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

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

Old Business

Grant Activities: Covered during the librarian report.

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

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

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

New Business

Year in Review: Director Pray presented the library’s Year in Review with a Power Point slide show highlighting the operational trends, collection, events, and finances. The presentation will be attached as part of the minutes. The board of trustees voiced their
appreciation of a thorough job of piecing together all the information and congratulated Lou and the
staff for another outstanding year.

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

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

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

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

Approval of Bills

March 19, 2015 Expenditures

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Total Bills 19,426.21

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Total Health Care 2,154.48

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Total Payroll 19,378.41

Total Expenditures 40,959.10

Bill Evans called for a motion to approve all vouchers.
A motion was made by Michael Moore and seconded by Sarah Eppenbach to approve all bills totaling $40,959.10. Motion passed.

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

Bill Evans called for a motion to approve surplus.

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

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

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

Next Meeting: April 9, 2015

Respectfully submitted: ________________________________

Board Secretary

Approved: ________________________________

Board Chair