

1 Lopez Island Library Board of Trustee
2 Regular Meeting
3 May 9, 2013
4 **Draft**

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

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

8 **Friends of the Library:** None.

9 **Guests:** None.

10 **Call to Order:** Tina Katzenberger called the meeting to order at 12:00 pm after it was
11 determined that a quorum was present.

12 **Agenda approval:** The Agenda was reviewed and amended to include under New
13 Business: Unusual pattern of internet usage; under Old Business: Board calendar &
14 quorum for June, July, and August.

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

17 **Approval of April 11, 2013 Regular Board Minutes:** The trustees reviewed the
18 minutes. Lines 28 the word "augment" changed to "append". Line 43 added to further
19 clarify the pc management software "The new software will enable the library to track
20 patron printing via patron ID number and charge accordingly." Line 76 corrected the
21 total amount of vouchers approved to "\$33,450.67". **MSP** Michael Moore moved and
22 Sarah Eppenbach seconded to approve the March 14, 2013 minutes as amended.
23 Motion passed.

24 **Friends of the Library Report:** No Friends representative was present. Several library
25 trustees attended the annual meeting and reported that the new board was
26 acknowledged and the list of the Friends' accomplishments was long and much
27 appreciated. Speaker/author Molly Gloss was impressive and did a good job of
28 explaining the writing process.

29
30 **Librarian Report:** Lou submitted her librarian's report with the following highlights:
31 - Lou discussed the reporting capabilities of the Koha system which she and other
32 employees are finding useful.
33 - The library is getting painted which will be followed by window cleaning.
34 - Revenue and expenditures are where they should be in May

35
36 **Old Business**
37

38 **Water feature update:** Lou met with Tamara Buchanan and discussed the design and
39 material to be used. After some research, Lou has decided on an electric pump, not
40 solar. She will meet with Tamara again to pick out the stone to be used.
41

42 **ILS Update:** Lou has been able to implement more tools and widgets in the last 3
43 months that patrons have asked for since implementation. Lou discussed with the
44 board how the ILS is being used in the library, self-checkouts, and wants to try a touch
45 screen. The board thinks it's a good idea. Michael Moore said that within 5 years touch
46 screen may be the norm. Lou said she will be looking at the possibility of adding more
47 iPads for patron use, not laptops, to stay ahead of the game.

48 **Security camera update:** The status of the security cameras that had been donated to
49 the library was reviewed, to decide whether they would be used at any time in the
50 future, because if not, they could be used for another purpose. All board members and
51 Lou agreed that they would not be in favor of using them in the library. That being said,
52 Sarah Eppenbach knew the Neil's Mall might have a use for the cameras. She would
53 ask Tim Clark first, since he donated them to the library.

54 **New Business**

55 **Meeting Quorum for June, July, & Aug:** After the board discussed their travel plans
56 for the next three months, they decided to change the meeting date to the third
57 Thursday of the month until September, when it could be changed back to the second
58 Thursday. The following are the dates to change on the postings: June 20, July 17, and
59 August 17.

60 **Resolution to change beginning money:** The estimated Ending Cash for General
61 Fund was \$132,000. The actual now known total is \$127,337. For the Capital
62 Improvement Fund, the estimated amount was \$22,882, and the now known total is
63 \$32,882.00

64 **MSP** A motion to approve Resolution 13-1, adjusting the budgeted beginning
65 cash balance to match the actual beginning cash balance from \$132,000 to \$127,337 in
66 the General Fund and from \$22,882 to \$32,882 in the Capital Improvement Fund was
67 made by Ilene Unruh, and seconded by Sarah Eppenbach. Motion passed.

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

72	4/16/2013	Bills Voucher – Fund 6331	\$11,588.52	
73				
74	5/7/2013	Bills Voucher – Fund 6331	\$ 4,468.17	
75				
76		Total Bills		\$ 16,056.69
77				
78	5/1/2013	Health Care – March	\$ 2,188.83	
79				
80		Total Healthcare		\$ 2,188.83

81 5/1/2013 Payroll – May \$17,698.35

82 **Total Payroll** **\$ 17,698.35**

83

84 **Total Expenditures:** **\$ 35,943.87**

85 **MSP** A motion to approve all vouchers for a total of **\$ 35,943.87** was made by Sarah
86 Eppenbach seconded by Michael Moore. Motion passed.

87 **Surplus:** 64 items were withdrawn from the collection valued at less than \$500.00, all
88 going to the book sale.

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

91 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for June 20,
92 2013 at 12:00 PM.

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

95 **MSP** A motion to adjourn was made by Ilene Unruh and seconded by Michael
96 Moore. Motion passed. The regular meeting adjourned at 1:45 PM.

97 Respectfully submitted: _____
98 Board Secretary

99 Approved: _____
100 Board Chair

101

**Regular Meeting, Lopez Island Library Board of Trustees
Librarian's Report
June 20, 2013**

Financial Snapshot for 2013

Spent 32% of budget; earned 44% of budgeted revenue

Revenue as of June 1, 2013 - \$247,124

Expenditures as of June 1, 2013 - \$179,539

In our General Operating Funds as of June 1, 2013 - \$194,922

In our Capital Improvement Funds as of June 1, 2013 - \$22,882

Lopez Island Endowment Fund: \$73, 226.34

Select Operational Statistics June 2013

Library Visits: 5,271, down 9% from this time last year

Circulation stats; 7,680, up 21% from this time last year

Holds: 487, up 40 from last month

Circulated in MA 2013:

Books vs. Non Books: 41% books 59% non-books

Fiction vs Non-fiction: 83% Fiction; 17% non-fiction

Adult vs. Youth: 89% adult; 9% Children; 2% Teen

Physical Books vs Ebooks: 98% (print vs 2% (digital)

Physical audio vs e-Audio: 68% (physical) vs. 32% digital

Usage by Digital Books vendors: Overdrive 89%,

OneClickdigital 10%, Tumblebooks 1% (will promote this more)

ILL: 69 borrowed; 5 lent (down 10 from last month)

Computer use: – 950 hours (estimate only until Cassie is implemented)

Videoconferencing 3

Meeting Room – 39

Collection Development:

Added 511 new titles (162 books, 85 periodicals, 84 films, 28 music Cds, 11 Audiobooks, 3 equipment, 128 electronic)

Removed: 144 titles from catalog

Events – I scheduled two speakers, Peter Donahue, WA History and Historical Fiction (for July 20 2013 at 7pm) and Tom Keogh, Sherlock Holmes (Jan 2014) and completed the applications for Humanities WA to cover their speakers costs. We pay travel, food, and lodging. I'm studying HeritageQuest and Ancestry.com so I can teach the genealogy class on Aug 13th. I worked with Karen to provide content for her beautifully done brochure.

Had 5 attendees to the Downloading e-books class. Scheduled a grants class at 2pm every Saturday starting in June to promote eCivis, also featured it in our summer brochure which I distributed around town and at Chamber of Commerce.

I gave tour of the library and took part in brainstorming library service and facility ideas for the fledgling Guemes Island Library board members. I did some research on how the "Junior Taxing Districts" came about for the San Juan islands library districts and also shared some of our policies with them. The board members said that our library was the most impressive of all the island libraries and how did we do this with the smallest budget and staff? Naturally, I gave credit to our amazing Friends group, volunteers, hard-working staff and forward-thinking board members.

I was on vacation for 2 and a half weeks in May 2013. Many thanks to staff who covered for me in my absence.

Facilities/Grounds

*Patio Fountain – I looked at dozens of potential stones for the fountain basin at Tamara Buchanan's place. I earmarked a couple of possibilities that were rustic but in keeping with the stone wall by the patio and that would work with a moderately priced pump. The Friends are allowing \$900 for the basin and then the library will pay for the pump and basin. I'll need help figuring out the basin and grate and rock surrounds, as this starts to get engineering related. Any help would be appreciated. Here's the info Tamara found out about the water holding "tank".

The smallest they have is 29" in diameter...holds 500#...for \$195. This might work, but we'd have to juggle the basin carefully so that we created space for the water to actually fall back into the holding tank. The price is for the tank and a grate on top where the stone sits.

The next size up , and the size they recommend for our needs is 35"diameter...hold 1000# and alot more water.

Here is a link to the website...of Northstar Stone in Mt Vernon. Scroll down the page and you will see some round black plastic tubs. I'll also checkout Barbara Carver's fountain and check with Lane who helped her install it.

http://www.northstar-stone.com/NORTHSTAR/Pond_Supplies.html

*Yard upkeep – Bruce and Mindy Richardson are back and volunteering with the weeding of the borders and deadheading the rhodies. He also added some lavender to our patio area and is mulching around the perimeter of the yard.

*Painting – Tom Pal completed the painting of the west side of the library and entry porch (which was peeling) and is scheduled to spruce up the sign by the driveway entrance and the interior entry wall near the basement stairs. Gary Franco has agreed to repaint the red outdoor chairs to work off a lost book debt in June.

Grants – Completed final report for CE Grant from the State. Our continuing education grant was received for the Koha Training costs (\$2,600) for the three day training. Making our actual outlay closer to \$700 since the State paid 75% of the cost.

Technical and Automation

Bandwidth increases – Gary Bortel alerted me to the increase in usage. I conferred with Glen and Tony and they set up a sting to see where this afterhours usage was coming from. Glen will report on this more fully next month.

Printer issues – Judy and I are looking at the best printer for the public computer stations to replace our own that is dropping offline more frequently since we upgrade to the Windows 7 Stations.

Cassie – Progress has been made by Glen. We can turn them on anytime to get the 1 hour blocks. I set up 5 guest accounts. Karen and I will be learning the Cassie ins and outs and mentoring the rest of the staff. Some patron training will be needed also but it should

Boopsie – I'm coordinating the Boopsie implementation through the state library. This multi-library effort creates a mobile app for Washington State Libraries. Library patrons can search within the usual app stores and add this free app that provides: catalog; calendar of events; databases, Reading Lists and more.

Koha – EDI (the ordering portion of acquisitions) is in the quality control portion and close to being ready to use. This means I can order directly through Koha once we configure the system without primary vendors. The invoicing piece is being developed by an outside vendor and will take a little before it is operational.

There is also progress on the Overdrive Integration development. The code has now been written and has been submitted to the community for testing. It has been signed off by a developer from New Zealand, as well as Los Gatos Public Library in California, who tested it with their Overdrive key. So it is progressing very rapidly and is currently awaiting review by the community QA Manager.

Highlights of NW Corner Library Director's Meeting May 31, 2013 Bellingham Technical College

Pam Kiesner (Bellingham Public Library) reported on the Allen Family Foundation grant in conjunction with WebJunction. The foundation approached the Bellingham Public Library and the Whatcom County Library District about a \$10,000 grant (each). Bellingham has been reviewing the literature for ideas and wants to capitalize on interest in the community to develop Makerspaces and planning for a new library. They have decided to create kits for projects such as making apple cider. The grant includes assessing the community. The foundation will help with focus groups. Whatcom County Library District (Christine Perkins) will complement the kits but have picked specifically the Everson Branch for development. They are looking at assessing the community for the possibility of focusing resources more to the community needs. Both Pam and Christine reported on how unusual it is to have such a flexible grant structure.

Maggie Buckholz (Burlington Public Library) also reported on the grant they got from the Allen Family Foundation. They had the same experience with the open-ended flexibility. Burlington is working on a project with teaching information literacy to high school students using genealogy. They are pairing senior genealogists with the high school students. The seniors hope to learn technology skills from the teenagers while sharing their own research skills to help kids learn about their family roots. Burlington would create packages that can be shared with other libraries. The high school students will get English and Social Studies credits.

Jane provided a tour of the new college library.

Lou provided a demo of their new ILS, Koha and expressed our current satisfaction with it so far.

Phil reported on their audit of handling front desk cash. Auditor wants better accountability. Other directors shared their experience. Maggie reported that Burlington counts the cash three times a day and justifies each count against the cash register tape. Bellingham used a code for each user of the cash register. Bellingham and Whatcom both use a point of sale software. The auditors wanted the number of people who have access to the cash drawer to be limited.

Phil reported on public library and school cooperation. The library makes presentations to the schools to entice the students to come to the library. Orcas is running a pilot project but doesn't have the funding for a big effort. Joy reported about the talks they had with the LaConner School District about feasibility of a joint library. After a discussion of philosophy and mission, they laid the idea to rest. Maggie reported that North Central Regional Library has several joint libraries. Several library directors spoke about the status of the school libraries. Many policy makers don't understand the differing missions of public and school libraries. The directors also talked about the various joint public/school projects, including opening the school libraries in the summer.

Pam will send out a list of projects in Bellingham.

Laurie Orton (San Juan Public Library) shared her experience with allowing a private meeting in the library meeting room. She wanted feedback on other libraries' meeting room policies. Eileen Simmons (Everett Public Library) reported that they do allow private meetings, but not for commercial enterprises. Christine handed out Whatcom's meeting room policies. Maggie reported on Marysville's meeting room policy. It was fee-based. Eileen limits usage to not more than twice a month. Orcas limits usage to educational/informational.

Several people reported on the Library Journal Design Institute workshop at Seattle Public Library. Brian reported on the top trends: library grounds (exterior) need to be visually attractive and some libraries are adding makerspaces. Pam talked about one session in which the participants chose a famous person who personified a vision for a library. Choices included Bill Gates, Walt Disney, J.K. Rowling (for examples). The participants had to describe the library that would suit the person chosen. The reports were mostly positive. Jane recommended taking a staff person to take notes when planning a new building because the architects don't always take accurate notes or hear things the same way. The library director is too focused to capture notes accurately.

Other: Phil asked about other facilities projects. Eileen shared their exploration of the cost of an additional parking facility. Linda Lambert reported that Whatcom Community College might be doing an additional learning commons building. Keith Schreiber & Assoc. will be their architect firm. Learning Centers (writing and math), tutorial and collaborations were invited to the table for discussions about the new facility. Christine reported on the Ferndale library project. Voters just approved the funding and there are private donations. They will be breaking ground in August. It will be a big library. They are also adding space to the Lummi Island Library. Sudden Valley will have a library. The friends group will be converting an old horse barn into a library. Point Roberts is converting an old fire hall. Brian reported that Mount Vernon is still looking at the site next to Mount Vernon's Haggens grocery store. Mindy reported on the new Central Skagit Partial County Library District.

If you are interested in learning more about Makerspaces, visit this link:
<http://oedb.org/ilibrarian/a-librarians-guide-to-makerspaces/>

Short Report for May, 2013 – Karen

- usual updates of bulletin boards, calendars, brochures, displays(gardening) and Facebook (Shelf Portraits)
- Attended Koha 3.10 Webinar during unpaid leave
- Produced summer event brochure
- Edited Catalog records
- Cataloged 430 items including electronic holdings
- addressed Fire Marshall's notes re: basement
- 2 Home Deliveries
- Talked to teachers about eCivis database
- Withdrew 50 YA books
- Ordered YA materials
- Set up 2 videoconferences

Short Report for May, 2013 – Rosie

- Story Times – 5 total
- 61 children, 36 adults participating,97 participants total
- Hamlet House Thursday afternoon reads - 5 sessions - we are halfway through Mrs. Queen Takes the Train by Michael Kuhn,3-4 listeners each week, 18 total for the month
- May Literary Salon, May 21st - 11 attendees discussing 26 titles. List following:

Lopez Library Literary Salon
MAY, 2013

BOOK TITLES DISCUSSED

- Stones from the River by Ursula Hegi.
- The Windup Girl and Ship Breaker by Paolo Bacigalupi.
- Gifts of the Crow: how perception, emotion, and thought allow smart birds to behave like humans by John Marzluff and Tony Angell.
- The Chemistry of Tears by Peter Carey.
- Darwin, His Daughter and Human Evolution by Randal Keynes (Great-great-grandson of Charles Darwin).
- Life of Pi by Yann Martel
- Annotated Sailing Alone Around the World by Captain Joshua Slocum, annotated by Rod Scher. (donated to the library this month by Literary Salon participant: Linda Hudson).
- Wait For Me!: memoirs by Deborah Mitford, Duchess of Devonshire.
- Prospect: the journal of an artist by Anne Truitt.
- A Very Private Woman: the life and unsolved murder of presidentialmistress Mary Meyer by Nina Burleigh.
- The Child's Child by Barbara Vine (Ruth Rendell).
- Dearie: the remarkable life of Julia Child by Bob Spitz.
- Around the World in 80 Days, 20,000 Leagues Under the Sea and MysteriousIsland by Jules Verne.
- Liesl & Po by Lauren Oliver (this is in the juvenile section, we also have several titles by this author in "young adult").
- Rabbityness by Jo Empson. (a picture book, the author's first)
- The Great Gatsby by F. Scott Fitzgerald.
- Devil in the Grove: Thurgood Marshall, the Groveland Boys and the dawn of a new America by Gilbert King. Winner of the 2013 Pulitzer Prize for general non-fiction.
- Boomerang and The Big Short by Michael Lewis.
- The People's History of the United States by Howard Zinn.
- How to Get Filthy Rich in Rising Asia and The Reluctant Fundamentalist by Mohsin Hamid.
- The Year 1000: what life was like at the turn of the first millennium, an Englishman's world by Robert Lacey and Danny Danziger.
- The Graveyard Book and Coraline by Neil