

Lopez Island Library Board of Trustees
Regular Meeting
March 17, 2016

Approved as amended April 19, 2016

Regular Board Meeting Call to Order:

Acting Chair Bob Buchholz called the regular March 17, 2016 meeting of the Lopez Library Board of Trustees to order at 12:05 PM.

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

FOL: Taya Higgins was present representing the Friends of Lopez Island Library.

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

Agenda Approval: The agenda was presented for approval. The Executive Session to discuss personnel issues was moved to the next meeting. A discussion about moving the board meeting day and time was added to the agenda. Chair Bob Buchholz called for a motion.

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

Approval of February 24, 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. Ilene Unruh asked if future, corrected Board of Trustee Minutes could be added to the meeting packets. Board members and staff were in agreement.

MSP Ilene Unruh moved and Rob Thesman seconded the motion to approve the February 24, 2016 meeting minutes as amended. Motion passed.

Friends of the Library Report: Taya Higgins gave an update on the Friends of the Library Board Meeting. The Friends will be ordering new merchandise for fundraising, including travel mugs with the library logo. The Friends also have decided to staff a table at the Lopez Island Farmer's Market on Saturdays (May-September). The goal is to have a public presence at the market, sell merchandise, and promote library programs and services. The next book sale will be April 9th, 2016 with a focus on Gardening and Crafts. Several master gardeners will be present to answer questions.

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

- A total of 205 items were added to the collection.
- Circulation was down 5% (7,508) from this time last year (7,889).
- The Library Basement is continuing to be cleaned out and organized due to the Fire Marshall's recommendations.
- Bill Clemens is continuing to work on the library staff's shared drive.

- Jen Krajack reported on programs thru September 2016; including the Musical Instruments Petting Zoo (new instruments will include bag pipes and accordions, and Peter Ludwig will play the clarinet)
- In 2015, the library circulated over 100,000 items. We saw a 30% increase in electronic downloads. The library added HOOPLA and Tumblebooks to the digital collection. We also began a regular Bilingual Story Hour and Baby Story Time.
- A Strategic planning update is under way for 2016-2020. Most libraries are seeing a decrease in walk-in patrons, how does the library want to plan for this going forward?

Old Business

Workplace Survey Results: Anne Auckland, Lou Pray, and Ilene Unruh reviewed the survey results sent to staff and volunteers. There were 30 participants out of 67 surveys emailed. The surveys were anonymous. A separate PDF PowerPoint is attached with the survey questions and results, including Director's plans for improvement.

New Business: Lou will be attending a Labor relations conference on May 23rd in Yakima, WA. Lou and Claudia will also be attending a BARS conference on April 5th, 2016 in Friday Harbor.

Check Signing on Petty Cash Account Approval: A motion to approve Claudia Rempel as a co-signer of checks for the petty cash account was presented. Chair Bob Buchholz called for a motion

MSP Ilene Unruh moved and Marilyn seconded a motion to approve Claudia as a co-signer. Motion passed.

OCLC- The board was in unanimous agreement that the library should upload catalog information to the database OCLC, to facilitate interlibrary loans.

New York Times Digital Subscription- The board approved a purchase of a New York Times Digital Subscription for the library. The Friends of the Library Board have agreed to pay a trial year for \$956.00.

Audit Process- Lou Pray, Claudia Rempel prepared the paperwork for the 3 year audit (2013, 2014, 2015). The paperwork was delivered to Bellingham on Friday, March, 15 2016 by Jen Krajack.

Unattended Children in the Library- A discussion about library policy regarding unattended children in the library followed. Lou agreed to draft wording changes to the policy. After the changes have been approved by the Board, Ilene will help draft the wording of a notice to be posted in the library. Any problems with behavior or violation of Library policy by adults or children will be referred to the Sheriff's Office if library's staff warnings/interactions are ignored.

Adult Literacy Conference- Director Lou Pray will be looking into attending a conference on Adult Literacy to prepare for Adult Literacy training sessions to be held at the library.

91 **Meeting Day Change-** Chair Bob Buchholz called for a motion to change the Board of
92 Trustees Meeting from the third Thursday of the month to the third Tuesday of the month. The
93 meetings would begin at 10am instead of 12:00pm and will be held in the director's office.

94 **MSP** Ilene Unruh moved and Rob Thesman seconded a motion to approve the meeting
95 change. Motion passed

96

97 **Approval of Bills**

98

99 **March 17, 2016 Expenditures**

100

101 2/29/2016 Bill Voucher - Fund 6331 1,570.34

102 3/7/2016 Bill Voucher - Fund 6331 1,636.41

103 3/15/2016 Bill Voucher - Fund 6331 1,890.55

104

105 **Total Bills 5,097.30**

106

107 2/1/2016 Healthcare – March 2106 3,002.65

108

109 **Total Health Care 3,002.65**

110

111 2/1/2016 Payroll – March 2016 **23,781.63**

112

113 **Total Expenditures 31,881.58**

114

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

116 **MSP** A motion was made by Ilene Unruh and seconded by Rob Thesman to approve all
117 bills totaling \$32,072.38. Motion passed.

118

119 **Surplus:** 583 items deleted, mostly back issues of periodicals that haven't circulated in 3 years
120 valued less than \$500.00. Plus, UX345L Sharp Fax machine (no longer have phone lines).

121

122 **Next Meeting: Regular Library Board of Trustees Meeting – Tuesday, April 19, 2016-**
123 **10am.**

124

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

127 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to adjourn
128 the meeting. Motion carried unanimously.

129

130 The meeting adjourned at 2:15 pm.

131 Respectfully submitted: _____

132

Board Secretary

133 Approved: _____

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Board Chair