Regular Board Meeting Call to Order:
Chair Bob Buchholz called the regular May 15, 2018 meeting of the Lopez Library Board of Trustees to order at 10:02 AM.

Members Present: Trustees Bob Buchholz, Heike Deubner, Rob Thesman, and Marilyn Berger. Ilene Unruh (excused)

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

Agenda Approval: The agenda was presented for approval. One item was added to the agenda under New Business: New Board Member recruitment.

MSP Heike Deubner moved and Rob Thesman seconded the motion to approve the May 15th meeting agenda as amended. Motion passed.

Approval of April 20, 2018 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.

MSP Rob Thesman moved and Marilyn Berger seconded the motion to approve the April 20th meeting minutes as amended. Motion passed.

Friends of the Library Report: Barbara Orcutt gave a short report regarding the Friends’ recent activities. Much of their attention is focused on the upcoming 4th of July book sale. Patron donations are abundant. They are also still looking for an event to host their annual meeting.

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

- The library has received approximately 39% of the projected budget. Expenditures as of April 1, 2018 are approximately 27% of the projected budget.
- There were 7,751 circulating items in the month of April.
- A total of 959 electronic downloads were reported for April of 2018.
- Library visits were up from the previous month at 5,156 visits.
• A total of 223 items were added to the collection in April of 2018.
• Program attendees for adult and children’s programs totaled approximately 344 people.

Old Business:

Honoring Friends of the Library: The board discussed with Barbara Orcutt a date for a joint meeting of the Friends and Library Boards. This meeting would also be a time to show appreciation for the work the Friends are doing to fundraise for the library. A meeting is scheduled for Tuesday, June 19, 2018.

Resolution approving budget revisions: The County provided the actual numbers for beginning cash. The adjusted budget for beginning cash is $117,000.00. Lou adjusted several line item amounts to reflect the increase in beginning cash.

   MSP Marilyn Berger moved and Heike Deubner seconded the motion to approve Resolution 18-1 to adjust the 2018 budget as amended. Motion passed.

Interlibrary Loan Policy Revision: The board discussed a change to the Interlibrary Loan Request policy (4.3.3). The library would now charge a fee to process interlibrary loans. This is to offset the rising costs of postage for ILL items. A re-write of the current policy will be reviewed at the June meeting.

New Business:

Resolution appointing a claims agent: Enduris, the library’s insurance provider, asked that a representative from the library be appointed as a claims agent. Bob Buchholz agreed to take on the role of claims agent should the need arise.

Approval of Bills:

   Expenditures Summary 15-Apr-18

   Payroll Worksheet

   May-18
   Staff and Admin Payroll $19,163.94
   HCA $4,152.38
Expenditures
Vouchers 4/24/2018 $4,244.50
Vouchers 5/1/2018 $2,548.42
Vouchers 5/14/2018 $11,086.77

Total- $41,196.01

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

MSP A motion was made by Rob Thesman and seconded by Heike Deubner to approve all bills totaling $41,196.01. Motion passed.

Surplus: 150 items weeded (valued less than $500.00). Also, several computers, keyboards, and printers were weeded.

Dell Computers/Keyboards: DCHMTF1, 8FHMTF1, 2FHMTF1, 58P7TF1, 5FHMTF1
Printers: Workcenter 3325-LA8189309, Xerox 6505-DX3002505.

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

MSP A motion was made by Rob Thesman and seconded by Heike Deubner to approve all weeding of surplus items. Motion passed.

Next Meeting: Regular Library Board of Trustees Meeting – June 19, 2018.

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

MSP A motion was made by Rob Thesman and seconded by Marylin Berger to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:35am.

Respectfully submitted: ________________________________

Board Secretary

Approved: ________________________________

Board Chair