

Lopez Island Library Board of Trustee
Regular Meeting
October 16, 2014

Approved as amended on November 20, 2014

Regular Board Meeting Call to Order:

With a quorum present, Chair Bill Evans called the scheduled October 16th regular meeting of the Lopez Library Board of Trustees to order at 12:03 PM

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

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: OJ Lougheed was expected, but had not arrived by the start of the meeting.

Agenda Approval: The board reviewed the agenda. To accommodate an early departure for Bill Evans, approval of the bills vouchers was moved to follow the Friends of the Library report. A discussion of Strategic Planning was removed along with a discussion of Services for Spanish speakers. Bill requested for a motion to approve the agenda.

MSP Michael Moore moved and Sarah Eppenbach seconded a motion to approve the agenda as amended. Motion passed.

Approval of September 18, 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 for to approve the minutes.

MSP Ilene Unruh moved and Michael Moore seconded to approve the September 18, 2014 minutes as amended. Motion Passed.

Guest Speaker: OJ Lougheed, a ham radio operator on Lopez Island, expected, but not present.

Friends of the Library Report: Ellin Evans reported for the Friends of the Library. The annual donation letter campaign is going very well, with \$11,000 already received. The pre-Thanksgiving timing of the letter and the targeted list that Nancy gives culls and maintains every year can be credited for the generous donations. The Friends continue to aim at building capacity by adding new members, and hope the letter will bring in some new blood as well. Sales in merchandise have increased, even after they have decided to get out of the merchandise business. They will be reconsidering and carefully choosing which items to re-order. Regarding the Naming Policy that the library just approved, research is being done on the Otis Perkins family, including Warren Perkins, their son and fallen soldier. Ellin concluded that so far the research has been a fascinating discovery.

Ellin Evans excused herself after her report at 12:25 pm.

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

10/6/2014	Bills Voucher – Fund 6331	3,100.62
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9/8/2014	Bills Voucher – Fund 6331	5,568.90
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Total Bills		\$ 8,668.92
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52	10/1/2014	Healthcare – October 2014	\$ 2,060.97
53	10/1/2014	Payroll – October 2014	\$ 20,028.08
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55		Total Expenditures	\$30,757.97
56			

57 **MSP** A motion to approve all vouchers for a total of **\$ 30,757.97** was made by Sarah Eppenbach
58 and seconded by Ilene Unruh. Motion passed.

59
60 **Surplus:** The agenda listed 7575 items withdrawn from the collection for the book sale with a value of
61 less than \$500 were presented for surplus. Most of these items were from a digital resource, One-Click-
62 Digital subscription that we did not renew.

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

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66 **Disaster Preparedness Planning (discussion):** Lou Pray had recently initiated a Disaster Preparedness
67 committee consisting of Jen Krajack, Judy Welker, and herself, to assess the dangers that might befall the
68 library facility, meet with local emergency response officials, and plan for how the library and community
69 will respond to specific issues. The work of the committee will be to have a plan in place that details
70 responsibilities and tasks to be undertaken after any type of emergency not only for the library facility and
71 collection, but acting as a community emergency link. She is working with an existing template which pulls
72 up every conceivable emergency to assist the planners on how to identify district resources and plan
73 accordingly. OJ Lougheed is interested in the ham radio operator piece and possibly adding a radio tower
74 to the library cupola (being one of the highest structures in the village). Lou filled in some details she
75 discussed with OJ. Judy added that Fire Chief, Jim Ghiglione, is interested in our participation since
76 emergency systems in place deal strictly with official emergencies and responders. A ham operator site to
77 deal with residents to get work to friends and loved ones for non-emergency situations would be very
78 welcomed.

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80 Bill Evans added that learning ham operator skills would be a very worthwhile class for the library to
81 offer. The Board of Trustees determined that the disaster preparedness plan is a notable goal.

82
83 **Librarian Report:** Lou submitted her librarian's report with the following highlights:
84 • Spent 67% of budget; earned 53% of budgeted revenue (64% of property taxes received)
85 • The General Operating Fund as of October 1st was \$50,638.24.
86 • The Digital Skills Training grant has been approved of which \$5,000 will be earmarked for
87 equipment and \$28,000 for training. Money cannot be spent until the official letter is received from
88 the Washington State Library. Grant monies must be spent by May 15th of 2015.
89 • Library programs held at the library have been very well attended, to the pin that some have been
90 crowded beyond capacity, not to mention a full parking lot when the library is still open. Lou will be
91 inquiring about the Woodmen Hall to see if the cost can be manageable for library events in the
92 future.

93
94 Lou reported on feedback she had received from other northwest libraries regarding the new Native
95 American Heritage Day. 8 out of the 12 libraries will be closed for that holiday.

96
97 Director Pray included data for personnel, collection, and capital expenditures for libraries with populations
98 under 5,000, which may be useful to the board as they review certain portions of the library policy.

99
100 **Old Business**

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102 **Policy Revisions 7 & 8 (discussion):** The board briefly discussed a section that deals with 'fire at will'
103 which raised some concern. What does this policy mean as it concerns permanent jobs at this library?
104 The review committees have not received a lot of comments from the staff. Judy Welker mentioned that
105 she want to submit some comments but has not found the time. Perhaps there are other employees with
106 similar time constraints. A date to have all comments submitted for review was set for December 1, 2014.

108 **Bill Evans** excused himself from the meeting at 1:20 pm. Vice Chair Sara Eppenbach took over the
109 duties of conducting the meeting.

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111 **2015 Budget continued (discussion):** The board discussed Director Pray's recommendation for a
112 2% COLA increase and a 2% salary merit increase for all employees. After some discussion, the
113 board reconsidered the request and discussed a proposal that all employees would receive the 2%
114 COLA but the merit increase would go only to employees who have worked for one full year. The
115 board requested that the draft budget be refigured to reflect this approach but deferred voting on the
116 COLA and merit increases until the full board could be present at a special meeting prior to the
117 Budget Public Hearing on November 20th.

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119 The board continued to review budget items. To finalize the budget, the board will convene at a
120 special meeting to review the final budget prior to the Public Library Budget Hearing on November
121 20th.

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123 **Strategic Planning (discussion):**

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125 **New Business**

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127 **Proposal for new library holiday – Native American Heritage Day:** Already discussed. No decision
128 was made.

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130 **Services for Spanish speakers (discussion):** This topic was tabled until the next meeting.

131
132 **Next Meeting:** The board discussed the upcoming Budget Public Hearing. There may be adjustments
133 made to the budget based on this meeting's discussions. The board will hold a Special Board meeting to
134 commence 30 minutes before the Budget Public Hearing to review the final revisions of the budget. Sara
135 Eppenbach requested a motion for the special meeting.

136 **MSP** Michael Moore moved and Ilene Unruh seconded to approve a Special Meeting to be held on
137 November 20, 2014 at 11:00am. Motion Passed

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139 The 2015 Library Budget Public Hearing is scheduled for Thursday, November 20th at 11:30. The public is
140 welcome for questions and comments.

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142 The next Regular Board of Trustees meeting to be scheduled for Thursday, November 20, 2014 at
143 12:00 PM.

144
145 **Adjournment:** With no other business on the agenda, Sarah Eppenbach called for a motion to
adjourn.

146 **MSP** Ilene Unruh moved and Michael Moore seconded to adjourn the meeting. Motion
147 passed. The regular meeting adjourned at 1:58 pm.

148 Respectfully submitted: _____
149 Board Secretary

150 Approved: _____
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