Lopez Island Library Board of Trustees

Regular Meeting

November 19, 2015

Approved as Amended on December 17, 2015

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

Board Members Present: Trustee Marilyn Berger, Bob Buchholz, and Rob Thesman.

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

Guests: There were no guests present.

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

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

Convening Regular Board Meeting: At 12:00, Acting Chair, Bob Buchholz, closed the budget hearing portion of the meeting and moved on to the agenda for the regular November 19, 2015 meeting of the Lopez Library Board of Trustees.

Regular Board Meeting Call to Order: With a quorum present, Acting Chair Bob Buchholz called the scheduled November 19, 2015 of the Lopez Library Board of Trustees to order at 12:05.

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

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

Guests: None

Friends of the Library: Taya Higgins

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

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

Approval of October 22, 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.
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: Taya Higgins reported for the Friends. The Halloween book sale which was held in the library meeting room and featured mystery fiction and children’s books, brought in approximately $2,073.00. The Friends are now focusing on the next mini-sale which will also be in the library meeting room and will feature books on crafts, hobbies, cooking, and children’s books will be from 10:00am to 3:00pm on Saturday, December 12th. The “Fill a ‘Red Book Bag’ for just $20.00” deal will be offered on that day.

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

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

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

Old Business

Budget 2016 (action):

2016 Levy Certification: Director Lou Pray read the Levy Certification requesting the levy amounts to be collected in 2016. After some discussion, Bob Buchholz called for a motion. MSP Rob Thesman moved and Marilyn Berger seconded to approve the 2016 Levy Certification for a total regular levy of $425,608.00. Motion passed

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

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

2016 Budget Resolution 15-3: Lou Pray read the Resolution 2015-3 adopting the General fund Budget and Capital Improvement Budget for 2016. The board discussed personnel positions, and the role of IT consultant, Bill Clemmens. As the board was satisfied with all the revisions and that a public hearing was properly executed, Bob Buchholz called for a motion.
MSP Rob Thesman moved and Marilyn Berger seconded to approve Resolution 2015-99, adopting the 2016 General Fund Budget of $588,040.00 and a Capital Improvement Budget of $22,882.00 for a total budget amount of $610,922.00. There was no more discussion. The vote was unanimous for approval. Motion passed.

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

The rest of the discussion on policy revisions was to agree on how and who would be sending policy revisions, and by what date the revisions would be finalized before sending them to employees and to an attorney for comment. The plan is to vote on approval in the December meeting.

**Recourse Letters to staff (action):**

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

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

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

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

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

November 19, 2015 Expenditures

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**Total Bills** 14,135.85

11/1/2015 Healthcare - November 2015 6,171.64

**Total Health Care** 6,171.64

11/1/2015 Payroll – November 2015 18,205.89

**Total Expenditures** 38,513.38

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

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

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

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

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

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

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

The meeting adjourned at 2:37 pm.

Respectfully submitted: ________________________________

Board Secretary

Approved: ________________________________

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

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

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

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

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

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

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

**New Business**

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

**“Unsupervised children and unaccompanied children” section to add to policy manual (discussion):** The library staff has found situations where there are children with parents in the library, but the parent might be focused on computer work and is not actively monitoring their children. Other times there are children who are dropped off at the library and the parent drives off to take care of business in the village, for example. Director Pray and the board discussed that these two situations are very different and are not addressed in the policy. Lou
would like to have these two items addressed and added to the policy manual. The BOT asked Lou to research other library’s policies and write up a policy to bring to the next meeting.

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

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

### Approval of Bills

#### December 17, 2015 Expenditures

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**Total Bills**  29,279.30

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<tr>
<td>12/1/2015</td>
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**Total Health Care**  3,590.80

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<tr>
<td>12/1/2015</td>
<td>Payroll – December 2015</td>
<td>17,926.77</td>
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**Total Expenditures**  50,796.87

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

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

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

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

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

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

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

The meeting adjourned at 1:56 pm.

Respectfully submitted: ________________________________  
Board Secretary

Approved: ________________________________  
Board Chair