

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

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

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

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

9 **Guests:** Cynthia Moffitt

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 three items were added. A “Gift for
13 Karen Rogers” was added to Old Business. Under New Business, “September Board
14 meeting attendance” and “Long Range Plan Retreat” was added.

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

17 **Approval of July 18, 2013 Regular Board Minutes:** The trustees reviewed the
18 minutes. There were no additions or corrections.

19 **MSP** Ilene Unruh moved and Sarah Eppenbach seconded to approve the July
20 18, 2013 minutes as submitted. Motion passed.

21 **Guest Speaker:** Cynthia Moffitt was introduced to the board of trustees. Cynthia, who
22 has been coming to the library for 30 years, thanked the board for their dedication to the
23 library, and to Lou, who is always open to new and different services that are greatly
24 appreciated by her and other patrons. The purpose of her coming to the board meeting
25 was to introduce an exciting learning resource to the library. **Coursera**, an education
26 company, partners with top universities and organizations to offer courses online for
27 anyone to take, for free. The company, founded by two Stanford scientists who
28 envisioned a future where everyone has access to a world-class education, now offers
29 431 courses in 7 languages, includes lecture videos, short quizzes, final exams and
30 interactive Q & A sessions. Papers written for certification receive peer reviews.
31 Courses taken for certification are offered at a small fee. All courses are downloadable
32 to work on when there is no internet available. Currently-offered courses remain online
33 for a time period to be called up on demand. They use high tech resources to make
34 certain that course materials are received, such as Dropbox, taking a picture of the
35 student and having them digitally sign off that they did receive materials.

36 Cynthia is looking for the library to promote Coursera, link to the website, and make the
37 meeting room available for several introductory promotional sessions to help
38 awareness. Lou offered to write a newspaper article about this learning resource.

39 Cynthia excused herself from the meeting at 12:40 pm.

40 **Friends of the Library Report:** There was no representative from the Friends of the
41 Library in attendance. The Friends did not have a meeting in August, but they have
42 been busy with book sorting and book selling. Lou reported that the library still has
43 \$9,000 in the Friends budget to spend on programs and equipment.

44
45 **Librarian Report:** Lou submitted her librarian's report with the following highlights:
46 - Whittled down 42 applications and interviewed ten applicants for the Assistant Librarian
47 position. She offered the position to Heidi Larsen who has signed a letter of intent and will be
48 starting October 1st.
49 - Karen's last day is the end of August and has requested to be on the Substitute Librarian
50 roster.
51 - The two summer interns have concluded their internships and did an exemplary job.
52 - The circulation numbers are up from last month (highest in four years) and patrons seem to
53 be making use of the new recommendations available on the catalog page.

54 **Old Business**

55 **Assistant Librarian/Youth Services job offer (action):** Lou and the board discussed
56 the known details of Heidi Larsen as the new assistant librarian, her move to Lopez
57 Island, and plans to extend her welcome by inviting the public to a "meet and greet"
58 party in the meeting room. Bill Evans complimented Lou on the thoroughness and
59 effectiveness of the hiring process she used involving staff and the other San Juan
60 County library directors. After some discussion of the salary offered, Bill Evans called
61 for a motion to approve the salary of \$41,000 for the new position.

62 **MSP** A motion to approve the beginning salary for the Assistant
63 Librarian/Youth Services position of \$41,000 was made by Ilene Unruh and seconded
64 by Sarah Eppenbach. Motion passed.

65 **Library Programming Policy (discussion):** Lou asked the board to consider having a
66 Program Policy in place to cement the education aspect of program events. The Board
67 discussed the policy verbiage that Lou circulated. They asked Lou to email the
68 amended policy document before the next meeting for consideration and would act on
69 the policy at the next board meeting. The board also discussed inclusion of the new
70 policy in the Long Range Plan.

71 **Gift for Karen Rogers:** Bill Evans asked the board if they were so inclined, to donate
72 money towards a departing gift for Karen Rogers. His plans were to purchase a \$40
73 flower or plant arrangement.

74 **New Business**

75 **2014 Budget Preparations (discussion):** The Board reviewed the reapportioned
76 budget and asked questions about some line items. Lou and the board discussed
77 several items that would need consideration including a Cost of Living Adjustment and a
78 performance based merit increase which had not been granted to staff for two years.
79 Lou will forward information on these two items before the next board meeting to be
80 discussed in an Executive Session at the next board meeting.

81 Ilene Unruh excused herself from the meeting at 1:20 pm, where a quorum remained.

82 **Re-appointment of Tina Katzenberger to another term (action):** Tina Katzenberger
83 has agreed to serve for another 5 year term. Bill Evans called for a motion.

84 **MSP** Sarah Eppenbach moved and Michael Moore seconded approve the re-
85 appointment of Tina Katzenberger for another term to the Library Board of Trustees.
86 Motion passed.

87 **Substitute Librarian Policy (action):** The board discussed with Lou the reasons the
88 library needs a policy, what the policy would include, and if created, would they also
89 need a budgeted line item for it. Lou explained the policy would allow the library to have
90 a pre-approved roster of potential qualified librarians to sub if the need arose. Bill asked
91 if the library could use existing staff. A substitute librarian would not be needed for a
92 short absence, but only in the event that the librarian could not be reached or able to
93 work from home. Lou presented a sample policy and the board suggested changes.
94 The final policy will be reviewed and acted upon at the next board meeting. When it
95 becomes part of the library policy, Lou will place an ad in the newspaper for subs.

96 **Library in 2020 (discussion):** The board discussed a Board of Trustees Retreat to
97 update the Long Range Plan. They settled on Friday, November 8th. Lou will reserve
98 the time at Grace Church and will work with the Board president, Tina Katzenberger, on
99 an agenda for the retreat.

100 **September 2013 Board meeting attendance:** Due to several scheduling conflicts, the
101 board decided on moving the September meeting date to Wednesday, September 18th
102 at 12:00 noon.

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

105	7/23/2013	Bills Voucher – Fund 6331	881.91
106	7/23/2013	Bills Voucher – Fund 6331	17,023.00
107	7/30/2013	Bills Voucher – Fund 6331	2,600.69
108			
109	8/6/2013	Bills Voucher – Fund 6331	2,534.86
110		Total Bills	20,505.60
111	8/1/2013	Healthcare – August 2013	2,188.83
112	8/1/2013	Payroll – August 2013	17,709.53
113			
114		Total Expenditures	\$ 40,403.96

115 **MSP** A motion to approve all vouchers for a total of **\$ 40,403.96** was made by
116 Michael Moore and seconded by Sarah Eppenbach. Motion passed.

117 **Surplus:** 116 items were withdrawn from the collection valued at less than \$500.00.
118 **MSP** A motion to approve the items presented for surplus was made by Michael
119 Moore and seconded by Sarah Eppenbach. Motion passed.

120 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for September
121 18, 2013 at 12:00 PM.

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

124 **MSP** A motion to adjourn was made by Sarah Eppenbach and seconded by
125 Michael Moore. Motion passed. The regular meeting adjourned at 1:45 PM.

126 Respectfully submitted: _____
127 Board Secretary

128 Approved: _____
129 Board Chair

130

**Regular Meeting, Lopez Island Library Board of Trustees
Librarian's Report
September 18, 2013**

Financial Snapshot for 2013

Spent 53% of budget; earned 46% of budgeted revenue

Revenue as of September 1, 2013 - \$261,275.78 (46%)
 Expenditures as of September 1, 2013 - \$ 302,543.49 (53%)
 In our General Operating Funds as of September 1, 2013 - \$86,069.73
 In our Capital Improvement Funds as of September 1, 2013 - \$32,,882.01
 Lopez Island Endowment Fund: \$77,143.26

Select Operational Statistics Aug 2013

Acquisitions – Added 1,146 items to the catalog:

- 215 books,
- 103 films,
- 84 periodicals
- 29 music CDs
- 703 electronic items (from Overdrive and OneClickAudio)

Library Visits: 7,780; 5% increase from last month; 17 more than last year at this time

Circulation stats: 10,744, 46% increase from last year at this time; 7% increase from last month

Holds: 510

Circulated in Aug 2013:

- Books vs. Non Books: 48% books 52% non-books
- Fiction vs Non-fiction: 51% Fiction; 49% non-fiction
- Adult vs. Youth: 79% adult; 21%
- Computer use: –1395
- Videoconferencing – 2; Teleconf (3)
- Meeting Room – 47

Top Holds by Type:

173	Fine homebuilding		
84	Quartet		DRAMA
76	Flight behavior :	Kingsolver, Barbara.	
68	Les miserables		MUSICALS
57	Fine cooking		
56	Lincoln		DRAMA
52	Silver linings playbook		COMEDY
37	The Economist.		
36	Searching for Sugar Man	Segerman, Steve.	
34	The orchardist :	Coplin, Amanda.	

Events

Authors – Alie Smaalders and Amalia Driscoll talked about their WWII experiences (Nazi-occupied Holland & Marine Corp, respectively) at the library event on September 14, 2013.

Scheduled Karen Joy Fowler (best-selling author of the Jane Austen Book Club) for an event on Oct 5th at 4pm. Should get a good turnout. Was lucky she was in the area that day.

<http://karenjoyfowler.com/> This will be a fun one! We also have the film made from her book.

Also in October, we piggy-backed on Orcas to get sustainability speaker Nicole Foss to speak, still negotiating days and times.

Digital Shift - Prior to our retreat to discuss revising the long-range plan, I registered for this event to spark our planning process, Oct 16th 10 – 5, in the library meeting room where I'll be showing it on the screen

Que Pasa? The weekly current events discussion group had 4 attendees at Hamlet's Gathering Place. Still playing with the format. Brought ipads to highlight the bbc news, the online version of the WSJ, and NPR, along with the print Economist and the Week. Discussed Egypt, Obamacare, Syria and more.

8 attendees at the instant ebooks class; none for grant. Lou will no longer be doing the Saturday classes starting in September, but will be on call for one-on-ones with patrons.

Working with Friends folks to do a "Meet and Greet" for our newest library staff member, Heidi Larsen.

Director's Highlights –

Collection

Added 1146 new titles (162 books, 85 periodicals, 84 films, 28 music CDs, 11 Audiobooks, 3 equipment, 128 electronic)

Removed: 80 titles from catalog

Mentoring

- ✚ Cross-training with Karen and Judy to cover their tasks, such as marketing, cataloging and displays for Karen and Judy web updates, office machine maintenance and billing and bank business.
- ✚ Trained two new volunteers for the desk.
- ✚ Completed annual appraisals and worked with Judy, Karen and Rosie on priorities for the coming year.
- ✚ Worked with Karen to update staff training wiki for all the key areas of Heidi's training plan

2013 Budget work

- ✚ Worked with local libraries for salary information and cost of living increases
- ✚ Talked with Charles at the assessor's office about the estimates for the levy lid lift.
- ✚ Developing draft budget for 2014

Policy Changes

Drafted wording on three policy additions: Substitute Librarian, Library Programming and an addition to InterLibrary Loan amendment (see below Rosie's suggestion)

4.3.4

The district will not borrow items for patrons holding 2 month visitor cards.

Rosie's report

ILL STATS FOR AUGUST:

86 items received from other libraries for our patrons

4 items loaned out to other libraries

STORY TIME STATS FOR AUGUSTS

4 storytimes:

100 children attended

64 adults

TOTAL - 164 attendees

READING TO SENIORS AT HAMLET HOUSE

6 readings (we snuck in an extra one on a holiday to finish the book since we are skipping our readings in September)

18 attendees total all month

Glen's library IT report– July-August 2013

The following tasks were completed July 23 – August 23, 2013

- Routine maintenance on patron PCs
- Patron printer setup
- Backup set up on Windows server

Note: Currently working on getting wireless printing working on the new patron printer. Need to develop the spec for the replacement/backup firewall and switch hardware. Will also install an upgraded Dell 330 PC on the corner where the old patron printer was located (between PCs A and B), and will rebuild (yet again) Teen 2.