

Lopez Island Library Board of Trustees  
Regular Meeting  
May 18, 2017

Approved as Amended June 15, 2017

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular May 18, 2017 meeting of the Lopez Library Board of Trustees to order at 5:28pm.

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

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

**Guest:** Barbara Orcutt, new chair of the Friend of the Lopez Library.

**Agenda Approval:** The agenda was presented for approval. Three items were added to the Agenda- under Old Business: Friends/Staff Tea dates, and under New Business: Electric Parking Space Signage, and Library Board Member resignation.

**Friends of the Library Report:** Barbara Orcutt gave an update on the Friends of the Library. Taya Higgins stepped down as Chair and will now work alongside Barbara as Vice Chair. The Friends are in the midst of re-organizing their board, paring down in-active members, re-assigning duties, and formalizing term limits. They are also in preparation for the 4<sup>th</sup> of July book sale.

**Approval of April 20, 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.

**MSP** Marilyn Berger moved and Rob Thesman seconded the motion to approve the April 20<sup>th</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 23% of the budget as of May 1, 2017. An approximate revenue of about 23% has been received.
- A total of 379 items were added to the collection in April 2017.
- Broadband usage and searches in Library subscribed databases were up from the previous month.
- Ingrid Vliet, new Youth Coordinator, will begin work on June 20<sup>th</sup>.
- The library will be hosting a program with David Gordon on "Sasquatch" this summer.

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**Old Business:**

- **Library Board meeting time change:** The Library board meeting times will now be held on the 3<sup>rd</sup> Thursday of the month from 10:00am to 12:00pm.
- **Friends/Staff Tea:** The Library board will be hosting an appreciation tea for the Friends of the Library and Library Staff on Thursday, October 5, 2017 at 11:00am.

**New Business:**

- **Kristina Moen:** the Library Board approved an increase to 20 hours for Kristina and added access to medical benefits.
- **Friends/Board of Trustees Joint Meeting:** The Library Board and Friends of the Library will schedule a meeting to discuss policies and procedures.
- **Wednesday night staffing, paid vs. volunteer:** At this time, the Library will continue to staff the Wednesday night shift with volunteers.
- **Electric Parking Space Signage:** A new sign is scheduled to be put up alerting patrons that charging for electric vehicles is now available.
- **Library Board Member resignation:** Bob Buchholz reported that Anne Auckland will be resigning as a Board Member. Director Lou Pray will be posting an opening for a new board member.

**Approval of Bills**

May 18, 2017

**May 2018**

Staff and Admin Payroll	\$16,726.36
HCA	\$ 3,784.97

**Expenditures**

Vouchers 5/1/2017	\$ 6,824.12
Vouchers 5/15/2017	\$ 5,358.66

<b>Total-</b>	<b>\$ 32,694.11</b>
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Chair Bob Buchholz called for a motion to approve all vouchers.

**MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all bills totaling \$32,694.11. Motion passed.

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**Surplus:** 451 items weeded (valued less than \$500.00)

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

**MSP** A motion was made by Ilene Unruh and seconded by Rob Thesman to approve weeding of 451 surplus items. Motion passed.

**Next Meeting: Regular Library Board of Trustees Meeting –Thursday, June 15, 2017 at 10am.**

**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 Marilyn Berger to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 6:17pm.

Respectfully submitted: \_\_\_\_\_  
Board Secretary

Approved: \_\_\_\_\_  
Board Chair