

Lopez Island Library Board of Trustees  
Regular Meeting  
March 30, 2017

Approved as Amended, April 18, 2017

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular March 30, 2017 meeting of the Lopez Library Board of Trustees to order at 10:04 AM.

**Members Present:** Trustees Bob Buchholz, Rob Thesman, and Ilene Unruh. Anne Auckland (excused), and Marilyn Berger (excused).

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

**Agenda Approval:** The agenda was presented for approval. Two items were added under New Business: Capital Reserve Fund and Levy.

**Approval of February 21, 2017 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. The minutes were approved with minor amendments

**MSP** Rob Thesman moved and Ilene Unruh seconded the motion to approve the February 21<sup>st</sup> meeting minutes as amended. Motion passed.

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

- The library has spent about 11% of the budget as of March 1, 2017. An approximate revenue of about 6% has been received with a larger influx expected in April.
- Overall, February saw an increase in computer sign-ups, 4,083 library visits and, 329 program attendees.
- A total of 174 items were added to the collection in February 2017.
- Staff continue to work with the LIFRC to offer a summer "day camp" at the library. They also continue to work with the Early Release Tuesday sessions. The staff are beginning to work on organizing and schedule summer reading events.
- The library is continuing to look for opportunities to work with other groups on the island. Some recent collaborations have included working with Lopez Island Hospice and Home Health to promote their program. The Lopez Bookshop and Shark Reef Literary Magazine also partnered with the Library to host the WA State Poet Laureate.
- Leif Whittaker/Jim Whittaker were the first program of the library's current series, "Beyond Limits". Approximately 230 people attended this event.

47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92

**Old Business:**

- **Grants:** The library was awarded a \$1,500.00 grant to fund a coding class for kids. The grant includes tablets, headphones, and money for marketing.

**New Business:**

- **Workplace Survey Results:** The board has compiled surveys and would like to hold an executive session to review results by the end of April.
- **Staff Training Day:** The San Juan Library is hosting an all-day training for library staff on Wednesday, April 26<sup>th</sup>. The board would like to keep the library open with volunteers on that day.
- **Capital Reserve Fund:** Chair Bob Buchholz gave a general overview of the Library's Capital Reserve Fund, and a plan to build up money in this account. The Reserve's purpose is to fund facility modification, major building maintenance, landscaping, and furnishings. Fund sources for the Reserve Fund come from an annual budget line item, gifts and grants, and any end of year surplus. Bob proposed the Library set a \$10,000.00 annual revenue to reach a 10% fund level in 5 years.
- **Levy Lift-** Chair Bob Buchholz proposed that the Board consider a Library Levy Lift Ballot Measure in 2018. This is due to an increase in overall operating costs, the uncertainty of property tax funding, and a lack of guaranteed revenue from donations.

**Approval of Bills over \$500-**

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

**-Computer for conference room: \$679.94**

**March 30, 2017 Expenditures**

Staff and Admin Payroll	\$ 15,044.68
HCA	\$ 2,230.98

93	<b>Expenditures</b>	
94		
95	Vouchers 2/27/2017	\$ 3,306.06
96	Vouchers 3/13/2017	\$ 11,521.94
97	Vouchers 3/27/2017	\$ 7,093.67
98		
99	<b>Total-</b>	<b>\$ 39,197.33</b>

100  
101  
102  
103 Chair Bob Buchholz called for a motion to approve all vouchers.

104  
105 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all  
106 bills totaling \$39,197.33. Motion passed.

107  
108 **Surplus:** 2 items weeded (valued less than \$500.00)

109  
110 Chair Bob Buchholz called for a motion to approve all surplus items.

111  
112 **MSP** A motion was made by Ilene Unruh and seconded by Rob Thesman to approve all  
113 weeding of surplus items. Motion passed.

114  
115 **Next Meeting: Regular Library Board of Trustees Meeting –April 18, 2017.**

116  
117 **Adjournment:** With no other business on the agenda, Chair Bob Buchholz called for a motion  
118 to adjourn.

119 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to adjourn the  
120 meeting. Motion carried unanimously.

121  
122 The meeting adjourned at 11:16am.

123 Respectfully submitted: \_\_\_\_\_  
124 Board Secretary

125 Approved: \_\_\_\_\_  
126 Board Chair