

1 Lopez Island Library Board of Trustee
2 Regular Meeting
3 January 10, 2013
4 **Approve as amended on February 14, 2013**

5 **Members present:** Bill Evans, Sarah Eppenbach, and Michael Moore, and Ilene Unruh. Tina
6 Katzenberger was excused.

7 **Staff:** Lou Pray. Judy Welker

8 **Friends of the Library:** None

9 **Guests:** Telephone conference with Mark Manfre of eCivis.com, was expected to call in during
10 the meeting.

11 **Call to Order:** Bill Evans called the meeting to order at 12:20 pm after it was determined that a
12 quorum was present.

13 **Agenda approval:** The Agenda was reviewed and notation made that the demo with eCivis
14 might be cancelled if the telephone call was not received.

15 **MSP** Ilene Unruh moved and Michael Moore seconded to approve the agenda as
16 amended. Motion passed.

17 **Approval of December 13, 2012 Regular Board Minutes:** The trustees reviewed the minutes.
18 Board members emailed corrections and the amended minutes were submitted.

19 **MSP** Sarah Eppenbach moved and Ilene Unruh seconded to approve the December 13,
20 2012 minutes as amended. Motion passed.

21 **Friends of the Library Report:** Sarah Eppenbach and Lou Pray attended the last Friends'
22 board meeting. The invitation given to the Friends to attend a thank-you brunch at their next
23 meeting by the library's board was accepted. The book sale in November was discussed. The
24 book bags were a success and made cashiering much easier. They will continue to make the
25 book bags available for the next book sale. The other element that worked very well was the
26 use of volunteer firefighters for moving the books to and from the community center. After the
27 book sale was over, there was still the problem of moving the books out of the community
28 center, and to the recycling center. There was discussion about having a fire sale during the
29 last hour of future book sales. The treasurer reported having funds left over in the 2012 budget.
30 The Friends' board went on to approve several library expenditures for 2013 including \$15,000
31 for new computer equipment, and \$10,000 for programs, which includes the summer intern.
32 The Friends paid for the cost of the new ILS software and the migration to the new system, out
33 of 2012 funds. A number of board members will be leaving and the Friends are in need of new
34 members.

35 **Librarian Report:** Lou submitted her librarian's report with the following highlights:
36 - The statistic numbers were down for the last month in 2012, but Lou expects the numbers to
37 increase with the new ILS system, once patrons get used to using the catalog's capabilities.
38 Lou purchased a new children's computer programmed with new learning games and activities for
39 toddlers through 8 years of age.

40 - The December 2012 expenditure report was not sent by the county auditors, but should be
41 available for review by the January 15th.

42
43 **Old Business**

44
45 **ILS Migration (discussion):** The staff training has been done, and testing the new system is
46 now underway. Staff has been assigned different tasks in an effort to test all components of the
47 Koha system.

48
49 **Koha ILS Demonstration:** Lou demonstrated the system, showing typical patron searches,
50 check-outs, check-ins and renewals. Lou discussed the various options of the system and that
51 she will be setting the initial parameters for notifications and system defaults, but there remains
52 a lot of flexibility as we use the system. The “go-live” date is set for February 4th.

53 **New Business:**

54 **eCivis.com Demonstration:** Mark Manfre of eCivis.com, called into the meeting and was
55 introduced to the board. Lou used her computer to go online to join in on a demonstration of
56 eCivis.com, which is an online grants management software system for local governments and
57 community-based organizations. The software and grants network was demonstrated and
58 questions were answered. The cost of the subscription would be \$1500 per year for one user or
59 \$1750 per year for two users. If 50 searches were made, it would bring each search to \$35 per
60 use. The demonstration was over and Mark Manfre disconnected from the meeting.

61
62 The board discussed the pros and cons about eCivis in respect to our island and it’s non-profits
63 and schools. Lou was asked to research additional information for further consideration.

64 **Price It! Antiques and Collectibles Demo:** The new Gale database will be added to the Digital
65 Collections page. Due to time constraints, the demo was postponed.

66 **Early Learning Station:** The new children’s computer had not arrived yet but Lou described the
67 new equipment that she had ordered. The Early Literacy Station (ELS) is a dynamic all-in-one
68 digital learning solution for children ages 2-8. It requires no Internet connection, so it is safe and
69 secure. The latest version features more than 60 educational software titles spanning seven
70 curricular areas. The educational titles are pre-loaded on the computer and displayed using
71 engaging graphics and intuitive menus.

72 **Security Cameras:** A recent donation of a security camera was received and prompted a
73 discussion on possible use in the library. The board discussed the various places that might be
74 targeted such as the DVD area. The board felt that installing a security camera would be a
75 serious step and will want to consider it very carefully. No action will be taken at this time, but
76 asked Lou to do further research including surveying other libraries that use security cameras
77 and what sort of policies are in place. Lou would send sample policies. As far as costs were
78 concerned, the equipment was donated and installation will be donated. Considerations will be
79 made as to the possible financial savings to the library if installed.

80 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed by the
81 board.

82 **Vouchers Submitted:**

83	12/31/2012	Bills Voucher – Fund 6331	\$5,294.97
84	11/26/2012	Bills Voucher – Fund 6331	\$ 682.50
85	11/30/2012	Bills Voucher – Fund 6331	\$2,893.30

86 **Total Bills** **\$ 8,870.77**

87 11/1/2012 Payroll – December **\$ 18,467.73**

88 11/26/2012 Health Care – December **\$ 2,652.04**

89 **Total Expenditures:** **\$ 29,990.54**

90 **MSP** A motion to approve all vouchers for a total of **\$ 29,990.54** was made by Michael Moore
91 and seconded by Ilene Unruh. Motion passed.

92 **Surplus:** 19 items were withdrawn from the collection valued at less than \$500.00.

93 **MSP** A motion to approve the items presented for surplus was made by Sarah
94 Eppenbach and seconded by Michael Moore. Motion passed.

95 **Contract of Service (action):** Lou asked the board to consider and approve a contract for
96 service by Glenn who is attending to day to day issues with the library network and is working
97 with Tony Ghazel on the new server and implementation of the new computers. The contract
98 calls for \$200 times 12 months, up to 5 hours of service, then \$40 per hour. The Board
99 discussed the details and level of service.

100 **MSP** A motion was made by Ilene Unruh and seconded by Michael Moore to approve the
101 contract for Glenn Maxson's service. The motion passed.

102 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for February 14, 2013
103 at 2:00 PM.

104 **Adjournment:** With no other business on the agenda, Bill Evans called for a motion to adjourn.

105 **MSP** A motion to adjourn was made by Sarah Eppenbach and seconded by Michael
106 Moore. Motion passed. The regular meeting adjourned at 2:06 PM.

107 Respectfully submitted: _____
108 Board Secretary

109 Approved: _____
110 Board Chair

111

Regular Meeting, Lopez Island Library Board of Trustees
Librarian's Report
February 14, 2013

Financial Snapshot for 2012 spent 100.97% of budget; earned \$102.04% of budgeted revenue

Revenue: earned in Jan 2013 - \$1,935.76

Expenditures: spent in Jan 2013 - \$38,115.00

In our General Operating Funds as of Feb 1, 2013 - \$127,337.44

In our Capital Improvement Funds as of Feb 1, 2013 - \$22,882.01

Lopez Island Endowment Fund: \$73, 226.34

Operational Statistics Jan 2013– Glen and Judy are working on it!

First of 2013 – director highlights

Koha ILS became operational right on schedule on February 4, 2013. Some tweaking was needed for login information, periodicals and new acquisitions features but they were taken care of within 24 hours.

Staff priorities were for volunteer and patron assistance with the new system. Karen put together a nice handout to promote the new system and marketing is underway to highlight the benefits of the new interface. Judy updated the catalog links on the web page directing users to the new interface when they type, lopezlibrary.org. As each staff person had some experience already with training the volunteer staff, there were fewer problems than expected at the desk. Volunteers remarked how much faster and easier the checkout and checkin system was now (of course, the learning curve was still an issue but I was proud of everyone's efforts this last week – they were all bravely learning on the front line!)

Thanks to input from the board of trustees, the problem with remote login was spotted quickly and resolved just as quickly. A problem with foreign language diacritics was also detected early thanks to prompt reporting. Overall, I'm delighted with the speed and competence of the ByWater Solutions team. The ticket system for reporting issues works very well. As an example, I personally submitted 41 tickets during the migration testing period and they have all been resolved to my satisfaction. As we continue to explore the new system, we will undoubtedly see things we would like to tweak and I feel confident we'll get the support we need from ByWater. High marks for responsiveness and support!

The major outstanding issue remains linking the pc management system to Koha for managing patron public computer sessions, which is being coordinated by Tony Ghazel and Glen Maxson in cooperation with iTeam's Sean Novostad. At the suggestion of the IT team of Glen and Tony, I ordered a new server

to dedicate to this and our shared files. They are working hard to get the final steps. I'm using the \$15K set aside for technology updates from the Friends to fund these purchases, as previously approved by the board.

Other IT issues below (from Glen)

This evening Lou ordered the 9 replacement PCs which we expect to be here this Friday. That will give me the week-end to prep them for their intended stations. A couple will go into the staff area, and the rest will go out to the patron workstation locations. With that in mind, I might let the current patron PCs limp along without changes until this week-end, and use the time to get the patron PC builds ready and make sure the staff and circulation PCs are all working as they should.

To get to that point, here's a snapshot of the remaining tasks on my list(I know you have others):

- Get AVG configured on the two circ PCs and one corner PC (now that the circ PCs have been thawed)
 - Get print services working for the staff PCs, including Lou's Mac
 - Make sure shared files are available to all authenticated staff users (it's alright that they have to 'save as' due to legacy Microsoft security)
 - Shut down the legacy Linux server (I left it running this evening but can shut it down whenever you say)
 - Cook-book configuration settings for staff PCs (for Karen, Judy, and Rosie) when they get installed next Monday – I'll install these next to the existing PCs so it's easy to switch back if something's amiss. I'll leave the corner PC alone until later.
 - Also this week, connect with Sean to install iTeam bits on the server and stage for bringing the new Windows 8 and rebuilt Windows 7 patron machines online next week.
 - As mentioned before, I need to understand the iTeam security model better. I'm having a difficult time managing configuration on the patron PCs and need to walk through the process with Sean.
- *****

File permissions changed when we moved to the new server so any 'legacy' file you open on the server will be 'read only'. You can open and edit the file, but not save changes except by doing a 'save as' to a new file name. This is inconvenient, but....

- + Security cameras in libraries – I queried the public library director's listserv use of cameras and received the following comments:
- + 3 are considering; 4 have it and 13 do not - of the ones that do have it one uses it only in the lobby where drug dealing was happening; the others use it in the parking lot due to violence and vandalism and two use it the main library for the safety of staff and patrons.

- ✚ I'll send some links to some sample policies in a separate email (it would make this report much longer than is courteous).
- ✚ King County Libs recently made the very unpopular decision to remove their cameras. See the article here which generated over 215 comments from Seattle readers:
http://seattletimes.com/html/localnews/2015138444_library25m.html
- ✚ None mentioned it as a collection theft deterrent except for the one below:

I was cleaning out old messages and saw this. Did you decide to put in the security cameras? After our robbery, we are considering putting them in.

The guy had a hoodie zipped up over his face and the hood pulled down over his hair, but, the police may have been able to get a few more details on his description had we had a camera. I never dreamed we'd need cameras because of an armed robbery. The other thing is that if the guy knew we had cameras, maybe he wouldn't have picked us to rob. He wasn't real bright to rob a library, so, it may have not made a difference, but, you never know! Just thought I'd see if you guys made a decision.

Lynette Johnson
Library Manager
Kittitas Public Library

- ✚ **Grant databases** - The primary one I've identified as being in libraries mostly is the Foundation Directory. It is the clear favorite of public libraries. When I asked for a quote, it was over \$3K a year and for in-library use only. I'm looking favorably at eCivis at this point but I'm going to follow with the rep with a few more questions.

Highlights of ALA-midwinter

For me, the opportunity to see the products and innovations that are out there is too great to miss. Reading about it is one thing, seeing it first hand is infinitely more enlightening. So, yes, I spent a lot of time in the Exhibits Hall talking to vendors, loading up on freebies what might work best to advance our long-term strategy and yet fit within our budget. The most exciting product I looked at by far was Novelist. The ways in which it can enhance our new ILS in ways not possible with the previous system are dramatic and great tools for patrons and staff alike. It will make reader's advisory a snap and help patrons find the next book in the series, the best read-alikes, and help me in my collection development. I've sent out a link to it and the password but I'll demo it at the meeting and talk about how it can be integrated with KOHA so patrons will use it while they search without going to a separate source.

I also loved some other things as well that were sadly out of our reach financially such as Boopsie, a \$2K luxury I know full-well we could live without but was a great device app that made access to the library appear seamless for all our products.

That being said Tumblebooks, an online source for e-books for children was fun to use, educational and very affordable. I was very intrigued but not yet sold on FreeGal a legal (hence, the FreeGal) way to obtain songs through the library website.

I saw some great speakers; Lisa Genova (*Still Alice*, *Love Anthony* fame) was a great speaker. Her books always feature a protagonist with a neurological disorder (autism, Alzheimer's, brain trauma) and it turns out she's a neuroscientist who started out her professional life as a researcher, not a clinician, who became fascinated by the personal nature of neurological disorders and wanted to be a voice for those people and explain life from their perspective, thereby humanizing it. A very moving presentation. Here is a media blurb about her latest:

Her third novel "[Love Anthony](#)" (also her third *New York Times* bestseller) is about autism. It was an Indie Next Pick for October 2012, described by *USA Today's* reviewer as "beautifully written and poignant to the point of heartbreak." The *Booklist* review said that "readers will discover a unique portrayal of autism that is highly accessible and, at times, deeply profound. Writing with deep empathy and insight, Genova has created an engaging story that fearlessly asks the big questions."

I also attended a number of Book Buzz presentations where publishers trot out their most anticipated upcoming titles and give away many free books (one of many reasons why my husband accompanied me to the meeting) which was useful to my ordering decisions this month.

For as long as I've been a professional librarian (1988), cataloging was ruled by the AACR2 but that will be changing on March 31, 2013. We move to Koha was timely because many of the cataloging changes we'll need to do would have been tricky and even downright impossible on the previous ILS. I went to mind-numbing session (3 hours) and snuck away with handouts to interpret later along with an idea from an exhibit that we'll pursue when the time comes. The bigger libraries will be the early adopters so I'm prepared to learn from the big dogs and let our new vendor help us through it as they earn their yearly support fee.

Other inspiring talks were part of the "Libraries Transforming Communities" theme. Peter Block was my favorite of this series and he cunningly kept the speechifying to the min. and showed us how together with our community of patrons/librarians it can work in small groups. It was an exciting meeting that inspired me in ways that I hope will be reflected in this year's accomplishments and offerings for community.