

Lopez Island Library Board of Trustees
Regular Meeting
June 21, 2016

Approved as Amended July 15, 2016

Regular Board Meeting Call to Order:

Bob Buchholz called the regular June 21, 2016 meeting of the Lopez Library Board of Trustees to order at 10:01 AM.

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

FOL: Barbara Orcutt, Friends of the Library Board Member.

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

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

MSP Anne Auckland moved and Marilyn Berger seconded a motion to approve the agenda as amended. Motion passed.

Approval of May 17, 2016 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 Marilyn Berger seconded the motion to approve the April 19th meeting minutes as amended. Motion passed.

Friends of the Library Report: Board member Barbara Orcutt gave a report about recent agenda items. They are continuing to prepare for their upcoming July 4th book sale. An Orcas Island patron donated 20 boxes of books to the Friends. The collection will be featured in the book sale to be held at the Community Center. For the summer, the Friends are continuing to distribute information and sell Merchandise at the Saturday Farmer's Market. For the fall, they are beginning to compile an email list for an annual giving campaign. The emails will feature information about future guest speakers, events, and a pay pal link to give directly to the Friends. The email will also allow for patrons to opt-out of receiving emails.

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

- Library physical visits were up in May from May of 2015.
- As of May 2016, the library has received approximately 50% of its budgeted revenue and spent approximately 33% of its budget for 2016.

- 47 • A survey soliciting feedback from library patrons will be dispersed in the next week.
48 Trustee Rob Thesman suggested including a question regarding main categories the
49 patrons would like to see the library focus on.
- 50 • The library will begin counting remote statistics from Host Gator (Library's host server).
51 This includes hits on the catalog/website, program attendees and data base hits. Also, a
52 people counter in the community room should also help in counting library usage after
53 hours. This is an effort to continue with a more accurate picture of library usage.
- 54 • The library received a clean audit from the Washington State Auditor's Office for the
55 years 2013-2015. The Auditors would like to see expenditures over \$500 approved by
56 the board.
- 57 • The library's Youth Summer Interns began working in June. This year, Ana Velazquez
58 and Juniper Blomberg will help with shelving books, inventory, and other summer
59 projects.
- 60 • Staff Member Sam Bernardi is working on a Library video production that will feature the
61 Library's impact and place in the larger Lopez community.
- 62 • Director Lou Pray informed the board that the cost of health insurance through PEBB
63 will increase for next year. She would like to look into other options for health insurance.
64 Chair Bob Buchholz agreed to help with researching options for health care insurance.
- 65 • The Summer Reading Program has launched for summer 2016. It is an 8-week program
66 with an emphasis on engaging children with reading and using the library for more than
67 just books.

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71 **Old Business:**

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73 **Revised Budget:** Director Lou Pray presented the board with a revised budget for 2016. No
74 further revenue was added to the budget, but several expense categories were reduced. A
75 Resolution 16-1 was presented to amend the 2016 budget.

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77 **MSP** Ilene Unruh moved and Marilyn Berger seconded the motion to approve the Resolution to
78 amend the 2016 budget. Motion passed.

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83 **New Business:**

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85 • This fall, the library will begin the process for a new strategic plan. The director would
86 like the trustees to watch a webinar on this topic to begin planning. A future date for a
87 viewing and discussion will be scheduled.
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89 • Director Lou Pray gave a report featuring highlights of her attendance at the Northwest
90 Director's meeting in Ferndale, WA. Whatcom County contracted out a marketing
91 campaign for \$75,000 that included a new logo, new cards, a library orientation, and
92 targeted emails.

- The library will continue to follow the established library policy for ILLs. The library will pass on any surcharges to the patron that the lending library charges, but continue to pay for postage.
- A new digital database called Global Road Warrior was discussed and approved by the board. This database will be added to the Digital Collection. This database focuses extensively on all aspects of international travel.

Approval of Bills over \$500-

The following bills over \$500.00 were approved by the Board of Trustees:

- Ingram Books (\$613.51)**
- EBSCO (\$2,384.00)**
- New York Times Digital Subscription (\$956.80)**
- The Great Courses (\$771.89)**

June 21, 2016 Expenditures

Staff and Admin Payroll	\$18,117.45
HCA	\$2,803.13
	Total- \$20,920.58

Expenditures

Vouchers 5/31/2016	\$3,013.04
Vouchers 6/1/2016	\$ 737.18
Vouchers 6/13/2016	\$2,007.91
Vouchers 6/14/2016	\$1,531.65

Total- \$13,461.55

Total Expenditures- \$34,382.13

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

MSP A motion was made by Anne Auckland and seconded by Marilyn Berger to approve all bills totaling \$34,382.13. Motion passed.

Surplus:

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

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MSP A motion was made by Rob Thesman and seconded by Marilyn Berger to approve all weeding of surplus items. Motion passed.

43 weeded books and damaged DVDs less than \$500.00 and the following from basement cleanup:
Cisco Systems Mod 1751 Router BC:JMX052EOJE
VHS TAPE REWINDER Kinyo #219580
Crate of Broken and or Obsolete Mice and Earphones
9 obsolete keyboards, 1 dell and 5 Microsoft
Broken phone set
2 dead Xerox printers.

Next Meeting: Regular Library Board of Trustees Meeting – Tuesday July 19, 2016.

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

MSP A motion was made by Ilene Unruh and seconded by Marilyn Berger to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:37am.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair