

1 Lopez Island Library Board of Trustees
2 Regular Meeting
3 November 19, 2015
4 **Approved as Amended on December 17, 2015**
5

6 **Budget Public Hearing Call to Order:** Acting Chair Bob Buchholz called the Public Budget
7 Hearing to order at 11:30 am.
8

9 **Board Members Present:** Trustee Marilyn Berger, Bob Buchholz, and Rob Thesman.
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11 **Staff:** Director Lou Pray and staff member, Judy Welker were present.
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13 **Guests:** There were no guests present.
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15 **Agenda:** As this meeting was duly advertised and convened to include the purpose of public
16 input for the annual Library Budget, Acting Chair, Bob Buchholz declared the meeting open to
17 the public.
18

19 There was no public input, but the minutes will reflect that upon approval by the Board of
20 Trustees, this annual budget would include the use of the legislated authority to increase the
21 annual budget revenue by up to 1% tax growth, without requiring voter approval provided to
22 the library and other such taxing entities.
23

24 **Convening Regular Board Meeting:** At 12:00, Acting Chair, Bob Buchholz, closed the
25 budget hearing portion of the meeting and moved on to the agenda for the regular November
26 19, 2015 meeting of the Lopez Library Board of Trustees.
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28 **Regular Board Meeting Call to Order:** With a quorum present, Acting Chair Bob Buchholz
29 called the scheduled November 19, 2015 of the Lopez Library Board of Trustees to order at
30 12:05.
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32 **Members Present:** Trustees Marilyn Berger, Bob Buchholz, and Rob Thesman. Anne
33 Auckland, and Ilene Unruh were excused from the meeting.
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35 **Staff:** Director Lou Pray and Judy Welker were also present.
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37 **Guests:** None
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39 **Friends of the Library:** Taya Higgins
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41 **Agenda Approval:** The meeting agenda was reviewed. No changes were made. Bob
42 Buchholz called for a motion to approve.
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44 **MSP** Rob Thesman moved and Marilyn Berger seconded a motion to approve the
45 agenda as submitted. Motion passed.
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46 **Approval of October 22, 2015 Board Minutes:** Minutes were sent out prior to the meeting
47 and corrections and change suggestions were emailed in response. An amended draft of the
48 minutes was submitted for approval. After a brief discussion of changes, Bob Buchholz called
49 for a motion to approve.

50 **MSP** Rob Thesman moved and Marilyn Berger seconded the motion to approve the
51 October 22, 2015 meeting minutes as amended. Motion passed.
52

53 **Friends of the Library Report:** Taya Higgins reported for the Friends. The Halloween book
54 sale which was held in the library meeting room and featured mystery fiction and children's
55 books, brought in approximately \$2,073.00. The Friends are now focusing on the next mini-
56 sale which will also be in the library meeting room and will feature books on crafts, hobbies,
57 cooking, and children's books will be from 10:00am to 3:00pm on Saturday, December
58 12th. The "Fill a 'Red Book Bag' for just \$20.00" deal will be offered on that day.
59

60 Volunteers who received an appreciation letter from the friends can now pick up their "Book
61 Lover's Calendar" for 2016 at the circulation desk. The Annual Donation Drive has brought in
62 \$8,440.00 and another major contribution of \$14,694.75 as of the date of their last meeting.
63

64 **Librarian Report:** Lou submitted her librarian report with the following highlights:
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- 66 • 72% of the budgeted revenue has been received. 68% of budget has been expended.
- 67 • Circulation statistics (checkouts) were up by 104 from 1 year ago.
- 68 • Computer usage – 948 users – were down by 101 from 1 year ago.
- 69 • Patron visits were slightly up by 212 patrons from one year ago.
- 70 • The new Apollo ILS was put into service as of November 2nd. It has been a fairly easy
71 transition with the staff learning right along with the volunteers. As the weeks
72 progressed, it was just a matter of asking Biblionix to make a few adjustments to fit our
73 library better.
- 74 • One major improvement is the single login to the catalog enabling patrons to get into
75 various digital content without having to enter a different login and password.
- 76 • The staff has also gone through a learning curve with the new VoIP phone system.
- 77 • The "Shelter" series of lectures was well received.

78 Old Business

79 **Budget 2016 (action):**

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83 **2016 Levy Certification:** Director Lou Pray read the Levy Certification requesting the levy
84 amounts to be collected in 2016. After some discussion, Bob Buchholz called for a motion.

85 **MSP** Rob Thesman moved and Marilyn Berger seconded to approve the 2016 Levy
86 Certification for a total regular levy of \$425,608.00. Motion passed
87

88 **2016 Ordinance/Resolution 15-2:** Lou Pray read the 2016 Ordinance/Resolution 2015-
89 authorizing the increase of 1% of last year's property tax levy in the amount of \$4,186.58. A
90 motion was called for.

91 **MSP** Marilyn Berger moved and Rob Thesman seconded to approve the 2016
92 Ordinance/Resolution 15-2, authorizing the increase of 1% from the previous year. The vote
93 was unanimous for approval. Motion passed.
94

95 **2016 Budget Resolution 15-3:** Lou Pray read the Resolution 2015-3 adopting the General
96 fund Budget and Capital Improvement Budget for 2016. The board discussed personnel
97 positions, and the role of IT consultant, Bill Clemmens. As the board was satisfied with all the
98 revisions and that a public hearing was properly executed, Bob Buchholz called for a motion.

99 **MSP** Rob Thesman moved and Marilyn Berger seconded to approve Resolution 2015-
100 3, adopting the 2016 General Fund Budget of \$588,040.00 and a Capital Improvement Budget
101 of \$22,882.00 for a total budget amount of \$610,922.00. There was no more discussion. The
102 vote was unanimous for approval. Motion passed.
103

104 **Updating section 7 & 8 Policy manual (discussion):** The board continued their
105 conversation on various points of the policy revisions. The section on Harassment was
106 discussed and agreement was made that it would be better in Section 7 (conditions of
107 employment), rather than Section 8 (compliance and benefits). Major areas of discrepancies
108 and discussion involved rules and definitions of employees hired to work less than 30 hours
109 per week, but more than 20 hours, what portion of the health benefit the library should cover,
110 and at what rate the holiday and sick time accrue. The formulas must be simple and
111 consistent with how the county computes the benefits for the other junior districts. Most junior
112 districts' employees work set hours, but the Lopez Island Library District has a history of
113 fluctuating hours for employees working less than full time. The board found itself caught
114 between wanting to reward employees for their hard work, and also protecting the taxpayers
115 from spiraling payroll costs. After much discussion, the board came up with the following
116 formulas to offer as a solution. For employees working 30 hours or more, 100% of the
117 healthcare benefit will be paid by the employer. For employees working 20 hours or more, but
118 under 30 hours, the employer will pay 70% of the health benefit, and the employee will pay the
119 other 30%. The justification for that is that two-thirds of 100% is approximately 67%, and to
120 simplify the formula, rounding it up to 70%. To accommodate fluctuating hours, taking comp
121 time off for extra hours worked must be acceptable to the employee.
122

123 The rest of the discussion on policy revisions was to agree on how and who would be sending
124 policy revisions, and by what date the revisions would be finalized before sending them to
125 employees and to an attorney for comment. The plan is to vote on approval in the December
126 meeting.
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128 **Recourse Letters to staff (action):**

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130 **Kathy Holliday:** The board discussed the letter sent as a proposal to settle Kathy Holliday's
131 recourse. Kathy's attorney accepted the terms and will want the payment in a lump sum.
132

133 **Elizabeth St. George:** Beth St. George's proposal to settle her recourse was accepted as is.
134

135 After more discussion and the board discussed where payment would come from and agreed
136 on the terms, Bob Buchholz called for a motion to approve the payments to settle the recourse
137 actions.

138 **MSP** Rob Thesman moved and Marilyn Berger seconded to approve payments to settle
139 the recourse actions for Kathy Holliday and Beth St. George. Monies for settling both recourse
140 actions will come from the Capital Improvement funds in 2015 and will be moved from Fund
141 6337 to Fund 6331 to pay for the expenditures. Each employee will be required to sign a
142 Compensation Recourse Payment letter of mutual release in full satisfaction of everything
143 claimed. Motion passed.
144

145 Trustee Rob Thesman asked Lou to prepare a resolution 15-4, to formally address making
146 payments to satisfy the recourse action. Lou will be bringing this to the next meeting. The
147 document will reflect payment of \$18,600 to Kathy Holliday, and \$2,345 to Elizabeth St.
148 George.

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Jennifer Krajack: Recourse was not claimed by Jennifer Krajack. However there was a misunderstanding of when Jennifer's insurance coverage started, which led to four months of Jen paying for her spouse's insurance coverage all out of one paycheck. Had Ms. Krajack understood that her husband's coverage would have to start on the first day of coverage for herself, she would never have covered him, because he already had healthcare coverage for August and September. But because this was a WAC ruling, his coverage started the same day coverage started for Jennifer, as of August 1st.

Out of fairness to Ms. Krajack, Lou recommended to the board that the library pay for two month's coverage as a benefit to Ms. Krajack. After some discussion, the board was in agreement and Bob Buchholz called for a motion to accept the payment for the spousal portion of the healthcare invoice to be paid as a benefit out of the Medical Benefit fund. Bob Buchholz called for a motion to approve the payment.

MSP A motion was made by Marilyn Berger and seconded by Rob Thesman to approve payment of a portion of the healthcare invoiced as two month's coverage for her spouse to be paid as a healthcare benefit. Motion passed.

Staff Area Renovation: A representative of Technical Furniture Systems came in to talk to the staff, measure, and suggest solutions for creating better working spaces in the staff workroom, the children's library, and shelving for the Friends extended bookshelf area in the bathroom hallway. Technical Furniture Systems has previously installed book shelves and provided the library with furniture solutions.

New Business

Board of Trustee Office Election: The trustees tabled this until all trustees can be present. This will be on the December agenda.

Excess compensation for Aimee Hirschel from DRS: The Department of Retirement Systems, which oversees retirement plans for Washington employees, including Aimee Hirschel who retired with the PERS 1 plan, sent a letter to the library and invoicing the library in the amount of \$11,992.66. The invoice detailed a Calculation of the Total Value of the Excess Compensation. To explain the calculation and terms of the invoice, a telephone conference was made with a representative of the Department of Retirement, Terry Sammons. She explained this came from a payout to Ms. Hirschel upon retirement when the board agreed to buy-out an amount of her accumulated sick pay. The representative went on to say that this situation can only occur with employees in the PERS 1 plan, because of the type of plan it is. After questions and explanations were made, it was determined that the RCW 41.50.152 would require that the library pay this invoice.

After the call, Judy agreed to research the dates and payout given to Ms Hirschel. The board discussed the possibility of challenging the invoice, but agreed that paying attorney fees on top of the invoice was not worth additional expenditures to the taxpayers. Payment of the invoice was agreed upon.

199 **Approval of Bills**

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201 **November 19, 2015 Expenditures**

202				
203	10/28/2015	Bill Voucher - Fund 6331	6,874.60	
204	11/4/2015	Bill Voucher - Fund 6331	1,161.02	
205	11/10/2015	Bill Voucher - Fund 6331	2,496.73	
206	11/19/2015	Bill Voucher - Fund 6331	3,603.50	
207		Total Bills		14,135.85
208				
209	11/1/2015	Healthcare - November 2015	6,171.64	
210		Total Health Care		6,171.64
211				
212	11/1/2015	Payroll – November 2015		18,205.89
213				
214		Total Expenditures		38,513.38
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216 Acting Chair Bob Buchholz called for a motion to approve all vouchers.

217 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to approve
218 all bills totaling \$38,513.38. Motion passed.

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220 **Surplus: 547** items withdrawn from the collection valued less than \$500 were presented for
221 surplus and the book sale plus three unsafe Adirondack chairs. Bob Buchholz called for a
222 motion to approve the surplus.

223 **MSP** A motion to approve surplus was made by Rob Thesman and seconded by
224 Marilyn Berger. Motion approved.

225

226 **Next Meeting: Regular Library Board of Trustees Meeting – December 17, 2015.**

227

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

230 **MSP** A motion was made by Marilyn Berger and seconded by Rob Thesman to adjourn
231 the meeting. Motion carried unanimously.

232

233 The meeting adjourned at 2:37 pm.

234 Respectfully submitted: _____
235 Board Secretary

236 Approved: _____
237 Board Chair

Lopez Island Library Board of Trustees
Regular Meeting
December 17, 2015
Approved as amended on January 28, 2016

Regular Meeting Call to Order: With a quorum present, Acting Chair Bob Buchholz called the scheduled December 17, 2015 of the Lopez Library Board of Trustees to order at 12:04.

Members Present: Trustees Marilyn Berger, Bob Buchholz, Rob Thesman, and Ilene Unruh. Anne Auckland was excused from the meeting.

Staff: Director Lou Pray and staff member, Judy Welker were present.

Friends of the Library: None

Guests: There were no guests present.

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

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

Approval of November 19, 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, Bob Buchholz called for a motion to approve.

MSP Rob Thesman moved and Marilyn Berger seconded the motion to approve the October 22, 2015 meeting minutes as amended. Motion passed.

Friends of the Library Report: The Friends did not have a meeting in December.

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

- 79% of the budgeted revenue has been received. 74% of budget has been expended.
- Electronic checkouts at an all-time high – 946 for December 2015

The board reviewed the November financial documents and felt comfortable that we stayed under budget enough to sail through to April, when the property taxes will start to be collected.

Updating section 7 & 8 Policy manual (discussion): The board continued their discussion on various points of the policy revisions. The bulk of the work on finishing the policy language has been done. The board of trustees had sent the policy draft to an attorney specializing in personnel policy to comment on the draft and to suggest any changes. The trustees had just received the attorney's recommendations, but as of the start of the meeting, the recommendations had not been inserted into the policy draft. After some discussion about the recommendations, the board agreed to accept the attorney's recommendations, and the comments only needed to be inserted into the policy draft for completion and adoption. Because the next board meeting would occur after the first of the year, it was suggested that

50 the BOT adopt the policy revisions so that employees and the county auditor's office, who
51 process the monthly payroll, could have clear instructions for accrual of benefits in the New
52 Year. A motion was called for.

53 **MSP** Ilene Unruh made a motion to accept the recommendations of the attorney and to
54 adopt the revised Sections 7 & 8, with the caveat that the final version would be shared with all
55 the board of trustees via email. The final version would be finalized with proper formatting and
56 be available to the public by the first few weeks in January 2016. The motion seconded by Rob
57 Thesman. The motion passed.

58
59 **Staff area renovation plan (discussion):** Several bookcases were ordered for the staff
60 workroom through Technical Furniture Systems. In addition, traffic flow through the children's
61 area was considered and a new book shelf and display wall was also ordered, to rectify a
62 wheelchair access Lou Pray also talked about making some changes to her office that
63 involved moving the door to her office and re-arranging her office space. She discussed using
64 the money that the Friends of the Library had approved for staff office renovations.

65
66 **Board of Trustees Office Election:** This item was tabled until all the trustees are in
67 attendance.

68
69 **Updating the Long-range plan and survey/committee:** Director Pray and the board
70 discussed the process of creating a new long-range plan. During the last planning process,
71 the library used the resources of the Washington State Library who sent a trained person to
72 facilitate the planning process. Having an outside professional to assist, keeps the focus on
73 creating goals on an even playing field and keeps the process moving on a timely fast track.
74 Lou discussed using Survey Monkey to ask the populace what their needs and wishes are for
75 the library. Lou will contact the Washington State Library to find out if they are still providing
76 this service.

77
78 **Resolution 15-4:** Resolution 2015-4 adopting the General Fund Budget and Capital
79 Improvement Budget for 2016 which had been approved at the November 19th BOT meeting
80 was presented to approve the new numbers that the county assessor had re-calculated. After
81 a short discussion, a motion was called for.

82 **MSP** Rob Thesman moved and Marilyn Berger seconded to approve Resolution 15-4
83 adopting the general fund budget of \$588,040.00 and the capital improvement fund budget of
84 \$22,882.00 for a total 2016 budget of \$610,922.00. Motion passed.

85 86 **New Business**

87
88 **Job Description for office position and IT positions (discussion):** Director Pray said she
89 would talk to the staff about an updated job description for Judy's job, as well as what they
90 perceived as their needs for Judy's replacement. The board discussed trying to hire by the
91 end of January, so the new person(s) could be on board for a month of training with Judy.

92
93 **"Unsupervised children and unaccompanied children" section to add to policy manual**
94 **(discussion):** The library staff has found situations where there are children with parents in
95 the library, but the parent might be focused on computer work and is not actively monitoring
96 their children. Other times there are children who are dropped off at the library and the parent
97 drives off to take care of business in the village, for example. Director Pray and the board
98 discussed that these two situations are very different and are not addressed in the policy. Lou

99 would like to have these two items addressed and added to the policy manual. The BOT
100 asked Lou to research other library's policies and write up a policy to bring to the next meeting.

101
102 **Generator for the library (discussion):** This was tabled for an upcoming meeting.

103
104 **Apollo, new cataloging/circulation system (demo):** Director Pray demonstrated the
105 features of the ILS system.

106
107 **Approval of Bills**

108
109 **December 17, 2015 Expenditures**

110				
111	11/25/2015	Bill Voucher - Fund 6331	258.37	
112	12/2/2015	Bill Voucher - Fund 6331	15,615.67	
113	12/9/2015	Bill Voucher - Fund 6331	7,695.34	
114	12/16/2015	Bill Voucher - Fund 6331	5,709.92	
115		Total Bills		29,279.30
116				
117	12/1/2015	Healthcare - December 2015	3,590.80	
118		Total Health Care		3,590.80
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120	12/1/2015	Payroll – December 2015		17,926.77
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122		Total Expenditures		50,796.87
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124 Acting Chair Bob Buchholz called for a motion to approve all vouchers.

125 **MSP** A motion was made by Ilene Unruh and seconded by Marilyn Berger to approve all
126 bills totaling \$50,796.87. Motion passed.

127
128 **Surplus: 51** items withdrawn from the collection valued less than \$500 and 6 older model
129 Kindles were presented for surplus and the book. Bob Buchholz called for a motion to
130 approve the surplus.

131 **MSP** A motion to approve surplus was made by Rob Thesman and seconded by Ilene
132 Unruh. Motion approved.

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134 **Next Meeting: Regular Library Board of Trustees Meeting – January 21, 2016.**

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

138 **MSP** A motion was made by Ilene and seconded by Rob Thesman to adjourn the
139 meeting. Motion carried unanimously.

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141 The meeting adjourned at 1:56 pm.

142 Respectfully submitted: _____
143 Board Secretary

144 Approved: _____
145 Board Chair