

1 Lopez Island Library Board of Trustee  
2 Regular Meeting  
3 November 20, 2014  
4 **Approved on December 18, 2014**

5 **Budget Public Hearing Call to Order:**

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

7  
8 **Members Present:** Trustees Bill Evans, Sarah Eppenbach, Rob Thesman, Michael Moore, and  
9 Ilene Unruh.

10  
11  
12 **Staff:** Director Lou Pray and staff member, Judy Welker were also present.

13  
14 **Guests:** There were no guests present.

15  
16 **Agenda:** As this meeting was duly advertised and convened to include the purpose of the public  
17 input for the annual Library Budget, Chair Bill Evans declared the meeting open to the public.

18  
19 There was no public input, but minutes will reflect that upon approval of the Board of Trustees, this  
20 annual budget would include the use of the legislated authority to increase the annual budget  
21 revenue by up to 1% tax growth, without requiring voter approval provided to the library and other  
22 such taxing entities.

23  
24 Bill Evans excused himself from the meeting at 11:37 a.m.

25  
26 **Convening Regular Board Meeting:** At 12:00 PM, Bill Evans closed the budget hearing portion of  
27 the meeting and moved on to the agenda for the regular monthly business of the Board of Trustees.

28  
29 **Regular Board Meeting Call to Order:**

30 With a quorum present, Chair Bill Evans called the scheduled November 20<sup>th</sup> meeting of the Lopez  
31 Library Board of Trustees to order at 12:02 pm.

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

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

36  
37 **Friends of the Library:** Ellin Evans, President of the Friends of the Lopez Island Library.

38  
39 **Guests:** No guests were present. A telephone call was expected from a sales representative of  
40 Biblionix, who would be giving a demonstration of the Apollo ILS software.

41  
42 **Agenda Approval:** Bill asked the board to review the agenda. Added to the brief agenda under Old  
43 Business was the Salary COLA and Merit Increases (action). Bill called for a motion to approve the  
44 agenda as amended.

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

47  
48 **Approval of October 16, 2014 Regular Board Minutes:**

49 Corrections emailed in by the board were reviewed and the minutes were submitted with those  
50 amendments. After the reading the amendments, a motion was requested to approve the minutes  
51 as amended.

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

54  
55 **Guest Speaker:** No guest speakers were present.  
56

57 **Friends of the Library Report:** Ellin Evans continues to research the Perkins family whose home  
58 hallway served as the first library, and shared a recently discovered war story about their son,  
59 Warren. The book sale is on the day after Thanksgiving. They will start loading books for transport  
60 to the community center at 8:30 am. They are donating \$400 to the Spanish Club for their help with  
61 moving the books to and from the sale and cleaning the community center floor after the sale. The  
62 Friends' letter writing campaign went very well, with approximately \$5,000 in donations received.  
63 Their mantra continues to be "bring a friend" to the Friends monthly meetings, in an effort to build  
64 capacity towards a successful future for the Friends of Lopez Island Library.

65  
66 Ellin Evans excused herself after her report at 12:22 pm.

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

- 69 • Spent 74% of budget; earned 73% of budgeted revenue (91% of property taxes received)
- 70 • The General Operating Fund as of November 1<sup>st</sup> was \$124,962.75, enough to get us through until
- 71 April 2015 which is the next property tax collecting period.
- 72 • KOHA ILS system has been problematically slow since the new upgrade. Lou has spent significant
- 73 time trying to get ByWater Solutions to respond to the issues she has reported.
- 74 • Investigating a possible switch to Apollo ILS, which is the system that was seriously considered
- 75 before the decision to go with KOHA, if the contract allows.
- 76 • The library will be trying out Flipster, a new online magazine subscription service from Ebsco,
- 77 during the trial period through January.
- 78 • The library received a "Star Library" rating for the fifth year in a row from the Library Journal.
- 79

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

## 81 82 83 **Old Business**

84  
85 **Policy Revisions 7 & 8 (discussion):** December 1, 2014 is the cutoff date for revision recommendation  
86 to be turned in to the committees. They can then move forward with making recommendations for any  
87 changes to Section 7. Both Section 7 and 8 will be on the next month's agenda.

88  
89 **Proposal for a new library holiday – Native American Heritage Day (action):** The board  
90 discussed adding one more day as a paid holiday, since Lopez Library ranks low in the number of  
91 paid holidays given to employees compared with other libraries in the state. After some discussion,  
92 the board did not want to call it Native American Heritage Day, since there are inconsistencies  
93 between the state and federal descriptions. The board was in favor of closing the library on the day  
94 after Thanksgiving, but designating it as an extended Thanksgiving Day. It was suggested to  
95 Director Lou Pray that the library might somehow pay tribute to Native Americans and their heritage  
96 in the few days prior to the actual Native American Heritage Day.

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

100  
101 **Apollo Demonstration (Telephone conference and live webinar):** Cameron, from Biblionix introduced  
102 himself and his company, which serves small to medium-sized public libraries. The Apollo automated ILS  
103 was demonstrated via a live webinar so Lou and the board could ask questions as he went through the  
104 key components. Prior to the meeting, he had uploaded some of our catalog to show how the system  
105 could be configured for us. The interface was clean and intuitive, resizes depending on which device that  
106 it is being viewed with. It populates with pictures of our local books, rather from an outside vendor. Once  
107 logged in, a patron would be able to go directly to a digital resource such as Overdrive. Overall, it  
108 appeared to be very responsive as information does not reside on any one server, but operates on many  
109 servers off the cloud. The company is family owned and has eight employees. They are reached by  
110 email or telephone, rather than the "ticket" system that KOHA promotes. After the call was disconnected,  
111 Director Lou Pray summed up earlier conversations about the Apollo system including that the yearly cost  
112 is \$1,000 less than our current ILS, and the migration cost would be \$1500, also less than what we paid to

113 ByWater Solutions. The Apollo system also ranked #1 for five years among small to medium sized  
114 libraries.

115  
116 **Salary COLA and Merit Increase for 2015 (action):** After more discussion, Director Lou Pray's  
117 recommendation of a 2% COLA (Cost of Living Adjustment) increase for all employees was agreed  
118 upon by the board. The 2% merit increase for all employees was amended to increase salaries for  
119 employees who have worked over one year as of December 31, 2014. This topic was discussed at  
120 the last meeting but not acted upon, awaiting the budget line items to be reconfigured to reflect the  
121 amended increase. Having done so at the Special Meeting, Bill Evans asked for a motion to  
122 approve the salary increase as amended.

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

## 127 128 **New Business**

129  
130 **2015 Levy Certification (action):** Bill Evans read the certification requesting the levy amounts to be  
131 collected in 2015. After some discussion, Bill called for a motion.

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

134  
135 **2015 Ordinance/Resolution 14-3 (action):** Bill Evans read the 2015 Ordinance/Resolution 2014-3  
136 authorizing the increase of 1% of last year's property tax levy in the amount of \$4,085.00. A motion was  
137 called for.

138 **MSP** Rob Thesman moved and Ilene Unruh seconded to approve the 2015 Ordinance/Resolution  
139 14-3, authorizing a percentage increase of 1% from the previous year. A roll call vote was made, resulting  
140 in a unanimous vote for approval. Motion passed.

141  
142 **2015 Budget Resolution 14-4 (action):** Bill Evans read the Resolution 2014-4 adopting the General  
143 Fund Budget and Capital Improvement Budget for 2015. As the board was satisfied with all the revisions  
144 and that a public hearing was properly executed, Bill called for a motion.

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

149  
150 **Board of Trustees Officer Election (action):** Bill Evans was nominated for Chair and with no other  
151 nominations on the floor, a vote was called for. The board voted unanimously in favor of Bill Evans as  
152 Chair.

153  
154 Sarah Eppenbach was nominated for Vice Chair and with no other nominations on the floor, a vote was  
155 called for. The board voted unanimously in favor of Sarah Eppenbach as Vice-Chair.

156  
157 The board reviewed the terms of the board members. One board member originally came on board to  
158 complete the term of a resigning board member. The library policy states that a board member is not  
159 eligible for re-election after completing two terms. The question arose as to whether completing another  
160 trustee's term is counted as one of the terms. Judy will check with the county and report back at the next  
161 meeting.

162  
163 **Friends of the Library - extra money – approval list of \$500 & over items to order (to be reimbursed  
164 by Friends):** The Friends of the Lopez Island Library gave Lou an amount that still remained for possible  
165 purchase of items for the library. Lou has created a list and asked for review of it with the board to get  
166 approval for those items that are tagged over \$500, so she can take advantage of making the purchases  
167 before the next meeting. The following items were listed and discussed, after which Bill asked for a motion  
168 to approve.

169

170 **Items to Purchase over \$500.00:**

171 Book shelving - \$1700

172 Meeting room blinds – \$3,748.67

173 Front Entrance carpeting/flooring – this item is gaining priority as it is becoming a safety issue. We still  
174 need to get a quote, but it will be well over \$500.

175  
176 **MSP** Rob Thesman moved and Michael Moore seconded to approve that the library move ahead  
177 with the items listed above, all over \$500.00. The motion passed. Bill Evans added a thank you to the  
178 Friends.

179

180

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

182

183 8/21/2014 Bills Voucher – Fund 6331 1,864.96

184 10/27/2014 Bills Voucher – Fund 6331 4,368.32

185 11/3/2014 Bills Voucher – Fund 6331 915.84

186 11/17/2014 Bills Voucher – Fund 6331 4,095.32

187 **Total Bills** \$ 11,244.44

188 11/1/2014 Healthcare – November 2014 \$ 2,060.97

189 11/1/2014 Payroll – November 2014 \$ 18,555.36

190

191

**Total Expenditures** **\$31,860.77**

192

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

195

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

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

200

201 **Next Meeting:** The board discussed the next meeting scheduled for December 18<sup>th</sup> at 12:00 pm.  
202 The Director's evaluation will be on the agenda.

203

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

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

207 Respectfully submitted: \_\_\_\_\_

208

Board Secretary

209 Approved: \_\_\_\_\_

210

Board Chair

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212