

1 Lopez Island Library Board of Trustee
2 Regular Meeting
3 March 14, 2013
4 **Approved as amended on April 12, 2013**

5 **Members present:** Sarah Eppenbach, and Michael Moore, and Ilene Unruh. Bill
6 Evans arrived at 12:22 and Tina Katzenberger at 12:25.

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

8 **Friends of the Library:** None

9 **Guests:** Bill Evans, as Superintendent of Lopez School.

10 **Call to Order:** Sarah Eppenbach called the meeting to order at 12:08 pm after it was
11 determined that a quorum was present.

12 **Agenda approval:** The Agenda was reviewed and approved as submitted.

13 **MSP** Michael Moore moved and Sarah Eppenbach seconded to approve the
14 agenda as submitted. Motion passed.

15 **Approval of February 14, 2013 Regular Board Minutes:** The trustees reviewed the
16 minutes. Line 59 was amended to clarify that the quote for eCivis included the ability to
17 use it from remote locations (off-campus).

18 **MSP** Ilene Unruh moved and Michael Moore seconded to approve the February
19 14, 2013 minutes as amended. Motion passed.

20 **Friends of the Library Report:** Lou reported that there were three potential new
21 members that attended the last meeting: Glenda Pugerude, Anne Sheldon, and Mysti
22 McKeegan. The new president will be Ellin Evans; Micki Ryan, secretary; John Butte
23 will remain treasurer; and Mary Gauthier will be marketing coordinator. The date of the
24 Annual Friends of Lopez Island Library meeting will be held on April 18, 2013 at the
25 Woodman Hall at 7:00pm. Guest Speaker is award-winning author Molly Gloss and is
26 co-hosted by the Shark Reef Literary Magazine. The public is invited.

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

- 28 - The statistics report is being developed on a basis of what Lou needs to report at the end of
- 29 the year, what would be helpful for budgeting purposes, and what other stats the board would
- 30 like. There is also a learning curve to create the reports from the new ILS system. We have
- 31 been without a PC management system also, so the computer use numbers are an estimate.
- 32 - We are still working with the county to create our set of BARS (Budgeting, Accounting and
- 33 Reporting System) numbers. The financial reports show accurate revenues and
- 34 expenditures, but may need to be shifted around when the bars numbers are finalized.
- 35 - Lou has implemented some new features to the catalog interface, including the new
- 36 NoveList Select which is now integrated in the library records.
- 37 - Tumble Books, an online source for children's e-books, songs, and educational games is
- 38 now being marketed to the school and Children's Center.

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40

41 **Guest Speaker:** Bill Evans gave us a thorough overview of the school bond issue that
42 is being presented over the next six weeks and then answered questions pertaining to
43 the bond.

44 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed
45 by the board. Approval of vouchers are normally done under New Business but were
46 moved up so that Judy could be excused from the meeting for the demos that were
47 scheduled.

48	3/1/2013	Bills Voucher – Fund 6331	\$ 6,094.82	
49	3/8/2013	Bills Voucher – Fund 6331	\$ 2,953.87	
50		Total Bills		\$ 9,048.69
51				
52	3/1/2013	Health Care – March	\$ 2,188.83	
53		Total Healthcare		\$ 2,188.83
54	3/1/2013	Payroll – March	\$ 15,075.62	
55		Total Payroll		\$ 15,075.62
56		Total Expenditures:		\$ 26,313.14

57 **MSP** A motion to approve all vouchers for a total of **\$ 26,313.44** was made by Bill
58 Evans seconded by Sarah Eppenbach. Motion passed.

59 **Surplus:** 260 items were withdrawn from the collection valued at less than \$500.00.

60 **MSP** A motion to approve the items presented for surplus was made by Michael
61 Moore and seconded by Ilene Unruh. Motion passed.

62 **Old Business**

63
64 **ILS and IT Update:** Glen Maxson's report is attached to the Librarian report which
65 outlines his recent activities and the next steps in upgrading the patron and staff
66 computers. Also scheduled is installing the PC management software on the patron
67 computers and getting it to interact with the Koha ILS system. Glenn is working with
68 Tony on this project. The library will be purchasing the "Cassie" PC management
69 software and cannot piggyback onto Orcas' license as first suggested. The initial cost
70 will be approximately \$800 which includes updates and support for one year. Each year
71 thereafter the cost is 15% of the purchase price for updates and support. We will be
72 able to try it out before we purchase.

73 Judy Welker was excused from the meeting at 1:40 PM

74 **New Business**

75
76 **Demo of NoveList and Price It!:** Lou demonstrated to the board the newest
77 databases and their features.

78 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for April 12,
79 2013 at 12:00 PM.

80 **Adjournment:** With no other business on the agenda, Tina Katzenberger called for a
81 motion to adjourn.

82 **MSP** A motion to adjourn was made by Ilene Unruh and seconded by Michael
83 Moore. Motion passed. The regular meeting adjourned at 2:00 PM.

84 Respectfully submitted: _____
85 Board Secretary

86 Approved: _____
87 Board Chair

88

**Regular Meeting, Lopez Island Library Board of Trustees
Librarian's Report
April 11, 2013**

Financial Snapshot

Revenue: earned in 2013 - \$53,932 (9.48%)

Expenditures: spent in 2013 - \$112,460.88 (19.77%)

In our General Operating Funds as of April 1, 2013 - \$68,885.39

In our Capital Improvement Funds as of April 1, 2013 - \$22,305.10

Lopez Island Endowment Fund: \$73, 226.34 (latest)

Operational Statistics March 2013

Circulation – 6820 checkouts, 990 renewals = 7810

Library Visits (Walk-ins) – 5,617

ILL- 57 Items Received, 2 Items Lent

Meeting Room Usage – 62 meetings

Video Conferences – 8 Telephone Conferences - 6

Facility Issues – the slide started to come apart during an especially heavy donation load. Chris Coiley reinforced it the next day. Shelves in the children were also reinforced. Our aging printers are no longer able to connect through our network as printer drivers are not being updated by the maker and are not compatible with our newer server software. We are starting to get bids for new printers from several vendors.

Events in March: Carter Puppet Show, Aladdin & Book-It Event “Never Forgotten” and e-books and e-audiobooks class and home visits and Ancestry.com

Equipment Highlights – Cassie (pc manager) is now loaded on all the machines and the central manager is loaded on circ1. Not yet functional.

Adult Reading Program reviews

[Plastic Free](#) by Beth Terry
Reviewed by Nancy McCoy

[Gold](#) by Chris Cleve (Also author of Little Bees)
Reviewed by Jules McLeland

[All in the Names](#) by Jose Saramago - Reviewed by Stephen Carter

[Food and Behavior: A Natural Connection](#) by Barbara Reed Stitt - Reviewed by Mona Hall

[A Week in Winter](#) by Maeve Binchy
Reviewed by Beth Andrewes

[The Snow Child](#) by Eowyn Ivey
The Bridge by Karen Kingsbury
A Christmas Garland by Anne Perry
Reviewed by Judy Washburn

[The End of Growth](#): adapting to our new economic reality by Richard Heinberg
Reviewed by Mary Wondra

[The Leopard](#) by Giuseppe di Lampedusa
Reviewed by Stephen Carter

[The Howling Miller and
The Year of the Hare](#) by Arto Paasilinna
Reviewed by Stephen Carter

[I'm Your Man - The Life of Leonard Cohen](#) - Reviewed by Beth Andrewes

Rosie's report

- In March, Wednesday morning's four story times were attended by 49 children and 35 adults, a total of 84 participants. It seems that the PALS Tuesday story times haven't been necessary of late, Martha Garcia usually brings her kids, numbering less than 4, over for the regular Wednesday times.
- Literary Salon was attended by 6 readers, with 16 books discussed.
- Interlibrary loan stats for March: 93 requests sent out, 57 books received and processed, 2 items from our collection lent to other libraries.
- Started a Thursday afternoon program of reading to seniors at Hamlet House. This month I went twice and read to a total of 8 listeners. We are reading Mrs. Queen Takes the Train by Michael Kuhn.

Other IT issues below (from Glen)

Monday, March 12, 2013: First day for the new patron workstations.