

Lopez Island Library Board of Trustees
Regular Meeting
September 20, 2016

Approved as Amended October 27, 2016

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular September 20, 2016 meeting of the Lopez Library Board of Trustees to order at 10:06 AM.

Members Present: Trustees Anne Auckland, Marilyn Berger, Bob Buchholz, Rob Thesman, and Ilene Unruh (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 Marilyn Berger seconded a motion to approve the agenda as presented. Motion passed.

Approval of August 16, 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 Marilyn Berger seconded the motion to approve the August 16, 2016 minutes as amended. Motion passed.

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

- The library's circulation items are down but attendance is up. Downloadable items have also increased.
- Staff member Sam Bernardi has completed a library video highlighting different facets of the library. It is available to view on the Library website under "library videos".
- A summary of the library's survey results was presented. The entire survey results are available on the library's webpage under "You spoke, we listened".
- In the future, the library will do a survey every 18-24 months to keep our patron feedback current.

Old Business:

- A summary of the library's survey results was presented. The entire survey results are available on the library's webpage under "You spoke, we listened".

- 46 • Team Building Training update: Friday, August 19 at 10:30am, the staff and director Lou
47 Pray participated in the 2nd half of a work place communication style/conflict
48 management training. A summary of the training was presented to the board. This
49 session dealt with conflict in the workplace.
- 50
- 51 • The Library's Long-range planning meeting was held on September 17th from 11:00-
52 2:30. The meeting was facilitated by Carolyn Peterson and Shirley Lewis of the
53 Washington State Library. The meeting focused on gathering community input for the
54 library's future programming and focus.
- 55
- 56 • 2017 Budget (cont'd) - Budget numbers for the 2017 budget were presented. Some
57 trends will continue for 2017, including less beginning cash to operate until April and
58 rising premiums for health care costs.
- 59

60 **New Business:**

- 61
- 62 • K-20 issues requiring IT help- Some issues with the Library's bandwidth are affecting
63 the videoconferencing software in the community room. Bill Clemens and K-20 are
64 cooperating to fix these issues.
- 65 • Approval for pay increase-This item was postponed for discussion for the October 27,
66 2016 meeting. More information about comparable salaries is forthcoming.
- 67 • Computer Reorganization- The library staff is looking to relocate computers in the area
68 across the check-out desk. This will free up space for shelving in other parts of the
69 library.
- 70 • Shelving- an estimate for new shelving will be presented to the board for approval once
71 it is available.
- 72
- 73 • Approval of Bills over \$500-
- 74
- 75 ○ Worldshare (new software for ILL-\$49 a month)
- 76

77 **MSP** Rob Thesman moved and Anne Auckland seconded a motion to approve this item over
78 \$500.00.

81 **August/September Expenditures**

83 **Payroll Worksheet**

85 **September 2016**

86 Staff and Admin Payroll	\$18, 553.73
87 HCA	\$ 4, 144.15

89 **Expenditures**

90 Vouchers 8/15/2016	\$ 5,462.89
91 Vouchers 8/29/2016	\$ 2,880.36

92 Vouchers 9/12/2016 \$ 4,053.57
93
94 **Total-** **\$ 35,094.70**
95

96 Chairman Bob Buccholz called for a motion to approve all vouchers.
97

98 **MSP** Rob Thesman moved and Anne Auckland seconded a motion to approve these
99 vouchers.
100

101 **Surplus:**

102
103 Chairman Bob Buchholz called for a motion to approve all surplus items.
104

105 **MSP** A motion was made by Anne Auckland and seconded by Marilyn Berger to
106 approve all weeding of surplus items. Motion passed.
107

108 -156 items weeded (valued less than \$500.00)
109

110 **Next Meeting: Regular Library Board of Trustees Meeting – Tuesday, October 27, 2016.**
111

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

114 **MSP** A motion was made by Anne Auckland and seconded by Marilyn Berger to adjourn
115 the meeting. Motion carried unanimously.
116

117 The meeting adjourned at 12:31 pm.

118 Respectfully submitted: _____
119 Board Secretary

120 Approved: _____
121 Board Chair