

1 Lopez Island Library Board of Trustees
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3 Regular Meeting
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5 September 17, 2015
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Approved as amended on October 22, 2015
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Farewell Presentation to Sarah Eppenbach & Michael Moore: Prior to calling the meeting to order, board members presented outgoing members, Sarah Eppenbach & Michael Moore with thank you and farewell cards, personal gifts to thank them for their many years of service to the library. The September board meeting would be their last meeting they would attend as a board member.

13 **Regular Board Meeting Call to Order:**
14 Vice Chair Sara Eppenbach called the regular September 17, 2015 meeting of the Lopez
15 Library Board of Trustees to order at 12:15 PM.
16

Members Present: Trustees Bob Buchholz, Sarah Eppenbach, Michael Moore, Rob Thesman, and Ilene Unruh. Also in attendance was board appointee, Anne Auckland, who begins her voting term in October. Trustee Rob Thesman and newly appointed Maruilyn Berger were excused from the meeting.

FOL: Micki Ryan represented the Friends of Lopez Island Library.

Guests: Robert Savage with Pronunciator language learning website will attend via webinar.

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

Agenda Approval: Added to the Friends of the Library report, Micki Ryan's presentation of their proposal to name the meeting room. Added to new business was electing a new acting chair and the Director's evaluation.

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

Approval of August 20, 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, Sarah Eppenbach called for a motion to approve.

MSP Ilene Unruh moved and Bob Buchholz seconded the motion to approve the August 20, 2015 meeting minutes as amended. Motion passed.

Friends of the Library Report: Micki Ryan reported for the Friends. She had submitted a proposal to name the reading room the "Perkins Family Reading Room" and believed it met compliance with Section 6.2 of the Library Policy. Through the months of research, she found that Nan Perkins had spearheaded the introduction of a library in 1949 which was named the Lopez Island Memorial Library (which subsequently burned) in memory of her son who was killed in the war. Several members of the family went on to play a prominent role in establishing the library. If approved, the Friends of the Library will have a single panel plaque,

47 approximately 22" X 24" with a graphic photo of Perkins family along with a commentary about
48 the Perkins Family and their involvement with the first library. She asked the board to act on
49 the request. A family photo had been difficult to acquire. After additional discussion, a motion
50 was called for.

51 **MSP** A motion was made by Bob Buchholz to adopt the "Perkins Family Reading
52 Room" as the name of the reading room. Ilene Unruh seconded the motion. The motion
53 passed.

54 Micki Ryan excused herself from the meeting at 12:40pm.
55

56 Lou Pray continued the report for the Friends. The Friends had formally decided not to have
57 the day after Thanksgiving book sale. Instead they will have three separate themed books
58 sales. The first will be a "Getting Ready for Fall / Halloween" theme which will be held in the
59 library meeting room. This will be followed by a "Holiday" theme sale, and a "Spring" theme
60 early next year.
61

62 The Friends of the Library have also agreed to fund the entire new VoIP telephone system and
63 will be purchasing "library lover's" calendars as appreciation gifts for the library volunteers.
64 They are purchasing new logo tote bags and aprons for sale at the library. The John
65 Ditto/Ginny Keith concert which was held at Grace Episcopal Church for the benefit of the
66 Friends netted approximately \$890.00. Barbara Orcutt has agreed to become the Vice
67 President and Dee Dee Lozier will be the new secretary.
68

69 **Librarian Report:** Lou submitted her librarian report with the following highlights:
70

- 71 • 52% of the budgeted revenue has been received. 54% of budget has been expended.
- 72 • Circulation statistics (checkouts) were down 14% from last month but up 9% from 1 year
73 ago.
- 74 • Computer usage – 1273 users – were up 43% from last month and up 5% from Aug
75 2014.
- 76 • Patron visits were down 8% from last month's and 6% from one year ago.
- 77 • Summer Reading Program finished with 56 sign-ups, only 34% completed the program.
- 78 • Collaboration with Lopez School. Met with Jesse Hammond to discuss procedures for
79 sharing the grant-acquired ASUS tablets for school assignments.
- 80 • Feedback from patrons testing Pronunciator were mostly positive. Lou is
81 recommending we pursue this affordable option for web-based language studies in our
82 community.
- 83

84 **Guest Robert Savage with Pronunciator** was scheduled for a webinar presentation, but due
85 to shortage of time, Lou explained the reasons for her recommendation to approve the
86 purchase of the online language learning tools. Some of the unique features were described
87 and she answered questions regarding the cost and usage of the digital content discussed.
88 The cost will be \$1,200 per year with unlimited usage. The board discussed the pros and cons
89 and a motion to add this learning tool to our digital collection was made.
90

91 **MSP** A motion to purchase the Pronunciator language learning tool for the library's
92 digital collection was made by Ilene Unruh and seconded by Michael Moore. Motion passed.

93
94 **Old Business**
95

96 **The WAC rules on part-time staff, including vacation/holiday (action):** Prior to a
97 conversation with Randy Gaylord, a set of questions gathered from BOT members and staff
98 about the situation was sent to him for his review and advice. He freely admitted not knowing
99 all the technical aspects of the HR rulings, but recommended contacting Frank Smalleck with
100 the Port Authority, because we are a junior taxing district.
101

102 The board discussed their options for continuing to research and insure compliance with the
103 WAC rules for part-time employee health, vacation, and holiday benefits. The BOT felt they
104 want to focus on this in a special meeting within the next few weeks, and as soon as a full
105 board is able to convene. The board is challenged with the need to support the employees,
106 but also support the taxpayers. Lou will send out emails to all board members in order to
107 expedite a meeting as there are employees wanting to plan their vacations and are in need of
108 a ruling.
109

110 **Finalizing section 7 & 8 Policy manual (discussion):** The Section 8 is on hold until the
111 board meets for a special meeting. The content of revised Section 7 has been in final draft
112 form since February. The wording was reviewed and accepted by both the BOT and staff at
113 that time, but it will not be formally adopted until the revision of Section 8 has been completed.
114 Section 7 still needs to be graphically formatted to match the overall library policy, so Ilene will
115 work with Judy to finalize the format. This section will be reviewed one more time by the BOT
116 and staff to make sure it is clear, compliant with WACs, and in alignment with the final draft of
117 revised Section 8.
118

119 **2016 Library Budget Draft (discussion):** The board discussed several line items that were
120 in question. Monies for legal fees would need to be raised. The BOT asked Lou to make
121 recommendations for salary and merit increases for 2016. Bob Buchholz said that the salaries
122 are an area of concern and he would like a future meeting with Lou and Anne Auckland for
123 further clarification regarding salaries.
124

125 **Approval of phone system (discussion and possible action):** The Baron
126 Telecommunication proposal was discussed and considered. It is the understanding of the
127 BOT that the cost of \$5,013 includes an extended warranty. Since the discussion with the
128 Baron representative last month, several other contracts on Lopez have been executed. With
129 no further discussion, Vice Chair Eppenbach called for a motion.
130

131 **MSP** Bob Buchholz moved and Ilene Unruh seconded to accept the Baron
132 Telecommunication proposal of the Toshiba telephone and VoIP system installation, training,
133 technical support, and warranty. The motion passed.
134

135 **Approval of Pronunciator (discussion and possible action):** Pronunciator was discussed
136 as an addition to our digital collection and the staff and some of the board had had a chance to
137 test it during the last month. It was well received, and cost much less than other language
138 options. Lou recommended that the board approve the purchase. The board agreed that this
would be good for the community. They asked Lou to sign the contract.

139 **New Business**

140
141 **Electing a new acting chair:** As discussed in a previous board meeting, the BOT thought it
142 would be better to elect an acting chair, rather than a new Chair for the short duration before
143 the two new board members officially start serving, and the two resigning members officially
144 are off the board. Therefore, Vice Chair Eppenbach asked the board if it was their wish to now
145 elect an acting chair to run the next board meeting. Bob Buchholz said he was willing to
146 become the acting chair. However, he will not be able to go to the October 15th meeting.
147 Would the board consider moving the regular meeting to the 22nd which would also allow more
148 time between the special meeting, date to be determined, and the next regular board meeting.
149 The BOT agreed to have the next regular board meeting scheduled for October 22, 2015.

150
151 **Amending the June 18, 2015 minutes request from Kathy Holliday:** In an email to the
152 Board of Trustees and to Lou Pray, Kathy Holliday made a request to change the wording in
153 the June 18, 2015 minutes from “temporary employee” to “part-time regular employee.” In
154 addition the term “permanent “employee” be changed to “full-time employee”. The section in
155 question begins on line 121 with “Library Assistants.” She pointed out that she was hired as a
156 regular part-time employee and the position was never a “temporary” position.

157
158 In addition, the term “permanent” employee” is in conflict with the library policy which states
159 that employees are hired “at will” but are not considered “permanent.” After some discussion,
160 the board agreed that the minutes should be corrected using more appropriate terminology.

161 **MSP** A motion was made by Bob Buchholz and seconded by Michael Moore to approve
162 an amended version of the June 18, 2015 minutes to reflect these changes Motion was
163 passed.

164
165 Vice Chair Sarah Eppenbach will thank Kathy Holliday personally and email her the amended
166 minutes.

167
168 **Review recourse request documents:** The BOT wanted to review and discuss the content
169 of the documents in Executive Session. They chose to conduct the executive session at the
170 end of the meeting, so that persons not involved could continue their day without having to
171 come back to the meeting.

172
173 **Approval of Bills**

174
175 **September 17, 2015 Expenditures**

177 8/25/2015	Bill Voucher - Fund 6331	1,133.84
178 9/1/2015	Bill Voucher - Fund 6331	1,333.04
179 9/8/2015	Bill Voucher - Fund 6331	1,100.20
180 9/15/2015	Bill Voucher - Fund 6331	4,268.50
	Total Bills	7,835.58

185	9/1/2015	Healthcare - September 2015	2,872.64
186		Healthcare – August 2015	1,436.32
187		Total Health Care	4,308.96
188			
189	9/1/2015	Payroll – September 2015	18,161.01
190			
191		Total Expenditures	30,305.55

193 Sarah Eppenbach called for a motion to approve all vouchers.

MSP A motion was made by Michael Moore and seconded by Bob Buchholz to approve all bills totaling \$30,305.55. Motion passed.

197 **Surplus:** 459 items withdrawn for book sale valued less than \$500 were presented for surplus
198 and the book sale. Sarah Eppenbach called for a motion to approve surplus.

MSP A motion to approve surplus was made by Bob Buchholz and seconded by Michael Moore. Motion approved.

202 Next Meeting: Regular Library Board of Trustees Meeting – Sept. 22, 2015.

203
204 Judy Welker excused herself at 2:10pm so the executive session could convene. The
205 executive session was expected to last 20-30 minutes.

Executive Session: The regular meeting adjourned at 2:12pm and the executive session was brought to order. The executive session adjourned at 2:29pm. No decisions were made. The regular meeting reconvened at 2:29pm.

Adjournment: With no other business on the agenda, Vice Chair Sarah Eppenbach called for a motion to adjourn.

213 **MSP** A motion was made by Michael Moore and seconded by Rob Thesman to adjourn
214 the meeting. Motion carried unanimously.

216 The meeting adjourned at 2:31 pm.

217 Respectfully submitted: _____
218 Board Secretary

219 Approved: _____
220 Board Chair

Lopez Island Library Board of Trustees

Librarian's Report

October 22, 2015

Financial Snapshot for 2015

Revenue as of Oct 1, 2015 – \$355,778 (61%)

Expenditures as of Oct 1, 2015 \$316,913 (55%)

In our General Operating Funds as of Oct 1, 2015 - \$77,883

In our Capital Improvement Funds as of Oct 1, 2015 - \$42,882

Lopez Island Endowment Fund: \$89,690 (no updates until next month)

Select Operational Statistics for September 2015

Checkouts 8,165 down from 9,928- down 14% from last month but up 9% from 2014 September figures

Patron Visits 6,474 down 7887 down 8% from last month's but up 6%from 2014 September figures

Holds placed on items in August 2015– 438 down from 478 in August

Computer sign-ups – 949 signups down from 1273

Computer Hours – 1,110 hour down from 1392 hours - up 38% last Aug

Lou's September Report

What is Circulating?

Top holds from our library

Books

All the light we cannot see

Being mortal,

Girl on a Train

Dead Wake

The nightingale

Films

Ex Machina

Imitation Game

Second Best Exotic Marigold Hotel

Mr. Turner

Woman in Gold

Collection & Acquisitions Report (new stuff!)

Added to the collection in Sept 2015: 232 books; 77 periodical items; 83 films; 2 audiobooks

Adult Purchasing (Book, Films, Music, Periodicals) - Read reviews, attended author/book webinars, placed orders. We are putting the brakes on spending with the end of the year approaching with special orders given careful consideration before ordering. We are preparing a selection list of items for 2016 so we'll be ready for the New Year. So, limited spending for the next three months. We did receive a boat load of donations, many films and good novels and non-fiction.

- ✚ Collaboration
 - ✚ Arranged staff training on Fire Extinguishers (exciting live fire training) by Chief Jim in the library's patio area. Lots of patron spectating!
 - ✚ Arranged webinar training for the staff on the new library digital product, "Pronunciator"
 - ✚ Working with Karla Alvarez to reach out to the Spanish speaking members of the community with a survey of how to better serve their needs, with Karla doing the translating.
 - ✚ In collaboration with the school library, we are working on sharing Tumblebooks, a great online reading/books program for children. Our subscription affords access to all of their reading comprehension quizzes, lesson plans, and Common Core Portal. The very popular Common Core portal includes core aligned resources in both reading and math
 - ✚ The school will get free unlimited access to TB. The school provides their IP addresses so that they can access TumbleBookLibrary subscription via IP authentication from within the school (without having to enter a username/password). TB will provide the school partner schools with banners and icons for their websites which trumpet the partnership and resource that the library is now providing.
 - ✚ The staff and volunteers will be training on Apollo in October, the new ILS system which will provide a cost savings of over \$1,000 a year and a nicer interface designed for public libraries of our size.
 - ✚ Attended a class on "Best Practices in HR Handbooks" in Tukwila with Bob Buchholz to help with the update on Policies 7 & 8
 - ✚ Met with library trustees for a special meeting to address recourse requests and the HR policies.

Collection/Budget

Continued tweaking the 2016 budget and researching trends and working with staff on issues that are upcoming in 2016.

Programs

Rolled out Pronunciator (online foreign language program) and have many new users signed up already. They provided lots of great marketing material we are distributing around the village. I'm offering training on it every Monday from 4-5 in the community room and have had 7 attendees.

I started up a weekly e-content downloading instruction every Tuesday at 4-5 to introduce patrons to Hoopla and Overdrive content and procedures.

Facilities – We are working with the Friends to spend out their allotted money for us on staff area upgrades. Our hope is to get it finished by the end of December.

Beth's Sept 2015 Activities

YOUTH PURCHASING

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

CATALOGING

- Cataloged 95 books, 19 films, & 1 audiobook.
- eBook cataloging for Hoopla & OCLC

PROGRAMS

Baby/Toddler Storytime (with Volunteer Becky Presley)

- 2nd – Trucks: 3 kids, 3 adults
- 9th – Variety: 3 kids, 3 adults (Beth subs)
- 16th – Caterpillars & Trucks: 5 kids, 3 adults
- 23rd – Mother Goose & Colors: 5 kids, 5 adults
- 30th – Mother Goose & Colors: 3 kids, 2 adults

Preschool Storytime

- 2nd – New Books: 20 kids, 8 adults
- 9th – Parents & Kids: 25 kids, 15 adults
- 16th – Moon: 18 kids, 7 adults (Jen Krajack subs)
- 23rd – Gingerbread Man: 14 kids, 11 adults
- 30th – Autumn: 9 kids, 5 adults

Kindergarten Storytime

- 22nd – 14 kids, 4 adults - First of school year: Getting to Know You (birds, pets)

PROFESSIONAL DEVELOPMENT

- 8th – Facilitated meeting with Youth Librarians at San Juan & Orcas Islands, held on Lopez. Shared ideas on Summer Reading Program and other youth programming. Will meet again in February 2016.
- 10th – SLJ Webcast on new Teen books
- 22nd - Facilitated YARLI (Young Adult Readers of Lopez Island) Book Group with 8 other adult members. Discussed *Miss Peregrine's Home for Peculiar Children*, by Ransom Riggs (YA suspense).

SOCIAL MEDIA

- Updated library webpage with post on YARLI.

SUMMER INTERNS

- Zack Havel stopped working when school started.

TECHNOLOGY

- 1ST – Lou & I met with Jesse Hammond, School Technology Dept. about best use of the Mini iPads & ASUS Transformer Notebooks. They will be housed at the school and checked out for in-school use.

ENVIRONMENT

- Changed out Children's Room display to "Fall into a Good Book".

Jen's September 2015 Activities

Will continue bi-lingual story-time with Beth reading in English and Jen reading in Spanish the first Wednesday of each month. I filled in for Beth's Wed preschool story-time on Sept 16th. She let me pick the topic which was the moon. We read stories, discussed the moon-landing and I made flash cards about the moon for additional engagement with the kids. I have been spending more time in the children's room stacks re-shelving in order to better understand the collection and be of help.

We still have a \$450 fund from the San Juan Islands National Monument/BLM for additional science programs. One program suggested is information on the local aquifers. I will meet with them to talk about their vision for those programs and potential speakers/dates then discuss with Lou. The Monument is hosting an indigenous peoples film festival in Feb-Mar of 2016 (no library funding requested) & I will work with them to understand how the library can assist/volunteer/provide the community room.

I have confirmed planning for the fall's SHELTER series. The Lopez Island Library has a varied and extensive collection of home design and architecture books. The books provide detail information on craftsmanship, history, solutions as well as houses as an art form. This series is designed to highlight our collection which inspires, provides solutions and has something for everyone. The series will provide fun/ informative evenings for Lopez residents and is being funded by a donation of \$2500.00 from the Ramsey-Shirk Fund to the Friends of the Lopez Island Library specifically for this series which includes:

October 17th, 7:00 PM Woodmen Hall, Jersey Devil Design/Build: 40 years of Jersey Devil Architecture with the Director of the UW Neighborhood Design/Build Studio, Steve Badanes.

October 28th, 7:00 PM, LCCA, Dee Williams pioneer of the tiny house movement and author of "The Big Tiny". Dee Williams writes, advocates for the tiny house movement, leads tiny home workshops & warmly shares her story. She has been featured in documentaries and has lived in her 84 sq foot home for ten years.

November 13th, 7:00 PM Woodmen Hall, Nelson Treehouse Masters. This very special evening is devoted to the primordial magic of living in treehouses. Nelson Treehouse Masters have built 200 treehouses in 6 countries & have authored six books on the beauty & construction of treehouses.

December 9th, 7:00 PM Woodmen Hall, The Historic Barns of San Juan Islands with architectural historian Boyd Pratt. One of our favorite shelters in our islands landscape is featured in this program through images and discussion. Favorite live folk music will be provided as people arrive & at the end of the program.