

Lopez Island Library Board of Trustees  
Regular Meeting  
October 17, 2017  
**Approved as Amended November 14, 2017**

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular October 17, 2017 meeting of the Lopez Library Board of Trustees to order at 10:07am.

**Members Present:** Trustees Bob Buchholz, Heike Deubner and, Ilene Unruh. Rob Thesman and Marilyn Berger were excused.

**Staff:** Library Director, Lou Pray, and Claudia Rempel.

**Guests:** Barbara Orcutt, Friends of the Library President.

**Agenda Approval:** The agenda was presented for approval.

**MSP Ilene Unruh moved and Heike Deubner seconded the motion to approve the October 17, 2017 agenda as submitted. Motion passed.**

**Approval of September 19, 2017 Board Minutes:** Minutes were sent out prior to the meeting and corrections were made. The draft of the minutes was approved as amended.

**MSP Heike Deubner moved and Ilene Unruh seconded the motion to approve the September 19<sup>th</sup> meeting minutes as submitted. Motion passed.**

**Friends of the Library Report:** Barbara Orcutt gave a short report about the Friends of the Library activities for the months of September. This week, they have been finalizing their mailing list for their annual fundraising letter. They continue to be on target to meet their proposed budget. The Friends are also continuing to review their mission statement.

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

- Overall, digital statistics are up from last month. Bandwidth use also increased in the month of September, although unique visitors are down from last month
- Ingrid Vliet, Children's Librarian, hosted a successful Harry Potter Party with over 50 patrons in attendance. She also collaborated with the WA State Library and Lopez Secondary School on a number of robotics programs.
- Library visits totaled 5,551 in the month of September.
- Physical checkouts (6,665) were down from the September.
- Revenue received - 51%
- Expenditures made – 57%- Expenditures are on track for 2017, with an increase in revenue expected in October from property tax.

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**Old Business:**

**2018 Budget Draft Revision** –Budget projection for 2018 is still in process. The total property tax revenue is still ambiguous because it may or may not include revenues to be collected from new construction on the island. There are no major projects planned for 2018, but there is a budget increase in furnishings and substitute staff.

**New Business:**

- **Trustee Training Session** – A special trustee training session will be held in Anacortes on November 9, 2017. This training is specifically designed for trustees of library boards.
- **Libby App (demo)** – Lou demonstrated the new app introduced by the Washington Anytime Library staff. It is a streamlined version of the Overdrive app, and includes several new features.
- **Highlights of Overdrive Washington Anytime Library Meeting-** Lou attended the first conference hosted by the Washington Anytime Library team. This meeting included the 44 member library consortium. Some further training and information was available for library directors on the overall digital library process.

**Approval of items over \$500.00-**

**Floor replacement for conference room-** Lou proposed that the flooring in the conference room, hallway and bathrooms be replaced because of wear and tear.

**MSP** A motion was made by Heike Deubner and seconded by Ilene Unruh to approve \$5,000.00 to replace the flooring in the Conference room, hallway, and bathrooms. Motion passed.

**Approval of Bills**

**October 2017**

Staff and Admin Payroll	\$18,232.44
HCA	\$ 3,177.44
<b>Expenditures</b>	
Vouchers 9/26/2017	\$ 3,842.78
Vouchers 10/3/17	\$ 9,834.50
Vouchers 10/16/2017	\$ 5,862.73
<b>Total-</b>	<b>\$ 40,949.89</b>

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

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95 **MSP** A motion was made by Heike Deubner and seconded by Ilene Unruh to approve all bills  
96 totaling \$40,949.89. Motion passed.

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99 **Surplus:** 142 Items withdrawn for book sale (valued less than \$500.00)

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

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103 **MSP** A motion was made by Ilene Unruh and seconded by Heike Deubner to approve weeding  
104 of surplus items. Motion passed.

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107 **Next Meeting: Public Budget Hearing-November 14, 2017 at 10:00am and Regular Library Board**  
108 **of Trustees Meeting –November 14, 2017 at 10:30am.**

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111 The regular meeting adjourned at 11:42am

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113 Respectfully submitted: \_\_\_\_\_

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Board Secretary

115 Approved: \_\_\_\_\_

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Board Chair