

1 Lopez Island Library Board of Trustee  
2 Regular Meeting  
3 July 18, 2013  
4 **Approved as submitted on August 15, 2013**

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

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

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

9 **Guests:** Glen Maxson

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

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

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

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

34 Glen completed the new PC migrations that had been planned for the new office PCs  
35 for Judy, Karen, and Rosie, with upgraded software which had been purchased earlier  
36 this year. He still needs to address the five new iPads that have been purchased for  
37 patron use in the library. The iPads will be loaded with appropriate apps and software.  
38 The library has also purchased two click-on keyboards for the iPads and various other  
39 peripherals that will allow a patron to make a digital projector presentation. When the  
40 new patron printer comes in, that will be set up on the network for patron printing and

41 patron wireless printing. Judy Welker described the HP printer features which will not  
42 only decrease the cost of printing, but also will allow a patron to print wirelessly – a  
43 function that can be turned off and on. Glen and Tony will continue to work on  
44 improvements to the library infrastructure. The firewall and switch are two components  
45 that are crucial to upgrade to be fully operational. Meanwhile, the library's server and  
46 computer network system is humming. Board members engaged with questions and  
47 discussion about the various equipment components with Glen and Lou Pray. Glen  
48 Maxson excused himself from the meeting at 12:45 pm.

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

59  
60 **Librarian Report:** Lou submitted her librarian's report with the following highlights:  
61 - The Teddy Bear Picnic was another huge success. The weather cooperated; the grounds  
62 looked fabulous with the aid of Bruce and Mindy Richardson and Bernardo Services and the  
63 colorful flags staked in the ground made everything look festive. About 91 children and  
64 adults enjoyed the interactive songs by Charlie Thweatt.  
65 - Patron walk-ins are down, but circulation is up for June.  
66 - Sessions on the children's AWE computer totaled 73 sessions in June with an average of  
67 25 minutes each.  
68 - \$10,000 has been moved from the general fund to Capital Improvements.

## 69 **Old Business**

70 **Budget Adjustments for the new BARS items (discussion):** Lou circulated the most  
71 recent work done on the budget adjustments. There will be some additional changes  
72 made, but the final total budget will be the same. Judy and Lou will continue to fine tune  
73 these line items before submitting to the county. Lou is concerned about the extra  
74 \$10,000 (salary and benefits) that will be needed to supplement the Assistant Librarian  
75 position if it becomes a full time position, as opposed to Karen's 4 day work week. Until  
76 a job offer is made and accepted, that will remain an unknown. There are line items in  
77 the budget that will allow for a little wiggle room.

## 78 **New Business**

79 **Resignation of Karen Rogers, Assistant Librarian:** Karen submitted her resignation  
80 to Lou and will be leaving as of the end of August. The board discussed her  
81 resignation, the process of hiring a new assistant librarian and when the new hire might  
82 start. There are already applications coming in. The cutoff date has been set for the  
83 end of July. Lou will involve the staff in the interviews. The subject of moving expenses  
84 was discussed and wanted Lou to research if other libraries pay such an expense. Lou

85 found that most libraries do not offer moving expenses to other hires besides the  
86 director.

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

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

94	6/19/2013	Bills Voucher – Fund 6331	3,730.08
95	6/26/2013	Bills Voucher – Fund 6331	4,498.62
96	7/5/2013	Bills Voucher – Fund 6331	1,712.78
97		Total Bills	9,941.48
98	7/1/2013	Healthcare – July 2013	2,188.83
99	7/1/2013	Payroll – July 2013	17,777.03
100		Total Expenditures	\$29,907.34
101			

102 **MSP** A motion to approve all vouchers for a total of **\$ 29,907.34** was made by Sarah  
103 Eppenbach and seconded by Michael Moore. Motion passed.

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

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

107 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for August 15,  
108 2013 at 12:00 PM.

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

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

113 Respectfully submitted: \_\_\_\_\_  
114 Board Secretary

115 Approved: \_\_\_\_\_  
116 Board Chair

117

**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 4<sup>th</sup>, Explore the San Juans) and Facebook
- Edited Catalog
- Updated Wiki
- Ordered YA materials

- Covered Lou
- Summer Reading Program Drawings
- Home Deliveries
- Cataloged 602 items (includes electronic holdings)

## 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
1 <sup>st</sup> dibs for 2 months	no entries

### Popularity of Prizes ranked by number of tickets:

	Tickets	Last Year
2 Cash prizes =	54	88 tickets
iTunes card =	33	49 tickets
GameStop card =	14	24 tickets
Bookshop Gift Cert.	42	new prize
1 <sup>st</sup> Dibs =	0	5 tickets

### Ages of Participants:

	Last Year
6 <sup>th</sup> graders 11	9
7 <sup>th</sup> graders 5	5
8 <sup>th</sup> graders 5	3
9 <sup>th</sup> graders 1	4
10 <sup>th</sup> graders 3	1
11 <sup>th</sup> graders 0	0
12 <sup>th</sup> graders 0	0

### 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