Lopez Island Library Board of Trustee
Regular Meeting
July 18, 2013
Approved as submitted on August 15, 2013

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

Staff: Lou Pray. Judy Welker

Friends of the Library: None.

Guests: Glen Maxson

Call to Order: Bill Evans called the meeting to order at 12:10 pm after it was determined that a quorum was present.

Agenda approval: The Agenda was reviewed and no adjustments were made. MSP Sarah Eppenbach moved and Michael Moore seconded to approve the agenda as submitted. Motion passed.

Approval of June 20, 2013 Regular Board Minutes: The trustees reviewed the minutes. Line 45 was amended to include the library's portion of the cost for the water feature which is estimated at $500. Line 76 amended to add the cost of the Boopsie for Libraries app writing service. The State Library will pay for the set-up fee and the annual cost to the library will be $300, payable in 2015. Several other grammatical errors were corrected. MSP Michael Moore moved and Sarah Eppenbach seconded to approve the June 20, 2013 minutes as amended. Motion passed.

Old Business - Broadband use spike (discussion): This portion of the agenda was moved up to accommodate guest and IT professional, Glen Maxson. He explained the bandwidth anomaly which had been discovered several months ago by a K-20 employee who monitors all the bandwidth activity in our district was reported to be unusually high. The reason for concern was that the higher broadband usage would adversely affect the quarterly billings. The bandwidth activity seemed to occur when the library was closed and after midnight. Glen Maxson and Tony Ghazel from Orcas Library did some detective work and discovered the cause was not a nefarious act as previously suspected, but that the settings on the new server that had been installed in the basement, were simply asking for permissions to run their programmed instructions, at a rate of 1-2 MB per second. After Glen and Tony made adjustments to the settings, the bandwidth usage settled down to almost zero.

Glen completed the new PC migrations that had been planned for the new office PCs for Judy, Karen, and Rosie, with upgraded software which had been purchased earlier this year. He still needs to address the five new iPads that have been purchased for patron use in the library. The iPads will be loaded with appropriate apps and software. The library has also purchased two click-on keyboards for the iPads and various other peripherals that will allow a patron to make a digital projector presentation. When the new patron printer comes in, that will be set up on the network for patron printing and
patron wireless printing. Judy Welker described the HP printer features which will not
duly decrease the cost of printing, but also will allow a patron to print wirelessly – a
function that can be turned off and on. Glen and Tony will continue to work on
improvements to the library infrastructure. The firewall and switch are two components
that are crucial to upgrade to be fully operational. Meanwhile, the library’s server and
computer network system is humming. Board members engaged with questions and
discussion about the various equipment components with Glen and Lou Pray. Glen
Maxson excused himself from the meeting at 12:45 pm.

Friends of the Library Report: There was no representative from the Friends of the
Library in attendance. Lou Pray attended their last board meeting and reported. The
July 4th book sale was successful with a total profit of $5,197.00. They ran out of book
bags at 10:30 am, so they plan on buying a minimum of 300 bags next year.
Merchandise sales were low, but some items have been selling this past week at the
circulation desk, with the increase of patron, their families and visitors still on the island.
Meanwhile, the library has run out of Books for Babies in English which will be re-
ordered. The Amazon book sales have slowed down and Becky Maxson intends to do
some switching out of inventory to help increase sales. Also discussed was the ongoing
task of sorting books which remains a challenge.

Librarian Report: Lou submitted her librarian’s report with the following highlights:
- The Teddy Bear Picnic was another huge success. The weather cooperated; the grounds
looked fabulous with the aid of Bruce and Mindy Richardson and Bernardo Services and the
colorful flags staked in the ground made everything look festive. About 91 children and
adults enjoyed the interactive songs by Charlie Thweatt.
- Patron walk-ins are down, but circulation is up for June.
- Sessions on the children’s AWE computer totaled 73 sessions in June with an average of
25 minutes each.
- $10,000 has been moved from the general fund to Capital Improvements.

Old Business

Budget Adjustments for the new BARS items (discussion): Lou circulated the most
recent work done on the budget adjustments. There will be some additional changes
made, but the final total budget will be the same. Judy and Lou will continue to fine tune
these line items before submitting to the county. Lou is concerned about the extra
$10,000 (salary and benefits) that will be needed to supplement the Assistant Librarian
position if it becomes a full time position, as opposed to Karen’s 4 day work week. Until
a job offer is made and accepted, that will remain an unknown. There are line items in
the budget that will allow for a little wiggle room.

New Business

Resignation of Karen Rogers, Assistant Librarian: Karen submitted her resignation
to Lou and will be leaving as of the end of August. The board discussed her
resignation, the process of hiring a new assistant librarian and when the new hire might
start. There are already applications coming in. The cutoff date has been set for the
end of July. Lou will involve the staff in the interviews. The subject of moving expenses
was discussed and wanted Lou to research if other libraries pay such an expense. Lou
found that most libraries do not offer moving expenses to other hires besides the director.

**Library Policy for Programs:** One of the sessions that Lou attended at the WLA was about the state audits and how to prepare for it. She learned many things that will make it go smoother. One thing that the library should have in place is a policy for programs. Lou and the board discussed how this policy can highlight the library’s mission statement and long range plan. Lou will bring a statement proposal to the next meeting.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Voucher Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>6/19/2013</td>
<td>Bills Voucher – Fund 6331</td>
<td>3,730.08</td>
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<tr>
<td>6/26/2013</td>
<td>Bills Voucher – Fund 6331</td>
<td>4,498.62</td>
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<tr>
<td>7/5/2013</td>
<td>Bills Voucher – Fund 6331</td>
<td>1,712.78</td>
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<td></td>
<td><strong>Total Bills</strong></td>
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<tr>
<td>7/1/2013</td>
<td>Healthcare – July 2013</td>
<td>2,188.83</td>
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<tr>
<td>7/1/2013</td>
<td>Payroll – July 2013</td>
<td>17,777.03</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenditures</strong></td>
<td><strong>$29,907.34</strong></td>
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**MSP** A motion to approve all vouchers for a total of $29,907.34 was made by Sarah Eppenbach and seconded by Michael Moore. Motion passed.

**Surplus:** 80 items were withdrawn from the collection valued at less than $500.00.

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

**Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for August 15, 2013 at 12:00 PM.

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

**MSP** A motion to adjourn was made by Sarah Eppenbach and seconded by Michael Moore. Motion passed. The regular meeting adjourned at 1:57 PM.

Respectfully submitted: ______________________________

Board Secretary

Approved: ______________________________

Board Chair
Regular Meeting, Lopez Island Library Board of Trustees
Librarian’s Report
August 15, 2013

Financial Snapshot for 2013 Spent 47% of budget; earned 45% of budgeted revenue

Lopez Island Endowment Fund: $76,631

Revenue as of August 1, 2013 - $256,411.52

Expenditures as of August 1, 2013 - $268,042.70

Operational Statistics July 2013

Acquisitions – 678 new records added (of those 302 were electronic books)

Library Visits: up 49% compared to June, although still less than the previous year

Circulation of items: highest in four years: 10,012 items circulated

ILLs – 106 requests

Director Highlights

Reviewed 42 resumes for the position of assistant librarian

Interviewed 10 candidates via Skype, a task shared by Rosie and Judy

Followed up with references

Taught 4 e-Book download classes and one Ancestry.com class

Hosted Literary Salon for July – ten attendees

Began annual appraisal process for staff

Ordered new books

Worked with office manager on budget adjustments

Hosted several well-attended events in July (Teddy Bear Picnic, Peter Donahue’s talk on Washington History and Historical Fiction, Marine Identification class; Yoga for Kids)

Karen Roger’s Report

- Usual updates of bulletin boards, calendars, handouts, displays (July 4th, Explore the San Juans) and Facebook
- Edited Catalog
- Updated Wiki
- Ordered YA materials
2013 TWEEN AND TEEN SUMMER READING PROGRAM STATISTICS

25 kids signed up this year  (22 last year)
Full-time Lopez Kids who signed up: 20  (22 last year)
“Summer” kids: 5  (0 last year)

11 kids signed up but did not earn any prize tickets (5 last year)
14 reached the goal of 600 minutes in 6 weeks, earning the maximum of 13 tickets (16 last year).
This is a 56% completion rate.

5 prizes were given out:

(2) $25.00 Cash Ty Greacen & Hazel Arden
$25.00 GameStop gift card Quinn Steckler
$25.00 iTunes card Uma Chopra
Lopez Bookshop Gift Cert. Juniper Blomberg
1st dibs for 2 months no entries

Popularity of Prizes ranked by number of tickets:

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<tr>
<th>Prizes</th>
<th>Tickets</th>
<th>Last Year</th>
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<tbody>
<tr>
<td>2 Cash prizes =</td>
<td>54</td>
<td>88 tickets</td>
</tr>
<tr>
<td>iTunes card =</td>
<td>33</td>
<td>49 tickets</td>
</tr>
<tr>
<td>GameStop card =</td>
<td>14</td>
<td>24 tickets</td>
</tr>
<tr>
<td>Bookshop Gift Cert. =</td>
<td>42</td>
<td>new prize</td>
</tr>
<tr>
<td>1st Dibs for 2 months =</td>
<td>0</td>
<td>5 tickets</td>
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Ages of Participants:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Last Year</th>
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<tbody>
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<td>6th</td>
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</tr>
<tr>
<td>12th</td>
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Short Report for July, 2013 – Rosie

In July, there was a TEDDY BEAR PICNIC, attended by lots of happy campers. Ninety-seven, give or take a few: 57 kids and 40 adults. Nate Drahn did a great job as the Bear, and Charley Thweatt charmed everyone, as usual. He also helped me set up and break down. I asked him if he might be available next year, he now likes working Lopez Island into his schedule each July and we have people who come just to see him again. He really knows how to command attention and keep everyone engaged, which is a trick with the young ones.
Besides the picnic, there were 4 other storytimes, with 98 children attending (one day we had 47 kids!) and 60 adults, a total of 158 attendees all month BESIDES the picnic!

At the July Literary Salon, there were 10 attendees, as you know!

For the Thursday Hamlet House reading hours, there were 3 sessions, with 13 in attendance overall. Charley came and played the piano and sang at one of them, (so we got a free performance out of him). He’s just as interactive with the elderly as he is with the preschoolers. Had them all up dancing and singing along with him..

There were 106 ILL requests sent out in July, 62 books received and processed for lending and none lent from our library this month.

**Judy’s Report**
- Prepared bill voucher requests (4) and submitted payroll and healthcare.
- Maintenance and replaced supplies for buffing machine, printers, copying machine.
- Worked with Lou to finalize budget line item categories and amounts.
- Schedule volunteers, training two new volunteers (we are still short for July and September).
- Ordered library supplies and equipment supplies
- Helped Lou conduct 8 Library Assistant interviews.
- Worked with Glen Maxson to pinpoint fixes or updates needed for patron and office computers and relay patron and office software concerns