

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

Approved as Amended on 6/21/2016

**Regular Board Meeting Call to Order:**

Bob Buchholz called the regular May 17, 2016 meeting of the Lopez Library Board of Trustees to order at 10:05 AM.

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

**FOL:** Taya Higgins, Friends of the Library Chairperson.

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

**Agenda Approval:** The agenda was presented for approval. Some items in the New Business category were shifted to be presented in a different order.

**MSP** Anne Auckland moved and Ilene Unruh seconded a motion to approve the agenda as amended. Motion passed.

**Approval of April 19, 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.

**MSP** Rob Thesman moved and Anne Auckland seconded the motion to approve the April 19<sup>th</sup> meeting minutes as amended. Motion passed.

**Friends of the Library Report:** Taya Higgins gave a short report about the agenda for the upcoming Friends' May 2016 meeting. They plan to revisit the concept of holding several mini library sales and discuss whether they were lucrative enough to continue. They will also begin planning for the large 4<sup>th</sup> of July sale and discuss the pros and cons of continuing the Thanksgiving book sale.

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

- The library has received about 40% of the projected tax revenue for 2016, and has spent about 30% of the budget as of May 1, 2016.
- In April, the library circulated more books (3,999) than non- books (3,652).
- Patron visits were down from April of last year. The library will begin counting other types of visits: programs sponsored but not held at the library, community room uses,

46 little ones who do not register on the people counter. This might give a more accurate  
47 picture of library usage.

- 48 • A chart of the library's electronic program costs was presented. It showed the total cost  
49 of each subscription, the amount of usage by patrons, and the cost per usage. Special  
50 mention and praise was given to library staff members, Kathy Holliday and Jen Krajack,  
51 for their promotion and education of Ancestry.com, our most popular digital program.

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#### 54 **Old Business:**

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56 **Friends/Staff Appreciation Brunch:** Ilene Unruh updated the progress on planning the  
57 brunch scheduled for Thursday, May 19<sup>th</sup> at 10am.

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#### 60 **New Business:**

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- 62 • A resolution to update and amend the 2016 budget will be postponed until the June 21,  
63 2016 board meeting. The totals of the 2016 property tax revenue will be more precise  
64 after the first half property tax payments received are known by the county assessor.  
65 First half property taxes were due April 30<sup>th</sup>, so by the end of May the library will have a  
66 better idea of 2016 receipts.

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- 68 • Sam Bernardi, library staff, introduced the new Lopez Island Library YouTube Channel.  
69 It will include videos of programs and other content sponsored by the library.

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- 71 • The 2013-2015 State Accountability Audit has finished. We are expecting an exit letter  
72 soon with any findings and recommendations.

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- 74 • A program by Richard Haag, renowned landscape architect, has been cancelled due to  
75 Mr. Haag's hip fracture.

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- 77 • **ILL policy change:** A policy change was discussed based on increasing costs in Inter-  
78 Library Loan charges. Some research libraries are charging to lend books to other  
79 libraries. The discussion centered on whether the library should continue to absorb  
80 those costs (typically \$25-\$50) or pass them on the patron. The board recommends  
81 that the actual costs of interlibrary loans (not counting postage) be passed on to the  
82 individual patrons making the request. Lou Pray will write up a policy change for the  
83 board to review at next month's meeting as a first reading.

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- 85 • Lou Pray attended a Labor Relations Institute conference in Yakima, WA for three days.  
86 This class was sponsored by our insurance company, Enduris. Lou attended workshops  
87 that included the following topics: de-escalation of conflict, WA laws on discrimination,  
88 Maximizing Success and managing top performers, and 101 ways to reward employees  
89 (not monetarily).

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

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

- Renewal for Consumer Reports subscription
- Renewal for Novelist Database subscription

**May 19, 2016 Expenditures**

Staff and Admin Payroll	\$17,577.75
HCA	\$2,788.25

**Total- \$20,366.00**

**Expenditures**

Vouchers 4/22/2016	\$7,996.93
Vouchers 4/29/2016	\$1,038.60
Vouchers 5/3/2016	\$1,596.12
Vouchers 5/5/2016	\$ 466.94
Vouchers 5/16/2016	\$2,682.47

**Total- \$13,781.06**

**Total Expenditures- \$34,147.06**

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

**MSP** A motion was made by Ilene Unruh and seconded by Rob Thesman to approve all bills totaling \$34,147.06. Motion passed.

**Surplus:**

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

**MSP** A motion was made by Anne Auckland and seconded by Marilyn Berger to approve all weeding of surplus items. Motion passed.

- 103 weeded books and damaged DVDs less than \$500.00
- Plus the following defunct equipment from the basement:
- DELL CPU: # 09D224
- PRODUCT KEY: KEYXC32T-W834P-6JPDM-RWYGJ
- BAR CODE: 00019-113-894-451
- DELL CPU: #0T7570
- PRODUCT KEY: KQTH3-XFKHB-WF8MX-6X986
- BC: 00045-569-610-230
- DELL CPU: 0T7570

139 PRODUCT KEY: KQTH3-XFKHB-WF8MX-6X986  
140 BC: 00045-569-610-226  
141 DELL CPU: 09D224  
142 PRDUCT KEY: RRTFG-KQKVX-YP9H6-9WDP8-F9K23  
143 BC: 00019-082-087-349  
144 DELL CPU: #0T7570  
145 PRODUCT KEY: T48Q9-AWCGT-2CCHG-9MXRV-B6P3W  
146 BC: 80045-470-673-151  
147 DELL CPU: 0T7570  
148 PRODUCT KEY: FYK90-XF2XK-DXC82-98VPY-JJ3XW  
149 BC: 80045-470-673-147  
150 HP CPU: 584037-001  
151 PROD. KEY4DVKR-Q87BC-CY62F-GJXK-M9CHJ  
152 BC: 0196-165-704-186

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154 **Next Meeting: Regular Library Board of Trustees Meeting – Tuesday, June 21, 2016.**

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

158 **MSP** A motion was made by Rob Thesman and seconded by Anne Auckland to adjourn  
159 the meeting. Motion carried unanimously.

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161 The meeting adjourned at 11:52am.

162 Respectfully submitted: \_\_\_\_\_  
163 Board Secretary

164 Approved: \_\_\_\_\_  
165 Board Chair