Members present: Bill Evans, Sarah Eppenbach, Ilene Unruh. Michael Moore and Tina Katzenberger were excused.

Staff: Lou Pray. Judy Welker

Friends of the Library: None.

Guests: None.

Call to Order: Bill Evans called the meeting to order at 12:00 pm after it was determined that a quorum was present.

Agenda approval: The Agenda was reviewed and amended to delete Budget Adjustments for new BARS items under Old Business, to be added to July agenda. MSP Ilene Unruh moved and Sarah Eppenbach seconded to approve the agenda as amended. Motion passed.

Approval of May 9, 2013 Regular Board Minutes: The trustees reviewed the minutes. Lines 44 was amended to better reflect the discussion about the role of touch screen on computers and other devices which will play a bigger role with patrons in the near future. MSP Sarah Eppenbach moved and Ilene Unruh seconded to approve the May 9, 2013 minutes as amended. Motion passed.

Friends of the Library Report: Both Bill Evans and Lou Pray attended the last Friends meeting where they received a complete financial report. The library still has $10,000 earmarked from their budget to use. Currently, everyone is involved in the upcoming July 4th Book Sale where they will have the book bag deal. Posters will be out shortly. They are looking for some burly volunteers to get the boxes of books to the community center. Meanwhile, the Friends’ sale of books through Amazon and World Books continues. They have already made about $1,000 with Amazon alone. The Friends are sponsoring the two teen interns working at the library this summer. They are Karianna Aufderhar and Mackenzie Kelley who were interns last year. They will be working a total of 90 hours and will be paid $900 each at the end of the summer.

Librarian Report: Lou submitted her librarian’s report with the following highlights:
- Downloadable eBooks and audiobooks continue to grow in popularity, with audiobooks outnumbering eBooks.
- Also popular are the classes Lou teaches every Saturday on how to download books to digital devices. Patrons continue to need a lot of help with the basic operation of their devices. She has also started teaching a grants class to show interested parties how to use eCivis database which is our online grants management software found on our digital collection page.

Water feature update: Lou recently met with Tamara Buchanan to look at actual
stones to be used for the sculptured fountain. Friends of the Library will be paying up to $1,000 and the library will pay for the pump, grate, and tub at an estimated cost of $500. Lou asked the board to approve the concept and expenditure.

Cassie Update: The Cassie PC management system is up and running as of this morning and just in time before the summer crowds arrive. To log onto computers, a patron will use their 14 digit library card number as a “user name” and the default “password” is their last name, all in lower case.

Old Business

Board meeting calendar: The updated library board calendar was distributed which reflected the changed dates for board meetings from June through August, discussed at the last meeting.

Broadband spike update: Gary Bortell, with the Washington state K-20 system, reported unusual high use of our bandwidth during hours when the library is closed. After some detective work, our IT guys determined the early morning spike was coming from our own server downstairs. Glen Maxson and Tony Ghazel made some changes to the settings which brought bandwidth usage down to a tolerable level.

New Business

Library role in online colleges: Lou wanted the board to consider any special services, if any, which the library should be offering for patrons that want to take online college courses in a group meeting setting. The board asked if there were specific classes in mind. After some discussion, the board agreed that other than making patrons aware that the library has fast internet connections, and making the public aware of our meeting room that can be used for Skype type conferences, that the whole point of online courses is to participate in them at one’s own pace, not as a group. The board was not opposed to the concept, but asked Lou to further research any specific ideas to consider.

Boopsie for Libraries: Lou described a service that makes customizable apps for patron mobile devices enabling them to use the library catalog on the go with this app. This service was featured at one of the conferences several years but was too expensive to consider. Since that time, they have partnered with the state library and are now offering it at an affordable rate. The State Library would pay the set-up fee. We would pay an annual fee, which would be less than $300. Payment for the service is not due until 2015 and will be calculated at a rate based on our island population. She has been in discussion in getting an app for our library.

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

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<th>Description</th>
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<td>6/11/2013</td>
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TOTAL BILLS - 2013 11,901.54
A motion to approve all vouchers for a total of $30,911.50 was made by Ilene Unruh and seconded by Sarah Eppenbach. Motion passed.

Surplus: 144 items were withdrawn from the collection valued at less than $500.00, all going to the book sale.

A motion to approve the items presented for surplus was made by Sarah Eppenbach and seconded by Ilene Unruh. Motion passed.

Next Meeting: The next Regular Board of Trustees meeting to be scheduled for July 18, 2013 at 12:00 PM.

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

A motion to adjourn was made by Ilene Unruh and seconded by Sarah Eppenbach. Motion passed. The regular meeting adjourned at 1:30 PM.
Financial Snapshot for 2013

Spent 37% of budget; earned 44% of budgeted revenue

Revenue as of July 1, 2013 - $251,058

Expenditures as of July 1, 2013 - $212,644

In our General Operating Funds as of July 1, 2013 - $155,752
In our Capital Improvement Funds as of July 1, 2013 - $32,882

Lopez Island Endowment Fund: $73,226.34

Select Operational Statistics June 2013

Library Visits: 5,688 down 11% from this time last year

Circulation stats: 8,13969, up 12% from this time last year

Holds: 496, up 10 from last month

Circulated in June 2013:
Books vs. Non Books: 46% books 54% non-books
Fiction vs Non-fiction: 64% Fiction; 36% non-fiction
Adult vs. Youth: 87% adult; 13%
Physical Books vs Ebooks: 96% (print) vs 4%(digital)
Physical audio vs e-Audio: 71%(physical) vs. 29% digital

June Usage of Digital Books: Overdrive – 168 books downloaded;
OneClickdigital 9 books, Tumblebooks 70 books (up from 1!)
AWE Learning Station: 73 sessions in June (avg 25 minutes)
ILL: 60 borrowed; 0 lent (down 9 from last month)
Computer use: -1095, signups (estimate)
Videoconferencing – 3; Teleconf (20)
Meeting Room – 51

Collection Development:

Added 1390 new titles (878 ebooks, 175 books, 80 periodicals, 78 films, 7 music CDs, 50 Audiobooks)
Removed: 80 titles from catalog

Summer Reading Program statistics:

42 signed up for the children’s program
24 signed up for the teen and tween program

Will start Current Events Talks in Aug 2013 at the Gathering place, an hour a week.

5 attendees at the instant ebooks class; none for grants

Human Resources

Received Assistant Librarian Karen Rogers resignation due to family obligations; created a job ad that I posted on the PNLA job site, as well as Lopez Rocks, Association of Small and Rural Libraries. I’ve received 15 applicants thus far and done one interview with an applicant that was here on vacation. I created a applicant screening matrix to use with the applications.

Technical and Automation

HP Laserjet Enterprise Printer ordered from HP and gadget to allow wi-fi printing: included option to print wireless and confirmed that the printer works with Cassie (PC Management) software

Cassie implementation is going smoothly. Guest passes work fine when patrons don’t have card. Judy has narrowed down the printer choices that
work for office and public patron needs. Tony and Glen will be meeting this week to discuss server areas and review the broadband usage. Glen will be a guest speaker at the board meeting to give an update on IT events.

Koha – Some bugs appeared in the newest version of Koha: star ratings are being worked on in the new system and new developments include being able to delay only certain holds and not others. Right now it is an either or thing.

**Highlights of WA Public Library Director’s Meeting**

**July 11 & 12, 2013**

**Dumas Center**

The Speakers:
The Library in 2020 – Joseph Janes, - editor of the book by the same name with essays from the library and IT luminaries of the day who finish this thought: the library in 2020 will be…. 

Always an entertaining speaker, Janes, the UW iSchool dean and editor of the book gave a synopsis of each entry and discussed the role we can play as leaders of the library of the future. I’ll bring the book to the board meeting and offer some snippets. Fascinating very near future look.

Library Security and Safety – Joe Fithian, Security Manger, Seattle Public – He offers safety training to libraries on demand and has been a repeat presenter at WLA for the last 3 years. Lots of good pro-active ideas for increasing awareness and staff preparedness: such as civil standbys for known problem patrons; bad guys hate witnesses: using cameras for dissection of events not prevention and the buddy system; the script or speaking their language; welcoming as they come in; doing the walk around

What the #$!%$ goes on in the Foundation Office – discussion of how Foundations work vs. Friends groups; proactively approaching the big donors first for specific goals and then marketing to the rest of the community of donors; how to create donor lists and use them selectively.

Washington State Library Update – discussed diminishing value of databases but power of joint buying practices; layoffs coming; some
positions will be frozen; will pay fees so libraries can offer patrons and staff Microsoft IT academy training and certification.

Legislative Update - Audit updates; any trouble send an email to Steven Duncan and he will intercede with the audit managers; auditors in the field are often doing things that their managers are unaware of. Both Sno-Isle Libraries and Pierce County had auditors questioning their program choices so we must make sure that our documentation supports the educational motivation for programing and the tie back to the mission and long-range plan; more tax breaks instead of less

WLA Update – submit ideas for studies or meeting setups; trying to get more members to use their services

The New Washington Public Library Trustees Wiki (now online) – Diane Hutchins – full of links to the resources you need as a trustee: wiki.sos.way.gov/trustees

Short Report for June, 2013 – Rosie

Story Times – 4 total
67 children, 39 adults participating
106 participants total

Hamlet House Thursday afternoon reads - 2 sessions
- we are continuing with Mrs. Queen Takes the Train by Michael Kuhn
3-4 listeners each week, 6 total for the month

June Literary Salon, June 18th
13 attendees discussing 28 titles.