

Lopez Island Library Board of Trustees
Regular Meeting
October 27, 2016

Approved as Amended on November 15, 2016

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular October 27, 2016 meeting of the Lopez Library Board of Trustees to order at 10:05 AM.

Members Present: Trustees Anne Auckland, Bob Buchholz, and Ilene Unruh.

Absent: Marilyn Berger (excused), Rob Thesman (excused).

Staff: Library Director Lou Pray and Library Staff Member Claudia Rempel were also present.

Agenda Approval: The agenda was presented for approval. Agenda was approved as presented.

MSP Anne Auckland moved and Ilene Unruh seconded a motion to approve the agenda as presented. Motion passed.

Approval of September 20, 2016 Board Minutes: Minutes were sent out prior to the meeting and corrections and suggestions were emailed in response. An amended draft of the minutes was submitted for approval.

MSP Anne Auckland moved and Ilene Unruh seconded the motion to approve the September 20, 2016 minutes as amended. Motion passed.

Friends of the Library Report:

- Taya Higgins, Friends of the Library chair, presented a small report on the Friend's activities for October and November.
- In October, the Friends mailed out solicitations for donations. A number of generous community donations have already been received. Along with this campaign, a "PAY PAL" button option was added to the Library's Friends web-page for an instant option to donate to the library.
- The Friends will be hosting a big Thanksgiving Weekend Book Sale.
- The Friends are interested in sponsoring a donation by local sculptor Bruce Richardson, who has offered to donate a large sculpture for the library's permanent collection.
- The Friends have also agreed to sponsor a number of upcoming Library Programs.

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

- As of September 30, 2016, the library has received approximately 58% of its projected budget and spent approximately 63% of the budget. The October property tax deadline will bring an influx of revenue for the rest of the 2016 calendar year.
- The payroll and retirement audit, conducted by the Department of Retirement Systems, was completed in the month of October. An exit conference is scheduled for November.
- A weeding of the adult collection is being conducted with a focus on the Friend's Thanksgiving sale. Also, more shelving space is needed for much of the Adult Collection.
- A WorldShare subscription was added to the current OCLC subscription. This database helps manage the Inter-Library Loan process more efficiently.
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Old Business:

- Long-range planning results and follow-up will be postponed for the next meeting as several board members were not present.
- Budget Review 2017-An executive board meeting will be held on November 10, 2016 at 10am to finalize numbers for the 2017 budget.

New Business:

- Benchmarking San Juan Island Libraries- Chair Bob Buchholz presented a budgetary comparison of the San Juan Island Libraries. Bob looked at personnel costs, benefits, and library material and determined that the Lopez Library funds allocated to these items are comparable to the Orcas and San Juan Libraries.
- Salary and Wage Comparisons- Due to rising health care and retirement costs, the need to provide Capital Improvement funds and limited revenue available, the Board Chair recommended that the Board consider a 2% wage increase for library staff. He asked the Director to amend the 2017 budget draft to reflect that and other changes before the next time Trustees meet to review and discuss the budget so they can determine the impact these changes would make on the budget. Trustees will meet at least one more time before they vote to finalize the 2017 budget.
- Kathleen Holliday- Kathleen Holliday resigned from her position as a Library Assistant. Her last day will be October 31, 2016.
- Approval of Bills over \$500-
 - Sterling Computer products-toner (\$584.51)
 - Ingram-adult books (\$600.52)
 - Cheryl Harlan-custodial services (\$544.50)
 - OPALCO-electricity (\$508.16)
 - Biblionix-database (\$2,979.60)

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MSP Anne Auckland moved and Ilene Unruh seconded a motion to approve items over \$500.00.

September/October Expenditures

Payroll Worksheet

October 2016

Staff and Admin Payroll	\$19,261.01
HCA	\$4,144.15

Expenditures

Vouchers 10/24/2016	\$5,390.77
Vouchers 10/10/2016	\$3,915.94
Vouchers 9/26/2016	\$4,768.92

Total- **\$37,480.79**

Chairman Bob Buchholz called for a motion to approve all vouchers.

MSP Anne Auckland moved and Ilene Unruh seconded a motion to approve these vouchers.

Surplus:

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

MSP A motion was made by Anne Auckland and seconded by Ilene Unruh to approve all weeding of surplus items. Motion passed.

- Items weeded (valued less than \$500.00)

Next Meeting: Regular Library Board of Trustees Meeting – Tuesday, November 15, 2016.

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

MSP A motion was made by Anne Auckland and seconded by Ilene Unruh to adjourn the meeting. Motion carried unanimously.

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137 The meeting adjourned at 11:21 pm.

138 Respectfully submitted: _____

139 Board Secretary

140 Approved: _____

141 Board Chair