

Lopez Island Library Board of Trustee  
Regular Meeting  
June 26, 2014  
Approved as amended on July 17, 2014

**Regular Board Meeting Call to Order:**

With a quorum present, Vice Chair Sara Eppenbach called the scheduled June meeting of the Lopez Library Board of Trustees to order at 12:05 PM

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

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

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

**Agenda Approval:** The board reviewed the agenda. Naming of the Quiet Room was added under Old Business and an Executive Session was added to discuss the Part-Time Library Positions at the end of the meeting before adjournment. The discussion of blinds for the meeting room was tabled. Sara Eppenbach called for a motion to approve.

**MSP** Rob Thesman moved and Michael Moore seconded a motion to approve the agenda as amended. Motion passed.

**Approval of May 15, 2014 Regular Board Minutes:**

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

**MSP** Ilene Unruh moved and Rob Thesman seconded to approve the May 15, 2014 Regular meeting minutes as amended. Motion Passed.

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

**Friends of the Library Report:** The primary subject of discussion at their last meeting was the July 4<sup>th</sup> book sale. Ellin issued a personal invitation to the board members to help with the loading of the books on Friday morning. The Friends ordered more of the Lopez Island Library 1949 – 2009: Sixty Years of Memories book in paperback which will bring the price down. Ellin recounted the discussion regarding the possible naming of the Quiet Room after Warren Perkins, son of Otis Perkins who was killed in WWII and for which the original library was started as a memorial to him. Ellin is aware that the board of trustees is in the process of creating policy for naming of building or rooms. Finally, the treasurer did submit a financial report to the Friends. The minutes and financial report will be included in the minute's book for reference.

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

- Financial reports show 44% budget earned, 38.5% spent.
- Expenditures were at a 4-month high.
- Lou received good feedback on the new webpage launched last month.
- Two new laptops were purchased for patrons for library use only. One new touchscreen computer was purchased and is being set up for patron self-checkout.

**Old Business**

**Library Challenge Policy – Revised form (discussion):** Lou Pray distributed a new and improved form for patrons to fill out to initiate a challenge of library materials. The board's suggestions from the last meeting were incorporated into the new form. Comments from Lou and the board included adding an email address, the library policy's section number to indicate the part of the policy that the form relates to, and to print the section of the policy and on the back.

54 **Lopez island Library Employee Policies:** Rob Thesman, who had agreed to look at the policy, sent  
55 comments to the other board members. The board agreed it was a good time to review these policies that  
56 have not been reviewed in a decade. Timely also, because of the new staff being hired, and a chance get  
57 feedback from both the Director and the staff. This undertaking also will launch the process of  
58 systematically reviewing the entire policy. The board asked Lou to get some comparative data for use in  
59 reviewing the payroll policies. They would also be looking at reimbursements and at Comp time. The  
60 library does have a unique situation with being such a small entity where there is no Human Resources  
61 Dept. and as a Junior Taxing District, we have to wear many hats to get the necessary personnel issues  
62 taken care.

63  
64 The board agreed to take on certain sections of the policy and will be working on this over the next couple  
65 of months. Ilene and Sarah will take section 7; Rob and Michael will take section 8; Bill will be relied upon  
66 for expertise in matters of WA law and background information. Board members will aim to complete their  
67 review and report on questions and recommendations for changes at the August meeting.

68  
69 **Naming Policy (discussion):** Rob Thesman, who had agreed to check into the bylaws, reported that  
70 there is no mention of any policy on naming in Section 6 – Physical Plant. There is no mention in any  
71 other part of the policy either. The board discussed ways in which rooms have been named in the past,  
72 i.e., The Helen Anderson Children’s Room. The board discussed that it should be something significant,  
73 extraordinary, or be of historical importance, and upon the recommendation of the director to consider.  
74 Also discussed were various ways to honor long term volunteers such as the name plates on lawn  
75 furniture, planting Rhododendrons up the side of the property, bricks, etc. The board asked Lou to check  
76 with other libraries about policies on this subject.

77  
78 **New Business**

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80 **Hoopla (discussion):** The first month’s activity was covered during the Librarian’s Report.

81 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed by the  
82 board.

83	5/20/2014	Bills Voucher – Fund 6331	1,177.45
84	5/27/2014	Bills Voucher – Fund 6331	499.95
85	6/3/2014	Bills Voucher – Fund 6331	3,885.65
86	6/10/2014	Bills Voucher – Fund 6331	1,070.36
87	6/17/2014	Bills Voucher – Fund 6331	3,300.30
88		<b>Total Bills</b>	<b>\$ 9,933.71</b>
89	6/1/2014	Healthcare - June 2014	\$ 2,060.97
90	6/1/2014	Payroll – June 2014	\$ 17,697.44
91		<b>Total Expenditures</b>	<b>\$29,692.12</b>

92  
93  
94 **MSP** A motion to approve all vouchers for a total of **\$ 29,692.12** was made by Michael Moore and  
95 seconded by Ilene Unruh. Motion passed.

96  
97 **Surplus:** The agenda listed 147 items withdrawn from the collection for the book sale with a value of less  
98 than \$500 were presented for surplus.



**Lopez Island Library Board of Trustees  
Librarian's Report  
July 17, 2014**

**Financial Snapshot for 2014**

Spent 44% of budget; earned 51% of budgeted revenue (60% of property taxes received)

Revenue as of July 1, 2014 - \$246,844 (44% received)

Expenditures as of July 1, 2014 - \$248,184 (44% spent)

In our General Operating Funds as of July 1, 2014 - \$157,121.

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

Lopez Island Endowment Fund: \$86,088.67

**Select Operational Statistics for June 2014**

Lou's Report

New items selected and added in June 2014:

- 159 books
- 35 films
- 1 music CDs
- 73 periodicals
- 15,478 e-content

June Library Walk-in Traffic: 6,786, **19% increase** from this time last year; **up 3%** from May  
Circulating items in June 2014: 8,115, **1% decrease** from this time last year; **up 13%** from May  
Holds placed: 441 **up 6** from last month

- Training and orientation of new staff members, Beth St. George and Jen Krajack (ongoing)
- Enabled Self-Checkout in KOHA and wrote up instructions/gave tutorials to staff and patrons at the new touch screen.
- Worked with Jen on the creation of marketing materials for events
- Work with Beth on ordering issues
- Wrote several new articles on the library blog: self checkout; the shark talk; read to a dog; welcome to new staff and more
- Ordered 312 new books and 39 new DVDs
- Attended the Summer Washington State Public Library Directors' Meeting (will share highlights at meeting)
- Reviewed various naming policies on the web and met with Orcas Library director at the meeting to discuss his library's recent policy on this topic which he generously shared with us.
- Researched personnel benefits at libraries of comparable size and population (see below)

**From Glen (IT issues)**

- The following tasks were completed May 27 – June 25, 2014
- Routine maintenance on patron PCs and Windows server
- Printer troubleshooting in the staff area
- New Windows 8 laptops delivered
- Windows 8 touchscreen configured,
  - ready to deploy for public stand up station/shelf checkout

\*Lenovo C440 touchscreen system (installed) – cost incl. sales tax

\$381.80

## Rosie June Report

ILLs: 98 requests made, 71 items rec'd and processed, 2 lent to other libraries.

We had four storytimes in June. Babytime was attended by 16 babies and 20 adults. Preschool time was attended by 56 children and 30 adults.

June Literary Salon on the 17th was attended by 9 readers, with 29 books discussed.

Hamlet House rec'd 3 visits (we are reading *The 100-year-old Man Who Climbed Out the Window and Disappeared* by Jonas Jonassen, they love hearing about someone who is older than they are, having adventures). All told, 14 listeners over the month's visits.

There are 49 sign ups for the younger "Fizz, Boom, Read" Summer Reading Program so far. Planning for the 34th annual Teddy Bear Picnic on July 16th at 11 a.m. is underway...

## Beth's Report

Assembled bird display & created New Teen Titles flyers  
Hosted Orcas Christian School visit with Rosie (20 children, 6 adults)  
Maintained /updated webpage & initiated book reviews by staff and tweens/teens  
Started Tween/Teen Summer Reading Program  
Guided two new Summer Interns and one tween volunteer  
Assisted Transitions group with hosting author Vicki Robin (18 June: 30 attendees)  
Baby Storytime each Wednesday (16 babies, 20 adults)  
Assist with promotion of Hoopla digital and TumbleBook Cloud (teen graphic novels online)

## Judy's Report

Resolved maintenance issues with the disc cleaner and color printer (Xerox 6605)  
Updated the children's Early Literacy Station computer with new software version  
Helped patrons with their digital downloading issues, apps for devices, patron printing, wifi connectivity  
Set up email client for new employees  
Helped with new hire checklist – I-9 document verification, W-4, Direct deposit forms, and Retirement forms  
Completed and sent to the proper departments.  
Scheduled volunteers (difficult month with families in town and long vacations starting)  
Voucher requests  
Supply ordering  
Reorganized workroom to make a working space for Jennifer  
Minutes, statistics, finalizing BOT packets

**Comparisons with comparable libraries (from latest *WA State Public Library Annual Statistics Pub*)**

Public Libraries	Who is covered by your . . . ?		
	Employer Paid Medical	Employer Paid Dental	Employer Paid Vision

**5,000 & under w/ certified librarian**

Columbia County Rural Library District	Employee only	Employee only	Employee only
Davenport Public Library	None	None	None
La Conner Regional Library	None	None	None
Lopez Island Library District	Employee only	Employee only	Employee only
Ritzville Public Library	Employee, Spouse, and Dependents	Employee, Spouse, and Dependents	Employee, Spouse, and Dependents
Roslyn Public Library	Employee only	Employee only	Employee only
Upper Skagit Library District	None	None	None

**5,001 - 25,000**

Anacortes Public Library	Employee, Spouse, and Dependents
Asotin County Library	Employee only
Burlington Public Library	Employee, Spouse, and Dependents
Camas Public Library	Employee, Spouse, and Dependents
Ellensburg Public Library	Employee, Spouse, and Dependents
Grandview Library	Employee, Spouse, and Dependents
Jefferson County Rural Library District	Employee, Spouse, and Dependents
Kelso Public Library	Employee, Spouse, and Dependents
Liberty Lake Municipal Library	Employee, Spouse, and Dependents
Ocean Shores Public Library	Employee, Spouse, and Dependents
Orcas Island Library District	Employee only
Pend Oreille County Library District	Employee only
Port Townsend Public Library	Employee, Spouse, and Dependents
San Juan Island Library District	Employee only
Sedro-Woolley Public Library	Employee only
Walla Walla County Rural Library District	Employee only
Whitman County Library	Employee only

Public Libraries	Who pays for . . . ?				
	Long Term Disability	Short Term Disability	Deferred Compensation	Life Insurance	Tuition Reimbursement

**5,000 & under w/ certified librarian**

Columbia County Rural Library District	Employee	Employee	Employee	Employer	Employee
Davenport Public Library	None	None	None	None	None
La Conner Regional Library	None	None	None	None	None
Lopez Island Library District	Employee	Employee	Employee	Employee	Employee
Ritzville Public Library	Employer	None	Employee	Employee	None
Roslyn Public Library	Employer	Employer	None	None	None
Upper Skagit Library District	None	None	Employee	None	Employer

Public Libraries	Number of Holidays (In days per year)			
	Regular Exempt	Regular Union	Regular Other	Floater Exempt

**5,000 & under w/ certified librarian**

Columbia County Rural Library District	10	-	-	1
Davenport Public Library	-	-	-	-
La Conner Regional Library	12	-	12	-
Lopez Island Library District	9	-	-	1
Ritzville Public Library	10	-	-	2
Roslyn Public Library	10	-	-	1
Upper Skagit Library District	12	-	-	-
<b>Average</b>	<b>11</b>	<b>-</b>	<b>12</b>	<b>1</b>

Public Libraries	Vacation Leave (In hours per month)								Limited Vacation Accrual
	Exempt Min	Exempt Max	Union Min	Union Max	Other Min	Other Max	Other Min	Other Max	

**5,000 & under w/ certified librarian**

Columbia County Rural Library District	4.00	8.00	-	-	-	-	-	-	Yes
Davenport Public Library	-	-	-	-	-	-	-	-	-
La Conner Regional Library	8.00	8.00	-	-	4.00	-	-	7.00	Yes
Lopez Island Library District	16.00	21.67	-	-	-	-	-	-	Yes
Ritzville Public Library	8.00	12.00	-	-	-	-	-	-	Yes
Roslyn Public Library	-	5.00	-	-	-	-	-	-	-
Upper Skagit Library District	7.00	-	-	-	-	-	-	-	Yes
<b>Average</b>	<b>8.60</b>	<b>10.93</b>	<b>-</b>	<b>-</b>	<b>4.00</b>	<b>-</b>	<b>-</b>	<b>7.00</b>	<b>5</b>