

Lopez Island Library Board of Trustees
Regular Meeting
October 22, 2015

Approved as amended on November 19, 2015

Regular Board Meeting Call to Order:

Acting Chair Bob Buchholz called the regular October 22, 2015 meeting of the Lopez Library Board of Trustees to order at 12:05 PM.

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

FOL: Taya Higgins was present representing the Friends of Lopez Island Library.

Guests: None

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

Agenda Approval: The order of two items were switched so that Recourse letters to the staff preceded Updating HR Policies 7 and 8.

MSP Rob Thesman moved and Ilene Unruh seconded a motion to approve the agenda as amended. Motion passed.

Approval of September 18, 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 Anne Auckland seconded the motion to approve the September 18, 2015 meeting minutes as amended. Motion passed.

Friends of the Library Report: Taya Higgins reported for the Friends. Michael Moore is now on the Friends of the Library board and Barbara Smith withdrew from the board. Friends received a donation of \$2,500 to support the Fall lecture series on "Shelters" from the Ramsey Shirk estate. Ramsey Shirk's sister engineered the donation to the library from her brother's estate who died in the 80's.

The Halloween book sale will be on Saturday, October 31st and will feature Mystery Fiction and children's books. The Friends ordered buttons for the Friends, library staff, and volunteers to wear announcing "See you at the "BOO-k Sale", the date and time. There will also be two other small book sales with the next one scheduled on December 12th which will feature Holiday themed books and cookbooks.

The annual mailing to donors just went out. There will also be a mailing in mid-November for the volunteer appreciation gift of the "Book Lover's Calendar" for 2016. Taya excused herself from the meeting at 12:20 pm.

47 **Librarian Report:** Lou submitted her librarian report with the following highlights:
48

- 49 • 61% of the budgeted revenue has been received. 55% of budget has been expended.
- 50 • Circulation statistics (checkouts) were down 14% from last month but up 9% from 1 year
51 ago.
- 52 • Computer usage – 1273 users – were up 43% from last month and up 9% from Sept
53 2014.
- 54 • Patron visits were down 8% from last month's and 6% from one year ago.
- 55 • Collaborating with the school library on sharing Tumblebooks, an online reading/books
56 program for children. The school will get free unlimited access through our subscription.
- 57 • The staff attended a training webinar for "Pronunciator" which is rolling out this month.
- 58 • Our new integrated library system "Apollo" begins in October. The staff and volunteers
59 will be training all month, but will hold special volunteer training during the first week.
- 60 • Lou started up weekly classes to help patrons with e-content downloading. Mondays
61 from 4-5 pm she explains how to access the online language courses from
62 Pronunciator. Tuesdays she introduces downloading content from Hoopla and
63 Overdrive.
64

65 Director Pray and board discussed young volunteers who have recently wanted to volunteer at
66 the library. After some discussion about the type of tasks and where in the library they are
67 performed, it was agreed that Lou would prepare an agreement for the parents to sign that
68 outlines the nature of the tasks and limiting the amount of time that a volunteer can work on
69 any given day.
70

71 Old Business

72

73 **Budget 2016 (discussion):** Director Pray and the board discussed the budget line item by
74 line item. They had suggestions on renaming some line items to make them more descriptive
75 and apparent for which use the money is earmarked. It was also suggested that the grant
76 related expenses be placed on a separate line. This would eliminate the appearance that
77 some line items are overspent, since grant money received is not added to the line item where
78 it was expended from. Equipment Repair and Equipment Maintenance could also be put on
79 the same line. The board also discussed where the money to pay for recourse might come
80 from. The transfer of \$10,000 to Capital Improvements has not been transferred for 2015.
81 The library could use this year's and next year's \$10,000 transfer out to Capital Improvement
82 to pay for the recourse.
83

84 **Recourse Letters to staff (action):** The board discussed the letter received from Kathy
85 Holliday's attorney and the cost of accepting the full amount of the proposal for recourse,
86 which includes medical expenses and vacation time, and full payment of Ms. Holliday's
87 attorney fees. The board is not in agreement as to whether all the attorney fees be paid by the
88 library. Most of the board members would like to resolve this issue as soon as possible. Bob
89 Buchholz drafted a proposal to submit to the attorney once the board approved the terms.
90 After much discussion, acting Chair Buchholz asked if there was a motion to adopt the letter as
91 written. For the record, the proposal will be appended to the minutes if and when it is
92 accepted.

93 **MSP** Anne Auckland made a motion to accept the proposal drafted by Bob Buchholz as
94 drafted. Ilene Unruh seconded the motion. The motion passed.

95
96 The letter will be place on the library letterhead and will be signed by Director Pray and Acting
97 Chair Buchholz and mailed to Ms. Holliday's attorney.

98
99 The board discussed recourse for Beth St. George. Various options for Beth's recourse were
100 discussed. One trustee wanted to offer the employee more than she requested but in the end
101 the board agreed that the proposal needed to remain fair. Not all board members were in
102 agreement with the terms in the proposal. After the discussion, a motion was called for.

103 **MSP** A motion was made by Ilene Unruh to accept her proposal for recourse payment
104 to Beth St. George as written. Anne Auckland seconded the motion. The motion passed but
105 was not a unanimous vote.

106
107 **Updating section 7 & 8 Policy manual (discussion):** The policy committee wrote and
108 presented a pre-amble to the policy which was discussed and rejected by the board for use at
109 this time. The committee is very close to completing the work, but Trustee Thesman wants to
110 combine the other trustees comments and once received will send out a clean copy prior to the
111 next meeting. Trustees need to send Rob the final comments before the 25th of the month.

112 113 New Business

114
115 **Updating ADA policies (discussion):** More discussion on this subject at the next meeting.

116
117 **Apollo ILS migration set for November:** Tabled until the next meeting.

118 119 Approval of Bills

120 121 **October 22, 2015 Expenditures**

| | | | | |
|-----|------------|---------------------------|----------|------------------|
| 122 | | | | |
| 123 | 9/22/2015 | Bill Voucher - Fund 6331 | 9,830.08 | |
| 124 | 9/29/2015 | Bill Voucher - Fund 6331 | 1,990.63 | |
| 125 | 10/6/2015 | Bill Voucher - Fund 6331 | 1,549.63 | |
| 126 | 10/14/2015 | Bill Voucher - Fund 6331 | 2,972.23 | |
| 127 | 10/21/2015 | Bill Voucher - Fund 6331 | 1,784.62 | |
| 128 | | Total Bills | | 18,127.21 |
| 129 | | | | |
| 130 | 10/1/2015 | Healthcare - October 2015 | 3,590.80 | |
| 131 | | Total Health Care | | 3,590.80 |
| 132 | | | | |
| 133 | 101/2015 | Payroll – October 2015 | | 18,011.97 |
| 134 | | | | |
| 135 | | Total Expenditures | | 39,729.98 |
| 136 | | | | |

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

138 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all
139 bills totaling \$39,729.98. Motion passed.

140

141 **Surplus: 305** items withdrawn from the collection valued less than \$500 were presented for
142 surplus and the book sale. Bob Buchholz called for a motion to approve the surplus.

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

145

146 **Next Meeting: Regular Library Board of Trustees Meeting – October 19, 2015.**

147

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

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

152

153 The meeting adjourned at 2:28 pm.

154 Respectfully submitted: _____
155 Board Secretary

156 Approved: _____
157 Board Chair

Lopez Island Library Board of Trustees
Librarian's Report
November 19, 2015

Financial Snapshot for 2015

Revenue as of Nov 1, 2015 – \$420,492 (72%)
Expenditures as of Nov 1, 2015 \$396,224(68%)
In our General Operating Funds as of Nov 1, 2015 - \$112,536
In our Capital Improvement Funds as of Nov 1, 2015 - \$42,882
Lopez Island Endowment Fund: \$89,690

Select Operational Statistics for October 2015

Checkouts 8,191 up slightly from last Oct's 8,087

Patron Visits down in Oct to 5, 856 from last month but up slightly from this time last year 5,644
Holds placed on items in October 2015– 410 down from 438 in Sept
Computer sign-ups – 948 signups down from 101 last year in Oct

Lou's Report

Collection & Acquisitions Report (new stuff!)

Added to the collection in October 2015: 121 books; 90 periodical items; 39 films; 19 audiobooks

Adult Purchasing (Book, Films, Music, Periodicals) - Read reviews, attended and created a Jan Selection list in Ingram (the library's book vendor) to keep track of requests/new titles between now and then. Submitted a small holiday order of adult books to arrive by Dec.

Collaboration

- ✚ Working the Tech Levy School Board sub-group to give feedback on the planned tech levy budget to be presented at the upcoming November school board. Shared the Digital Grant wording and gave input on Jesse Hammond's proposed budget for new technology, training and infrastructure.
- ✚ Working with Karla Alvarez to survey Spanish-speaking members of the community. Karla translated my survey and this will be reviewed before handouts begin.
- ✚ The end of the Long Range Plan at close of 2015 is looming. To get feedback from the community, a survey will be sent out at the end of Nov.
- ✚ Received a Total Excess Compensation Benefit Invoice for Aimee Hirshall (sick leave is all excess) and talked with Terry Sammons at the Department of Retirement Systems about the process used for the bill.
- ✚ The major focus of my time has been the migration of the library's integrated library system from KOHA to Apollo and the training of staff, volunteers, and patrons. The staff and volunteers have shown

outstanding flexibility during this learning curve and are learning new features daily in Apollo. Still troubleshooting issues from the migration and that is ongoing.

- ✚ The support from Apollo has been top notch and very responsive.
- ✚ One major benefit that has come from the migration to Apollo is the ability to login to the catalog and get access to many of our other electronic content (are without having to use all the databases various separate logins and passwords. I've long believed that too many passwords is the bane of modern living (or one of them) and this makes things so much easier. Plus, the upfront and center nature of the catalog interface, emphasizes our other digital content and promotes it without going to the main web page or Digital Hub.

Programs

Continuing to give Pronunciator (online foreign language program) and ebook classes, usually between 3 and 6 attendees so very manageable.

Facilities – ADA upgrades in the Children's Room and new shelving for staff to make more useful floor space. Director's office needs shelving, too and the door moved for wall space, shelving, and sound insulation. See the Shelter programs highlights from Jen. Great turnout to all so far!

Beth's October 2015 Activities

YOUTH PURCHASING

- Read reviews, attended author/book webinars, placed orders, managed budget for books & other materials.

CATALOGING

- Cataloged 72 books, 18 films, 16 audiobooks, 7 magazines & 1 piece of computer equipment.
- eBook cataloging for Hoopla & OCLC.

PROGRAMS

Baby/Toddler Storytime (with Volunteer Becky Presley)

- 7th – Nursery Rhymes & Colors: 5 kids, 3 adults
- 14th – Rain: 3 kids, 2 adults (Jen subs)
- 21st – Author Eric Carle: 2 kids, 2 adults (Beth subs)
- 28th – Mother Goose: 3 kids, 3 adults

Preschool Storytime

- 7th – Alligators: 9 kids, 4 adults
- 14th – Trees: 11 kids, 7 adults (Rosie Sumner subs)
- 21st – Beavers & Bees: 9 kids, 6 adults
- 28th – Halloween: 9 kids, 4 adults

Kindergarten Storytime

- 6th – Autumn: 13 kids, 2 adults
- 20th – Oceans: 14 kids, 3 adults

PROFESSIONAL DEVELOPMENT

- 20th – Junior Library Guild New Nonfiction book webinar

- 22nd – Apollo (new ILS) training
- 22nd - Facilitated YARLI (Young Adult Readers of Lopez Island) Book Group with 6 other adult members. Discussed *Skellig*, by David Almond (middle grade urban fantasy).

SOCIAL MEDIA

- Updated library webpage with post on YARLI (about *Skellig*).

YOUTH VOLUNTEERS

- Cyrus Froning (Saturdays) & Freda Kvistad (occasional weekdays) are volunteering to assist with children's room shelving, book covering, and other age-appropriate tasks as directed by staff.

ENVIRONMENT

- Updated Children's Room display for Halloween and "Fall into a Good Book".
- Researched ADA compliance for Children's Room & made recommendations for DVD/Audiobook area to be ADA-compliant.

Jen's October 2015 Activities

Annual DVSAS movie night was held October 16th at 7:00 PM as part of Domestic Violence Awareness month. Unfortunately despite our marketing efforts only one person other than me and Kristina Moen of the local DVSAS office attended. The film, a documentary, was very informative & important in its insight into the many elements of domestic violence. A good discussion was held within our 3 attending. Kristina and I agreed that we would try to arrange a screening just for local EMT's, fire & medical staff & the sheriff's office. I have contacted the EMT group & we are trying to arrange a screening during one of their training sessions.

The first of the SHELTER series was held October 17th at Woodmen Hall with Steve Badanes of the UW Design Build. Attending: 105.

The audience was very participative with good questions at the end of the program. Steve Badanes commented positively on the Lopez audience. The program consisted of one part beautiful architecture and one part community projects he has led with UW architecture students in lower income neighborhoods.

The second in the SHELTER series was held October 28th at LCCA with tiny home pioneer Dee Williams presenting. Dee Williams' program had a few elements to it discussing: building your own home & the materials & challenges that go with that effort; the challenges of building small, lifestyle changes & a human being's response to facing critical health problems. Dee is a warm, engaging, generous speaker and Lopez turned out. Attending: 120

She brought a life-size canvas blueprint of her 84 sq. ft. home which allowed the audience to walk-in to her home & get a true sense of what living in that small of a space means. She read from her book "The Big Tiny" and took questions at the end of her program encouraging lots of participation in the discussion.

The budget for the SHELTER series is \$2500 and with real #s now available for Jersey Devil Architecture & Tiny Home Pioneer Dee Williams as well as the projections for costs for the series we will come in at approximately \$1987.22 with a delta of \$512.78 for other programming. I will work with the Ramsey Shirk fund for suggestions on how to spend the remaining funding but venues for free speakers such as

Ginny Gilder (Course Correction, A Story of Rowing and Resilience in the Wake of Title IX) and covering costs for Sean Gaskell, African Kora Drummer in the spring. We still also have \$450 for use with San Juan Islands Monument for collaborative programming & I am working with Marcia de Chadenes of the monument on possible programs.

I have made a strong commitment to Lou to keep programs interesting but as close to zero budget as possible. I am up for the challenge. I met with Dan Silkiss, patron and local person who would like to give a presentation on his time on a merchant ship in the South Seas during WWII. This prompted some thoughts and I am now working on a series to present to Lou tentatively called (??) a collection of story-telling from our region, not just Lopez Island but also in the regional area, the objective being the telling of a good story (for free or almost free). The series would finish with Ginny Gilder's program, an amazing story.

Integration of Apollo is the big story this month. It is a user friendly, well thought out software program. It will really enhance the library and thus far my training in it has been interesting and it makes sense!