

1 Lopez Island Library Board of Trustees
2 Regular Meeting
3 November 15, 2016
4 **Approved as Amended on December 20, 2016**
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6 **Budget Public Hearing Call to Order:** Chair Bob Buchholz called the Public Budget Hearing
7 to order at 10:00 am.
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9 **Board Members Present:** Trustees Anne Auckland, Bob Buchholz, Rob Thesman and Ilene
10 Unruh. Marilyn Berger (excused.)
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12 **Staff:** Director Lou Pray and staff member Claudia Rempel were present.
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14 **Guests:** There were no guests present.
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16 **Agenda:** As this meeting was duly advertised and convened to include the purpose of public
17 input for the annual Library Budget, Chair Bob Buchholz declared the meeting open to the
18 public.
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20 **Budget 2017 (action):**
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22 **2017 Levy Certification:** Director Lou Pray read the Levy Certification requesting the levy
23 amounts to be collected in 2017 in the amount of \$433,227.00.
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25 **2017 Ordinance/Resolution 16-3:** Lou Pray read the 2017 Ordinance/Resolution authorizing
26 the increase of 1% of last year's property tax levy in the amount of \$4,186.58.
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28 **2017 Budget Resolution 16-3:** Lou Pray read the Resolution **16-3** adopting the General fund
29 Budget and Capital Improvement Budget for 2017. As the board was satisfied with all the
30 revisions and that a public hearing was properly executed, Bob Buchholz called for a motion.
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32 **MSP** Rob Thesman moved and Ilene Unruh seconded to approve Resolution **2016-3**,
33 adopting the 2017 General Fund Budget of \$570,217.00 and a Capital Improvement Budget of
34 \$22,882.00 for a total budget amount of \$593,099.00. There was no more discussion. The
35 vote was unanimous for approval. Motion passed.
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37 There was no public input and the 2017 Budget- Resolution **16-3** was approved.
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39 **Convening Regular Board Meeting:** At 10:30am, Chair Bob Buchholz, closed the budget
40 hearing portion of the meeting and moved on to the agenda for the regular November 15, 2016
41 meeting of the Lopez Library Board of Trustees.
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43 **Regular Board Meeting Call to Order:** Chair Bob Buchholz called the scheduled November
44 15, 2016 of the Lopez Library Board of Trustees to order at 10:37am.
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46 **Members Present:** Trustees Anne Auckland, Bob Buchholz, Rob Thesman, and Ilene Unruh.
47 Marilyn Berger (excused)
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49 **Staff:** Director Lou Pray and staff member Claudia Rempel were also present.
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51 **Friends of the Library:** none

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53 **Agenda Approval:** The meeting agenda was reviewed. No changes were made. Bob
54 Buhholz called for a motion to approve.

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56 **MSP** Ilene Unruh moved and Rob Thesman seconded a motion to approve the agenda
57 as submitted. Motion passed.

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59 **Approval of October 27, 2016 Board Minutes:** Minutes were sent out prior to the meeting
60 and corrections and change suggestions were emailed in response. An amended draft of the
61 minutes was submitted for approval. Bob Buchholz called for a motion to approve the minutes.

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63 **MSP** Rob Thesman moved and Ilene Unruh seconded the motion to approve the
64 October 27, 2016 meeting minutes as amended. Motion passed.

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

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- 69 • Expenditure totals for the 10 months of 2016 are now at 70% of the total budget while
70 76% of the budgeted revenue has been received.
- 71 • Circulating items for Oct 2016: 8,133 (4th highest of 2016); slightly down from 8,201 last
72 year.
- 73 • Downloadables: 992 total (up from 689 last month); Kindle being the most popular
74 format.
- 75 • Approximately 322 items were added to the collection in October 2016.
- 76 • Staff Members Beth St. George and Claudia Rempel began an after school program on
77 Tuesday afternoons. Eight Children, grades 1-5 are participating.
- 78 • New program coming to the library on November 21st: "Sharing the Skies through
79 Navajo Eyes".

80

81 **Unfinished Business**

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- 83 • **Long-range planning results & follow-up:** Lou presented the Lopez Island Library
84 2016-2021 Strategic Plan goals. The library will focus on the following 4 areas:
 - 85 ○ Read for Informed Decisions
 - 86 ○ Know your Community
 - 87 ○ Helping Youth Succeed
 - 88 ○ Support a Healthy Community
- 89 • **Retirement Audit results:** The Department of Retirement Services conducted an audit
90 based on payroll.
 - 91 ○ They determined that the library's payroll is current on retirement deductions
92 from payroll.
 - 93 ○ An error in former Office Manager Judy Welker's account was determined to be
94 in the library's favor. The DRS will credit the Library \$7,500.00.
 - 95 ○ A reminder that an employee qualifies for retirement benefits if the employee
96 works 70 hours or more a month.
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New Business

Board of Trustee office election: Bob Buchholz agreed to continue his office as Chair for the Library Board of Trustees for 2017. Rob Thesman also elected to continue his role of Vice Chair for 2017. A motion was called to approve these office elections.

MSP Ilene Unruh moved and Anne Auckland seconded to approve the continuing roles for Bob and Rob. Motion passed.

Approval for pay increase-2.5% for staff: Bob Buchholz called for a motion to approve pay increases for staff in the amount of 2.5%.

MSP Ilene Unruh moved and Rob Thesman seconded a motion to approve raises for staff. Motion passed.

Approval for pay increase of 2% for director: Bob Buchholz called for a motion to approve a pay increase of 2% for the director.

MSP Rob Thesman moved and Anne Auckland seconded a motion to approve the raise for the director. Motion passed.

Approval for increased hours for Bernardi and Rempel: Bob Buchholz called for a motion to approve additional hours for Sam Bernardi (20 hours) and Claudia Rempel (30 hours).

MSP Anne Auckland moved and Ilene Unruh seconded a motion to approve the additional hours for Sam and Claudia. Motion passed

Approval of Bills

November 15, 2016 Expenditures

Vouchers 11/7/2016		\$ 2,894.48
Vouchers 11/14/2016		\$ 1,502.48
	Total Bills	\$4,396.96
11/1/2016	Healthcare - November 2016	\$3,481.50
	Total Health Care	\$3,481.50
11/1/2016	Payroll – November 2016	\$17,752.03
	Total Expenditures	\$26,623.21

Bathroom expenditures pre-approval: Lou Pray asked the Board for a budget to pursue some much needed bathroom renovations. The Board proposed a \$1,500.00 budget to restore flooring and sinks in the men’s and women’s restroom.

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

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152 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all
153 bills totaling \$26,623.21 and a \$1,500.00 budget for Director Lou Pray to pursue bathroom
154 renovations. Motion passed.

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156 **Surplus: 533** items withdrawn from the collection valued less than \$500 were presented for
157 surplus and the book sale. Bob Buchholz called for a motion to approve the surplus.

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159 **MSP** A motion to approve surplus was made by Anne Auckland and seconded by Ilene
160 Unruh. Motion approved.

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162 **Next Meeting: Regular Library Board of Trustees Meeting – December 20, 2016.**

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

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

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170 The meeting adjourned at 11:38 pm.

171 Respectfully submitted: _____

172

Board Secretary

173 Approved: _____

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Board Chair