Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular November 20, 2019 meeting of the Lopez Library Board of Trustees to order at 10:10 am.


Guest speaker: Friends of the Library president Barbara Orcutt and Connie Holz was also present.

Staff: Staff members Claudia Rempel and Ingrid Vliet were also present.

Agenda Approval: The agenda was presented for review. No changes were made to the agenda.

MSP Constance Euerle moved and LeaAnn Rolla seconded the motion to approve the November 20, 2019 meeting agenda as revised. Motion passed.

Approval of all October Board Minutes: Minutes were sent out prior to the meeting and corrections and suggestions were emailed in response. The minutes were submitted for approval.

MSP Constance Euerle moved and LeaAnn Rolla seconded the motion to approve the meeting minutes. Motion passed.

Friends of the Library Report: Barbara Orcutt updated the Board regarding the Friends Fall activities. The board is preparing for the Thanksgiving book sale. They would also like to recruit new board members.

Librarian’s Report:
Financial Snapshot for October 2019

Revenue as of Oct 31, 2019 - $414,406.00 (92% received)
Expenditures as of Oct 1, 2019 $447,547.85 (92% spent)
In our General Operating Funds as of Oct. 31, 2019 - $138,240.96
In our Capital Improvement Funds-$2,882.00

Select Operational Statistics for October 2019

New items selected and added:
- 119 books
- 36 films
- 1 music CDs
- 43 periodicals
- 0 audiobooks
- 2 Musical Instrument

Library Walk-in Traffic: 4,840 patrons
Circulating items: 5,104 items
Computer sign-ins: 757 sessions

Digital Statistics for October 2019

Digital Items checked out and select database sign-ins:
- Washington Anytime Overdrive Library: 915 checkouts
- Hoopla: 264 checkouts

Programs Completed for October 2019

Select Programs and attendance – (192 total):
- QiGong- 18 participants
- Genealogy - 7 participants
- Art Reception (Library focus)- 62 participants
- Knitting Circle-18 participants
- Rocky Horror Movie-18 participants
- Storytimes- 69 participants
New Business:

Financial Housekeeping: Bob Buchholz called for a motion to remove Lou Pray from the Library’s bank accounts since she is no longer employed at the library.

  MSP A motion was made by Constance Euerle and seconded by LeaAnn Rolla to remove Lou Pray from the Library’s Islander’s Bank account. Motion passed.

Macmillan Publishing E-Book Boycott: Ingrid Vliet, Youth Services Librarian updated the board on the Washington Digital Consortium Boycott of Macmillan Publishing’s E-book/Digital Audio offerings for 14 months. This is due to a rise in pricing and the publisher’s embargo on new books. The library will be participating in this boycott due to its membership in the digital consortium. This will not affect print books and audio CDs by the publisher.

Vouchers: Bob Buchholz called for a motion to approve the October and November payroll and expenditures total.

-October Payroll and Expenditures Total: $53,972.84
-November Payroll and Expenditures Total: $51,662.16

  MSP Constance Euerle moved and LeaAnn Rolla seconded the motion to approve the October and November Payroll and Expenditures Total. Motion Passed.

Surplus: 3100 items withdrawn for book sale (valued less than $3000.00).

Chair Bob Buchholz called for a motion to approve all surplus items.

  MSP A motion was made by Constance Euerle and seconded by LeaAnn Rolla to approve all weeding of surplus items. Motion passed.

Executive Session: At 11:33am the regular meeting ended and the meeting convened in executive session. The purpose of the executive session was to finalize the library’s budget preparation for 2020.

The minutes will show that the executive session began at 11:34am and ended at 12:05am. No decisions were made or actions taken.

Open Session:
Budget 2020: Chair Bob Buchholz called for a motion to present the 2020 Budget to the public on November 22, 2019 at 10:00am followed by an Executive Session.

MSP LeaAnn Rolla moved and Constance Euerle seconded the decision to present the 2020 Budget to the Public on 11/22/2019 at 10:00am.

Next Meeting: Regular Library Board of Trustees Meeting – December 18, 2019

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

MSP A motion was made by LeaAnn Rolla and seconded by Constance Euerle to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:07pm.

Respectfully submitted: ________________________________

Board Secretary

Approved: ________________________________

Board Chair