

Lopez Island Library Board of Trustees
Regular Meeting
March 19, 2015

Approved as amended on April 9, 2015

Regular Board Meeting Call to Order:

Chair Bill Evans called to order the regular scheduled February meeting of the Lopez Library Board of Trustees at 12:02 PM.

Members Present: Trustees Bill Evans, Sarah Eppenbach, Mike Moore, Ilene Unruh. Rob Thesman was excused.

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

Agenda Approval: The board reviewed the agenda. A discussion on Space Re-design was added to Old Business and a discussion on Library Acoustics was added to New Business. Bill Evans called for a motion to approve.

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

Approval of February 19, 2015 Regular Board Minutes: Minutes were sent out prior to the meeting and change suggestions sent by email in response. After a brief discussion of changes, Bill Evans called for a motion to approve.

MSP Ilene Unruh moved and Michael Moore seconded the motion to approve the February 19, 2015 regular meeting minutes as amended. Motion passed.

Guest Speaker: None

Friends of the Library Report: Lou Pray gave an overview of the Friends meeting held that morning. Micki Ryan has trained with Becki Maxson on selling books on Amazon and will take over that responsibility. There was a discussion about celebrating the contributions of Becki and Glen Maxson. The annual meeting will be held on April 16th at the Woodman Hall. Dr. Jim Sumich, OSU Fisheries & Wildlife Courtesy Faculty will be giving a talk on the North Pacific Gray Whales. Ellin Evans will be stepping down as President of the Friends. Nancy Butte is entertaining the idea of returning as President. The possibility of dropping the November book sale was discussed further. The Friends settled on the name for the Reading Room to submit to the library: Perkins Family Reading Room.

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

- The circulation desk now has two new scanners and KOHA moved our ILS to a new and larger server in mid-February. Both have improved the slow performance issues we had been experiencing.
- We now have an iPad on a counter stand that sits behind the circulation desk ready to use if any patron wants to use their credit card to pay for visitor cards, copies, lost items, or make a donation. The library uses the software purchased through Amazon

47 called "Amazon Local Register" for swiping credit cards and printing sales reports.
48 Monies are transferred to the General Fund on a weekly basis.

- 49 • Woodmen Hall speaker events, co-sponsored with BLM, have received positive
50 attendance and comments. Past programs were Nigel Foster on kayaking, Geology of
51 the National Parks with Donn Charnley, and Dr. Merle Lefkoff in a discussion on
52 pursuing the new Eco-economy. Coming in April is Paul Bannick talking about owls.
- 53 • In addition to Director Pray's weekly Tech Classes, she has been doing presentations to
54 the Lopez Chamber of Commerce on library services and digital skills collection, with
55 follow-up visits to various groups, covering library offerings such as Lynda.com and
56 eCivis Grant Management. Tim Fry, of Project 468 blog, who wrote about our digital
57 services available at the library, will be teaching Interactive Storytelling in the Digital
58 Age on April 19th 1:00-4:30 pm.
- 59 • StoryCorp has not yet contacted Lou about the grant winners, but she felt that if she had
60 not yet been contacted, that in all likelihood, the library was not among them.

61 Old Business

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64 **Grant Activities:** Covered during the librarian report.

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66 **Library HR Policies** - Ilene Unruh circulated a copy of "Receipt and Acknowledgement" of
67 Library's Policy and Personnel Guidelines. The board discussed including a similar page in
68 our hiring policy. With the absence of Trustee Rob Thesman, Michael Moore recommended
69 discussing the work done on Section 8.0 of the policy at the next meeting. The board
70 discussed factors involved in comparing our policy with other libraries which range drastically.
71 The insurance options alone are very difficult to compare. The board asked to obtain more
72 data on comparable libraries. The board should be able to send Lou specific questions
73 copying other board members to avoid redundancy as long as no email discussion of policy
74 takes place. Board members also discussed was the difficulty of tackling this section at a
75 regular board meeting and suggested a focused work session once all information has been
76 gathered.

77
78 **Bill Evans status:** Bill reported that although he enjoyed ten days of retirement, he has now
79 been hired by the WA State Superintendent, working with the Substance Abuse Dept. dealing
80 with intervention. He will continue as the Board of Trustees Chair for now.

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82 **Space re-design:** In an L&I class that Director Pray took, ergonomic issues were discussed
83 and the services of a L&I employee were offered to come to the library to do an ergonomic
84 assessment of the library work spaces. Meanwhile the staff is starting to work on de-cluttering
85 the work areas. Staff will do deep cleaning when the library is not open.

86 New Business

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89 **Year in Review:** Director Pray presented the library's Year in Review with a Power Point
90 slide show highlighting the operational trends, collection, events, and finances. The
91 presentation will be attached as part of the minutes. The board of trustees voiced their

92 appreciation of a thorough job of piecing together all the information and congratulated Lou and the
93 staff for another outstanding year.
94

95 **Upcoming Events:** Lou and several staff will be attending two different conferences in April. Digital
96 skills training continues with Thursdays Tech Time with Lou Pray, the LIFRC digital skills classes taught
97 by Glen Maxson, and a free interactive storytelling workshop on April 19th taught by Tim Fry. Upcoming
98 speakers include: Paul Bannick/Owls & Woodpeckers on March 26th, James Sumich/Life History of the
99 Gray Whale on April 16th, Barbara Carver/Home to India: A Remarkable Story of a Family's Footsteps
100 on May 14th. Jen Krajack has also put together collaborative event at the Whatcom Museum in
101 Bellingham on April 27th: Mingled Visions featuring Edward S. Curtis' Photogravures to be followed by
102 Timothy Egan at the Mt. Baker Theater discussing Curtis' work.
103

104 **Phone System or alternatives:** Judy Welker wanted to research what phone options were available
105 by using the fiber optic already in place for broadband telephone service, or VoIP (Voice over IP). Judy
106 will inquire with Opalco to find out what the possibilities are.
107

108 **Multi-year contract for disc cleaner:** Purchasing an extended warranty for the Eco-Master disc
109 cleaner was discussed. A new company, Elm USA, quoted the library a one, two, and three year
110 extended warranty. The 3-year brought the price down to \$700 per year. The company has several
111 employees from RTI, the company that the equipment was originally purchased from. The board gave
112 Lou approval to act on purchasing a warranty.
113

114 **Acoustics:** Lou asked the board to consider having an acoustics professional to analyze the library's
115 acoustics and give recommendations. The board agreed the acoustics in the staff workroom and in the
116 meeting room were not optimal. Judy reminded the Board of a previous acoustics study in 2006 and
117 will circulate the study to Board members.
118

119 **Approval of Bills**
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121 **March 19, 2015 Expenditures**
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123	2/23/2015	Bill Voucher - Fund 6331	4,508.23
124	3/2/2015	Bill Voucher - Fund 6331	3,560.17
125	3/16/2015	Bill Voucher - Fund 6331	11,357.81
126			
127		Total Bills	19,426.21
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129	2/1/2015	Healthcare - February 2015	2,154.48
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131		Total Health Care	2,154.48
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133	2/1/2015	Payroll - February 2015	18,616.53
134			
135		Total Payroll	19,378.41
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137		Total Expenditures	40,959.10
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139 Bill Evans called for a motion to approve all vouchers.
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141 **MSP** A motion was made by Michael Moore and seconded by Sarah Eppenbach to
142 approve all bills totaling \$40,959.10. Motion passed.

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144 **Surplus:** 81 items withdrawn for book sale valued less than \$500 and the former wall/ceiling
145 projection screen were presented for surplus.

146
147 Bill Evans called for a motion to approve surplus.

148 **MSP** A motion to approve surplus was called for by Ilene Unruh and seconded by
149 Michael Moore. Motion approved.

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151 **Adjournment:** With no other business on the agenda, Bill Evans called for a motion to
152 adjourn.

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154 **MSP** Sarah Eppenbach moved and Michael Moore seconded to adjourn the meeting.
155 Motion passed. The regular meeting adjourned at 2:04 PM.

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157 **Next Meeting: April 9, 2015**

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159 Respectfully submitted: _____
160 Board Secretary

161 Approved: _____
162 Board Chair

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