Budget Public Hearing Call to Order:
Chair Bill Evans called to order the Public Budget Hearing at 11:35 AM.

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

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

Guests: There were no guests present.

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

There was no public input, but minutes will reflect that upon approval of 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.

Bill Evans excused himself from the meeting at 11:37 a.m.

Convening Regular Board Meeting: At 12:00 PM, Bill Evans closed the budget hearing portion of the meeting and moved on to the agenda for the regular monthly business of the Board of Trustees.

Regular Board Meeting Call to Order:
With a quorum present, Chair Bill Evans called the scheduled November 20th meeting of the Lopez Library Board of Trustees to order at 12:02 pm.

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

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

Friends of the Library: Ellin Evans, President of the Friends of the Lopez Island Library.

Guests: No guests were present. A telephone call was expected from a sales representative of Biblionix, who would be giving a demonstration of the Apollo ILS software.

Agenda Approval: Bill asked the board to review the agenda. Added to the brief agenda under Old Business was the Salary COLA and Merit Increases (action). Bill called for a motion to approve the agenda as amended.

MSP Ilene Unruh moved and Michael Moore seconded to approve the agenda as amended. The motion passed.

Approval of October 16, 2014 Regular Board Minutes:
Corrections emailed in by the board were reviewed and the minutes were submitted with those amendments. After the reading the amendments, a motion was requested to approve the minutes as amended.

MSP Sarah Eppenbach moved and Ilene Unruh seconded to approve the October 16, 2014 minutes as amended. Motion Passed.

Guest Speaker: No guest speakers were present.
Friends of the Library Report: Ellin Evans continues to research the Perkins family whose home hallway served as the first library, and shared a recently discovered war story about their son, Warren. The book sale is on the day after Thanksgiving. They will start loading books for transport to the community center at 8:30 am. They are donating $400 to the Spanish Club for their help with moving the books to and from the sale and cleaning the community center floor after the sale. The Friends’ letter writing campaign went very well, with approximately $5,000 in donations received. Their mantra continues to be “bring a friend” to the Friends monthly meetings, in an effort to build capacity towards a successful future for the Friends of Lopez Island Library.

Ellin Evans excused herself after her report at 12:22 pm.

Librarian Report: Lou submitted her librarian’s report with the following highlights:
- Spent 74% of budget; earned 73% of budgeted revenue (91% of property taxes received)
- The General Operating Fund as of November 1st was $124,962.75, enough to get us through until April 2015 which is the next property tax collecting period.
- KOHA ILS system has been problematically slow since the new upgrade. Lou has spent significant time trying to get ByWater Solutions to respond to the issues she has reported.
- Investigating a possible switch to Apollo ILS, which is the system that was seriously considered before the decision to go with KOHA, if the contract allows.
- The library will be trying out Flipster, a new online magazine subscription service from Ebsco, during the trial period through January.
- The library received a “Star Library” rating for the fifth year in a row from the Library Journal.

Bill Evans congratulated Lou and the staff for keeping up the good work.

Old Business

Policy Revisions 7 & 8 (discussion): December 1, 2014 is the cutoff date for revision recommendation to be turned in to the committees. They can then move forward with making recommendations for any changes to Section 7. Both Section 7 and 8 will be on the next month’s agenda.

Proposal for a new library holiday – Native American Heritage Day (action): The board discussed adding one more day as a paid holiday, since Lopez Library ranks low in the number of paid holidays given to employees compared with other libraries in the state. After some discussion, the board did not want to call it Native American Heritage Day, since there are inconsistencies between the state and federal descriptions. The board was in favor of closing the library on the day after Thanksgiving, but designating it as an extended Thanksgiving Day. It was suggested to Director Lou Pray that the library might somehow pay tribute to Native Americans and their heritage in the few days prior to the actual Native American Heritage Day.

MSP A motion was made by Sarah Eppenbach and seconded by Rob Thesman to designate the day following Thanksgiving Day as a paid holiday, starting in 2015. Motion passed.

Apollo Demonstration (Telephone conference and live webinar): Cameron, from Biblionix introduced himself and his company, which serves small to medium-sized public libraries. The Apollo automated ILS was demonstrated via a live webinar so Lou and the board could ask questions as he went through the key components. Prior to the meeting, he had uploaded some of our catalog to show how the system could be configured for us. The interface was clean and intuitive, resizes depending on which device that it is being viewed with. It populates with pictures of our local books, rather from an outside vendor. Once logged in, a patron would be able to go directly to a digital resource such as Overdrive. Overall, it appeared to be very responsive as information does not reside on any one server, but operates on many servers off the cloud. The company is family owned and has eight employees. They are reached by email or telephone, rather than the “ticket” system that KOHA promotes. After the call was disconnected, Director Lou Pray summed up earlier conversations about the Apollo system including that the yearly cost is $1,000 less than our current ILS, and the migration cost would be $1500, also less than what we paid to
Salary COLA and Merit Increase for 2015 (action): After more discussion, Director Lou Pray’s recommendation of a 2% COLA (Cost of Living Adjustment) increase for all employees was agreed upon by the board. The 2% merit increase for all employees was amended to increase salaries for employees who have worked over one year as of December 31, 2014. This topic was discussed at the last meeting but not acted upon, awaiting the budget line items to be reconfigured to reflect the amended increase. Having done so at the Special Meeting, Bill Evans asked for a motion to approve the salary increase as amended.

MSP Rob Thesman moved and Michael Moore seconded to approve the 2% COLA salary increase for all employees and a 2% merit increase for employees who have worked for over one year on December 31, 2014. The salary increase will take effect on January 1, 2015. The motion passed.

New Business

2015 Levy Certification (action): Bill Evans read the certification requesting the levy amounts to be collected in 2015. After some discussion, Bill called for a motion.

MSP Michael Moore moved and Rob Thesman seconded to approve the 2015 Levy Certification for a total regular levy of $412,587.00. Motion passed.

2015 Ordinance/Resolution 14-3 (action): Bill Evans read the 2015 Ordinance/Resolution 2014-3 authorizing the increase of 1% of last year’s property tax levy in the amount of $4,085.00. A motion was called for.

MSP Rob Thesman moved and Ilene Unruh seconded to approve the 2015 Ordinance/Resolution 14-3, authorizing a percentage increase of 1% from the previous year. A roll call vote was made, resulting in a unanimous vote for approval. Motion passed.

2015 Budget Resolution 14-4 (action): Bill Evans read the Resolution 2014-4 adopting the General Fund Budget and Capital Improvement Budget for 2015. As the board was satisfied with all the revisions and that a public hearing was properly executed, Bill called for a motion.

MSP Sarah Eppenbach moved and Michael Moore seconded to approve Resolution 2014-4, adopting the 2015 General Fund Budget of $607,091.00 and a Capital Improvement Budget of $52,882.00 for a total budget amount of $659,973.00. There was no more discussion. A Roll Call vote was made resulting in a unanimous vote for approval. Motion passed.

Board of Trustees Officer Election (action): Bill Evans was nominated for Chair and with no other nominations on the floor, a vote was called for. The board voted unanimously in favor of Bill Evans as Chair.

Sarah Eppenbach was nominated for Vice Chair and with no other nominations on the floor, a vote was called for. The board voted unanimously in favor of Sarah Eppenbach as Vice-Chair.

The board reviewed the terms of the board members. One board member originally came on board to complete the term of a resigning board member. The library policy states that a board member is not eligible for re-election after completing two terms. The question arose as to whether completing another trustee’s term is counted as one of the terms. Judy will check with the county and report back at the next meeting.

Friends of the Library - extra money – approval list of $500 & over items to order (to be reimbursed by Friends): The Friends of the Lopez Island Library gave Lou an amount that still remained for possible purchase of items for the library. Lou has created a list and asked for review of it with the board to get approval for those items that are tagged over $500, so she can take advantage of making the purchases before the next meeting. The following items were listed and discussed, after which Bill asked for a motion to approve.
Items to Purchase over $500.00:

1. Book shelving - $1700
2. Meeting room blinds – $3,748.67
3. Front Entrance carpeting/flooring – this item is gaining priority as it is becoming a safety issue. We still need to get a quote, but it will be well over $500.

MSP Rob Thesman moved and Michael Moore seconded to approve that the library move ahead with the items listed above, all over $500.00. The motion passed. Bill Evans added a thank you to the Friends.

APPROVAL OF BILLS: Vouchers to pay bills and payroll were submitted and reviewed by the board.

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Total Bills $11,244.44

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Total Expenditures $31,860.77

MSP A motion to approve all vouchers for a total of $31,860.77 was made by Michael Moore and seconded by Sarah Eppenbach. Motion passed.

Surplus: The agenda listed 214 items withdrawn from the collection for the book sale with a value of less than $500 were presented for surplus.

MSP A motion was made by Michael Moore and seconded by Sarah Eppenbach to approve the items presented for surplus. Motion passed.

Next Meeting: The board discussed the next meeting scheduled for December 18th at 12:00 pm.

The Director’s evaluation will be on the agenda.

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

MSP Ilene Unruh moved and Rob Thesman seconded to adjourn the meeting. Motion passed. The regular meeting adjourned at 2:00 pm.

Respectfully submitted: ______________________________________

Board Secretary

Approved: ________________________________________________

Board Chair