

Lopez Island Library Board of Trustees
Regular Meeting
May 21, 2015

Approved as amended on June 18, 2015

Regular Board Meeting Call to Order:

Chair Bill Evans called the regular May 21, 2015 meeting of the Lopez Library Board of Trustees at 12:12 PM.

Members Present: Trustees Bill Evans, Sarah Eppenbach, Mike Moore, Rob Thesman, and Ilene Unruh.

Staff: Director Lou Pray and Judy Welker were also present.

Guest Speaker: None

Agenda Approval: The board reviewed the agenda. Under old business, Bill Evans suggested to change the subject of Bill Evans from a discussion to an action.

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

Approval of April 9, 2015 Board Minutes: Minutes were sent out prior to the meeting and corrections and change suggestions were emailed in response. An amended draft of the minutes was submitted for approval. After a brief discussion of changes, Bill Evans called for a motion to approve.

MSP Michael Moore moved and Rob Thesman seconded the motion to approve the April 9, 2015 meeting minutes as amended. Motion passed.

Friends of the Library Report: Lou reported for the Friends. The mood turned low, as members learned that it was President Ellin Evans last meeting. She will be missed. Nancy Butte has stepped up as President only through the summer and July 4th book sale. The book sale hours will be from 9:00 – 3:00 pm. To keep things simple, those will be the hours for the Thanksgiving sale as well. There were three new members introduced, but they are actively looking for someone else to lead the Friends by summer's end. The budget was discussed. Jen Krajack had prepared a spreadsheet showing scheduled programs and events and Judy Welker prepared reimbursement invoices for expenditures incurred for programs and equipment for the first four months of 2015. The Friends have also agreed to pay for the office re-design, but the drawings will be done gratis by Michelle Anderson of QuantumSolutions.com.

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

- Lou received a \$1,000 grant for Garth Stein.
- We used the rest of the digital skills grant monies to purchase two video cameras and associated software and peripherals that the Lopez Island Family Resource Center had requested for their summer video class instruction.

- We also purchased 15 iPads Minis and 13 Asus notebooks for checkout. We have received positive feedback from the school from teachers and students who have checked out the notebooks for schoolwork.
- The library received a site visit from Elizabeth Iaukea from the Washington State Library who was impressed with extent of our programs we managed to complete during the Digital Skills Grant timeline. Surveymonkey.com survey results on the digital skills grant programs were very positive. Lou will share the results at the next meeting.
- The total number of library program attendees was 770, not including children's programs.
- Trustee Eppenbach asked Lou about how Rosie's reduced hours were working. Lou briefly explained how the hours were divided among staff and spread of duties.

Old Business

Digital Skills Grant Closure – survey results (discussion): This was already discussed.

Library HR Policies: The board and Lou reviewed some of the sections of the Human Resources policy. Sarah asked for Lou what she most needed from the Board in this area. Lou stated the most important thing is a clear policy on paid vacation leave for part-timers to clarify yes or no and policy wording to support that. Lou also requested that we follow the San Juan County norm in sick and vacation accrual with the added benefit that the county could then take that part over for us instead of Lou having to maintain in-house. Sarah asked if the board had the authority to make decisions on these issues. Trustees Thesman and Evans both agreed that the board does. Rob Thesman wanted to know how what the costs would be if all the employees got insurance or a portion of it paid related to the hours they worked. They also asked what other options the Public Employee Benefits Board (PEBB) offer for insurance coverage. Sarah Eppenbach wanted to meet prior to the next board meeting to draw up an agenda for the Board Retreat at Grace Church to take place the following day.

Bill Evans status (action): Bill Evans asked the board to accept his letter of resignation. A motion was reluctantly made to accept his resignation, to be effective at the end of the current board meeting.

MSP Michael Moore moved and Ilene Unruh moved to accept the resignation of Bill Evans with regret, effective at the adjournment of the meeting on May 21, 2015. The motion passed.

The board agreed they would vote for a new Chair at the next meeting.

VoiP followup: This will be on the June agenda. Caleb Pal has some numbers he wants to present.

ADA followup: Lou put a call in to Enduris (our building insurance) to see if they had any suggestions for ADA training. They are big on offering training, mostly to prevent employee litigation against employers. They had no suggestions for inspections but other libraries have done it and Lou will follow up that with her library listserv.

93 **Acoustics:** Nancy Greene met with Lou to review the library's meeting room space from an
94 acoustical perspective. While she provided a list of professionals and companies that make
95 acoustical panels, her recommendation was to try some things before committing the money.
96 She suggested hanging quilts, pulling the shades or borrowing the baffles from the Community
97 Center to see if that made a difference with sound issues.
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99 **New Business**

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101 **WA Library Association highlights:** Judy Welker and Lou Pray shared information and
102 insights received at the 2015 Washington Library Association Conference held at Tulalip
103 Casino Conference Center on April 16-17, 2015.
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105 **Ferry Director's meeting highlights:** San Juan County libraries are investigating reciprocal
106 borrowing with the King County libraries. There are still questions that need to be addressed
107 such as how would it work in terms of returns, holds, overdues, priorities and what costs are
108 involved? The three directors divvied up the tasks to call other libraries involved in reciprocal
109 borrowing arrangements with King County libraries to get some answers. No urgency on this
110 but we'll bring back the information as it is collected.
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112 Birds of North America Online will be a joint digital purchase for our three islands. Cornell's
113 subscription fee is \$675.00 for all three libraries. The best part is that the San Juan Island
114 Audubon Society is picking up the full tab. We are including thanks to them in our web release
115 and card also. A great community gift!
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117 Given the low usage of Rosetta Stone, the other libraries aren't keen to renew with RS. Lou
118 will investigate other foreign language options that might work. We've done a trial on
119 Pronunciator.
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121 The island directors also discussed HR topics, including their policies on wage increases and
122 benefits. Both give medical benefits to less than full-time employees. COLA increases would
123 still be dependent on economic conditions. Some currently have a cap on merit increases and
124 instead pay an extra \$25.00 each pay period depending on years of service..
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126 Other discussion topics included meeting room policies, dealing with disruptive patrons, and
127 360° evaluation for directors, pros and cons.
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129 **Approval of Bills**

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131 **March 19, 2015 Expenditures**

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133	4/14/2015	Bill Voucher - Fund 6331	6,894.98
134	4/21/2015	Bill Voucher - Fund 6331	4,751.73
135	4/28/2015	Bill Voucher - Fund 6331	6,431.24
136	5/5/2015	Bill Voucher - Fund 6331	3,213.78
137	5/12/2015	Bill Voucher - Fund 6331	10,895.04
138	5/19/2015	Bill Voucher - Fund 6331	993.99

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Total Bills **33,180.76**

6/1/2015 Healthcare - June 2015 1,436.32

Total Health Care **1,436.32**

6/1/2015 Payroll - June 2015 19,486.05

Total Payroll **19,486.05**

Total Expenditures **54,103.13**

Bill Evans called for a motion to approve all vouchers.

MSP A motion was made by Sarah Eppenbach and seconded by Rob Thesman to approve all bills totaling \$54,103.13. Motion passed.

Surplus: 62 items withdrawn for book sale valued less than \$500 were presented for surplus. Bill Evans called for a motion to approve surplus.

MSP A motion to approve surplus was called for by Rob Thesman and seconded by Ilene Unruh. Motion approved.

Adjournment: With no other business on the agenda, Bill Evans called for a motion to adjourn.

MSP Rob Thesman moved and Sarah Eppenbach seconded to adjourn the meeting. Motion passed. The regular meeting adjourned at 2:31 PM.

Next Meeting:

Regular Library Board of Trustees Meeting - June 18, 2015

Library Board of Trustees Retreat – June 19, 2015

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair

**Lopez Island Library Board of Trustees
Librarian's Report
June 18, 2015**

Financial Snapshot for 2015

Revenue as of June 1, 2015 - \$271,017 (47%)
Expenditures as of June 1, 2015 \$198,122 (34%)
In our General Operating Funds as of June 1, 2015 - \$
In our Capital Improvement Funds as of June 1, 2015 - \$42,882.01
Lopez Island Endowment Fund: \$88,657.89

Select Operational Statistics for May 2015

Checkouts - 6995 down from last May's 8058
Holds Placed - 447
Patron Visits – 4791 down from last May's 5,410
ILL – 68 up from 55
Computer sign-ups – 735 down from last May's 812
Computer Hours – 404 hours down from 508 hours last May

Acquisitions Report

Lou selected and ordered the following in May 2015: 216 books; 37 films; 13 music CDs; 1 audiobooks

Lou's May 2015 Activities

Grants – Worked with Jen Krajack on the final report for the Digital Skills grant. We were \$5K shy of our total, due to them refusing to pay for training at a conference.

One-on-one training

- ✚ The 30 minute one-on-one sessions are popular mostly for help with devices and some library products (Flipster, Hoopla, Overdrive); help setting up a blog using Wordpress. Met with a woman struggling to get a downloaded audiobook to her iPod mini.
- ✚ Helped with Garth Stein event (over 156 attendees) and did introduction and chairs set up and take down (with Jen, Mike, and John Pray)

Other

- ✚ Advertised for a new board trustee (newspaper, Lopezrocks, web page, flyers, etc.)
- ✚ Interviewed and hired two summer students (through Friends of the Library Stipend)
- ✚ Worked with Rosie on her retirement issues
- ✚ Started annual performance appraisal process for staff members

- ✚ Completed WDLA Amendment paperwork
- ✚ Updated Board and Friends Contact and term information
- ✚ Ordered ergonomic chairs and Varidesk (sit/stand stations) for staff to try

Upcoming Webinars for HR & PROFESSIONAL DEVELOPMENT

- Engaging Your Local Writing Community: Author events strengthen the existing bonds between readers and books, but what about the bond between authors and libraries? This free webcast discussed successful programming ideas for engaging the authors, published and aspiring, in your local community. Hearing about projects from Topeka & Shawnee County's Community Novel Project to Cuyahoga County's "Indie Ohio" collection of self-published ebooks, gave me ideas that will hopefully engage our local authors and draw in local readers to uncover the best of local creativity.
- A Strong Foundation: Library Master Planning, from Campus or Community Vision to Broad-Based Support. – free webinar covered planning and community engagement when starting a building phase in your library.

FINANCES

Unable to continue with Rosetta Stone due to Orcas and San Juan dropping out of the subscription. It would be \$5K to subscribe as a single library.

Kathy May 2015 Activities

Kathy started Ancestry.com 30 minutes introduction classes in May 2015. Thus far four attendees for her one-on-one training classes.

Will be working extra hours through the summer only in light of Rosie's sudden retirement

Beth's May 2015 Activities

Jen's May 2015 Activities

The final Digital Skills Grant submittal for reimbursement was forwarded to WSL. The digital grant money was almost entirely spent and the objectives for the money, which were well defined when the grant was launched, were met.

The library hosted patron Barbara Carver on May 14th at Port Stanley School presenting a program on her trip to India. "Home to India" was attended by over 80 people and combined narrative with images of her journey. The program shared her visit to her grandfather's/father's home in northern India where her grandfather was a missionary and where her father grew up and attended school. The program was used to launch a new press of Lopez Island Library's *Ancestry.com* website features. A hand-out on *Ancestry.com* was provided as well as an overview of available library staff assistance for learning the *Ancestry* tools.

New artwork was placed on exhibit beginning May 15th. The watercolors of Daphne Morris (bird images set against sheet music) and the ceramics of Laura Morris are now in display through July 3rd.

On Sunday May 17th Tim Fry of 468 Communications held his workshop on *Creative Storytelling in the Digital Age*. A dozen people attended the three hour workshop which featured break-out sessions and the opportunity with his support to learn a dynamic process for creating and communicating your story. The workshop was part of the Digital Skills Grant.

On Friday May 22nd the library hosted a celebration of the life and work of Ivan Doig who passes away this year. Doig biographer Elizabeth Simpson alternately read from his beautiful prose and her biographical work explaining Doig's processes and life history. The celebration was attended by 33 people. Ms. Simpson left time for questions and stories at the end of her program. Various people shared their stories of Ivan Doig author readings, etc. and it was truly a celebration of the author.