Budget Public Hearing Call to Order: Acting Chair Marilyn Berger called the Public Budget Hearing to order at 10:00 am.

Board Members Present: Trustees Marilyn Berger, Heike Deubner, and LeaAnn Rolla. Bob Buchholz and Constance Euerle were excused.

Staff: Director Lou Pray and staff member Claudia Rempel were present.

Guests: none present.

Agenda: As this meeting was duly advertised and convened to include the purpose of public input for the annual Library Budget, Acting Chair Marilyn Berger declared the meeting open to the public.

Budget 2019 (action):

2019 Levy Certification: Director Lou Pray read the Levy Certification requesting the levy amounts to be collected in 2019.

2019 Ordinance/Resolution 18:3: Lou Pray read the 2018 Ordinance/Resolution authorizing the increase of 1% of last year’s property tax.

2019 Budget Resolution 18-2: Lou Pray read the Resolution 18-2 adopting the General fund Budget and Capital Improvement Budget for 2019. As the board was satisfied with all the revisions and that a public hearing was properly executed, Marilyn Berger called for a motion.

MSP Heike Deubner moved and LeaAnn Rolla seconded to approve Budget/Ordinance 2018-3 and Budget Resolution 2018-2, adopting the 2019 1% increase and General Fund Budget/ Capital Improvement Budgets. There was no more discussion. The vote was unanimous for approval. Motion passed.

There was no public input and the 2019 Ordinance/ Resolution 18-3 and Budget Resolution 18-2 were approved.

Convening Regular Board Meeting: At 10:30am, Acting Chair Marilyn Berger, closed the budget hearing portion of the meeting and moved on to the agenda for the regular November 13, 2018 meeting of the Lopez Library Board of Trustees.
Lopez Island Library Board of Trustees
Regular Board Meeting
November 13, 2018
Approved as Amended December 18, 2018

Regular Board Meeting Call to Order: Acting Chair Marilyn Berger Buchholz called the scheduled November 13, 2018 of the Lopez Library Board of Trustees to order at 10:33 am.

Members Present: Trustees Marilyn Berger, Heike Deubner, and LeaAnn Rolla. Bob Buchholz and Constance Euerle were excused.

Staff: Director Lou Pray and staff member Claudia Rempel were also present.

Friends of the Library: Friends president Barbara Orcutt was also present.

Agenda Approval: The meeting agenda was reviewed. Three items on the agenda were postponed for next month’s meeting: HR Policy Additions, Board of Trustee Office Election, and the Endowment Fund. Marilyn Berger called for a motion to approve the revised agenda.

MSP Heike Deubner moved and LeaAnn Rolla seconded a motion to approve the agenda as revised. Motion passed.

Approval of October 17, 2018 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. Marilyn Berger called for a motion to approve the minutes.

MSP LeaAnn Rolla moved and Heike Deubner seconded the motion to approve the October 17, 2018 meeting minutes as amended. Motion passed.

Friends of the Library Report: Barbara Orcutt gave a report about the Friends of the Library activities for the month of October.
- The fall annual mailing has been sent out and donations are being received. In future, the options of an email follow-up and monthly donations will be explored.
- Preparation for a book sale in the library’s community room on Saturday November 24th has continued throughout the month.
- The Friends will be taking the month of December off.
- Next year they will focus on reviewing their by-laws.

Librarian Report: Lou submitted her librarian report with the following highlights:
- Expenditure totals for the 10 months of 2018 are now at 69% of the total budget while approximately 71% of the budgeted revenue has been received.

- Approximately $129,000 is now available in our general operating funds.

- As of November 1, 2018, we have $22,284 in our Capital Improvement Fund.

- The Lopez Island Library Endowment Fund is now at $107,325

- Circulating items for Oct 2018: 9,593, an increase from last year’s total of 7,126.

- In October of 2018 there were 1,064 total digital check-outs.

- Five-hundred and nineteen people attended programs this month.

- Approximately 333 items were added to the collection in October 2018.

- The month of October was spent finalizing budget numbers.

- The Afterschool Reading Program with Youth Librarian, Ingrid Vliet began

- The library is waiting for a virtual reality equipment that will include several educational programs.

New Business:

Family Medical Leave - The state is changing rules and contributions pertaining to Family Medical leave. It is unclear how this law will affect employers with less than 50 employees. Lou will find out what other libraries in the county are doing to accommodate these changes.

General Discussion:

-A suggestion was given to the director to change the name of Memory Café to Memory Lane. This would encourage people to attend who are not dealing with memory issues.

-Board members recommended more programs dealing with health related issues to aid our aging population. Some suggestions included accident prevention, vision, and hearing loss.

-Board members would like to see more of the responsibilities and tasks that Sam Bernardi and Claudia Rempel are accomplishing. This is in part, to help the board understand how the staff are working with patrons. It will help to highlight those needs that are being met, along with those that need more attention.

-It was noted that attendance at story time and other children’s programs has been very low. This is in part due to other conflicting children’s activities, but also an effort could be made to further promote children’s programs. A possibility could also be to promote more programs for our Spanish speakers as a way to boost attendance.

-Marilyn Berger suggested rotating a member to attend the Friends of the Library board meeting once a month to help with communication and collaboration.

-In general, the board felt the library could do a better job of highlighting how the library is involved with patrons and the general community.
Expenditures Summary November 13th, 2018

Payroll Worksheet

Nov-18
Staff and Admin Payroll $18,355.94
HealthCare Authority $5,269.32

Expenditures

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<th>Date</th>
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$43,095.98

MSP A motion was made by Heike Deubner and seconded by LeaAnn Rolla to approve all bills totaling $13,095.98.

Surplus: 138 items withdrawn from the collection valued less than $500 were presented for surplus. Marilyn Berger called for a motion to approve the surplus.

MSP A motion to approve the surplus was made by LeaAnn Rolla and seconded by Heike Deubner. Motion approved.

Next Meeting: Regular Library Board of Trustees Meeting – December 18, 2018

Adjournment: With no other business on the agenda, Acting Chair Marilyn Berger called for a motion to adjourn.

MSP A motion was made by LeaAnn Rolla and seconded by Heike Deubner to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:10 pm.

Respectfully submitted: _______________________________________
Board Secretary

Approved: _______________________________________
Board Chair