIONAL DEVELOPMENT

- 11th – Reading Initiatives for children & teens
- 23rd - Facilitated YARLI (Young Adult Readers of Lopez Island) Book Group with 4 other adult members. Discussed Eleanor & Park, by Rainbow Rowell (realistic fiction).

SUMMER INTERNS

- 15th - Atticus Peknik started; hours 12-3 Mon-Fri
- 19th – Zack Havel started; varied hours Mon-Fri
- Assist with their training & supervision

SOCIAL MEDIA

- Updated Youth Facebook Page & webpage with “YARLI Continues to Thrive” and Attie’s Maze Runner book review

LIBRARY ENVIRONMENT

- Created Summer Reading Program displays for Children’s Room & Teen Area for

Jen's June 2015 Activities

We have confirmed that the final 3 reimbursements due from WSL for the Digital Skills Grant were received at SJC (\$13,589.91)

The library hosted author Garth Stein June 13th at Woodmen Hall. 163 people attended the event. The Lopez Bookshop sold 35 of his books that night. Garth Stein was engaging, humorous and well received. Lopez Senior Services did not charge the library for use of Woodmen Hall for Garth Stein and James Sumich's program on gray whales last April in reciprocation for donation of our old projector screen. The screen is now mounted on the stage and looked terrific at the event. We projected a book cover image from Stein's new work "A Sudden Light" behind him on the stage.

June was a busy month coordinating summer programs several of which are scheduled in July. (6 programs in July) This summer we are hosting our series SOL, Science (Summer) On Lopez) which will feature 3 big science events at Woodmen Hall. Once again the San Juan Islands National Monument will co-sponsor the events by paying for rental of Woodmen Hall (\$75 per event). All 3 speakers are not charging for their programs. The 3 programs are as follows:

- Professor Emeritus of Geology Donn Charnley, "The Geology of Lopez Beaches", July 22nd @ 7 pm-Woodmen Hall (We are ready, all materials have been furnished!)
- Professor Emeritus of Geology Dr. Ian Lange, "Mt. Baker: Our Beautiful and Active Volcano", Aug. 13th @ 7 pm-Woodmen Hall (Eruption history & current seismic activity on the mountain. Also, what will happen in a contemporary eruption!)
- Dr. Cliff Mass, UW Professor of Atmospheric Sciences & renowned Seattle weather commentator, "The Future of Weather Prediction", Aug 19th @ 7 pm -Woodmen Hall- Cliff Mass is considered Seattle's premier science celebrity.

June has also been a month of working with Beth and Lou on up-coming summer children's programs. Posters are up for the Musical Petting Zoo and in a large part for Pet Pals. In addition to the 35th Annual Teddy Bear Picnic we will be hosting:

- "Beetle Mania" with Russel Barsh of Kwiaht, August 7th, 11:00 a.m.
- "The 2nd Annual Musical Instruments Petting Zoo", July 18th, 1:30 pm
- "Pet Pals" with Dr. Sally Hodson, July 29th 11:00 a.m

Summer brochure is complete and at the circ desk. Additionally Lou requested a brochure be made for the Chamber of Commerce summarizing the wonderful features of our library. That is complete also.

Judy's Activities

- Resolved IT issues with printers for patrons and staff
- Helped patrons with their digital downloading issues, apps for devices, patron printing, wifi connectivity, one-on-one digital skills training
- Scheduled volunteers (difficult month with families in town and long vacations), trained two new volunteers
- Bill Voucher requests, weekly bank deposits, weekly summarizing and depositing money received from credit card purchases
- Worked with Telephone service provider (CenturyLink) and Universal Service Support to complete and submit 2014 E-rate Funding Request
- Helped patrons sign up and find online learning classes with IT Academy and Lynda.com
- Ordering library supplies, peripherals
- Minutes, statistics, finalizing BOT packets