

Lopez Island Library Board of Trustee
Regular Meeting
September 18, 2013

Approved as amended on November 14, 2013

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

Staff: Lou Pray

Friends of the Library: None.

Guests: None

Call to Order: Sarah Eppenbach called the meeting to order at 12:56 pm after it was determined that a quorum was present.

Agenda approval: The Agenda was reviewed and approved with removal of some duplication on text.

MSP Michael Moore moved and Ilene Unruh seconded to approve the agenda as amended. Motion passed.

Approval of August 15, 2013 Regular Board Minutes: The trustees reviewed the minutes. Sarah Eppenbach had emailed a few minor changes to wording. There were no other additions or corrections.

MSP Ilene Unruh moved and Michael Moore seconded to approve the August 15, 2013 minutes as amended. Motion passed.

Friends of the Library Report: There was no representative from the Friends of the Library in attendance. The Friends did not have a meeting in August, but they have been busy with book sorting and book selling. Lou reported that the library fountain should be installed this month by Bernardo Landscaping.

Librarian Report: Lou submitted her librarian's report with the following highlights: All time high circulation count in August which is typically lower, not higher than July. We were 27% higher than last year at this time. The new librarian has found a place to live and is eager to get started Oct 1st. We'll be short staffed in September.

Old Business

2014 Draft Budget (discussion): Lou presented the first draft of the 2014 general budget. Members asked about library programs, computers, and the expected amount we might be receiving as revenue from the local fundraising (Friends of the Library). Lou also planned to confer with the new youth services librarian on proposed programs for 2014. An electronic version of the 2014 budget would be sent out as the program information was obtained.

38 **Substitute Librarian Policy (action):** Board members reviewed the substitute librarian
39 policy and deemed it complete. Sarah Eppenbach called for a motion.

40 **MSP** Ilene Unruh moved and Michael Moore seconded to approve the substitute
41 librarian policy as submitted.

42
43 **Library Programming Policy (action):** Board members reviewed the wording of the
44 library programs policy presented by the director for inclusion in the library policy
45 manual. Sarah Eppenbach suggested two changes: 1) Delete the reference to the
46 website/year in the second sentence. That way we don't have to remember to update
47 the policy every time we update the plan. 2) Line 3 under "purpose," perhaps change
48 "...will include..."to "...can include. Sarah Eppenbach called for a motion.

49 **MSP** Michael Moore moved and Ilene Unruh seconded to approve the
50 programming policy as amended.

51
52 **New Business**

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54 **ILL Policy Revision Request (action):** The trustees discussed the request to not allow
55 ILL services for visitor cards. Members reviewed the wording and found it clear and
56 concise. Sarah Eppenbach called for a motion.

57 **MSP** Ilene Unruh moved and Michael Moore seconded to approve the change to
58 the Interlibrary Loan policy as submitted.

59
60 **Welcome party for new assistant librarian (discussion):** The members discussed
61 the logistics of the party and settled on a potluck event on October 7, 2013, from 5:30 –
62 6:30p.m. Lou reported the president of the Friends of the Library (Ellin Evans) had
63 offered to organize this and present gifts (Friends bag, mug, and other items) as a
64 welcome gift.

65
66 **Recruiting for New Library Board Trustee (action):** Lou brought the wording for the
67 advertisement and flyer announcing the opening for a replacement for Tina
68 Katzenburger. Tina had planned on continuing as a trustee but family obligations
69 resulted in her resignation. October 2013 will be her last meeting. Lou would begin
70 advertising the position immediately. Sarah Eppenbach called for a motion.

71 **MSP** Ilene Unruh moved and Michael Moore seconded to approve the
72 resignation of Tina Katzenberger, as library trustee.

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

75 8/6/2013 Bills Voucher – Fund 6331 \$8,944.68

76 8/30/2013 Bills Voucher – Fund 6331 \$3,587.96

77 9/11/2013 Bills Voucher – Fund 6331 \$3,518.64

78 Total Bills \$16,051.28

79 9/1/2013 Healthcare – September 2013 \$2,124.01

80 9/1/2013 Payroll – September 2013 \$15,412.03
81
82 **Total Expenditures \$33,587.32**

83 **MSP** A motion to approve all vouchers for a total of **\$ 33,587.32** was made by
84 Michael Moore and seconded by Ilene Unruh. Motion passed.

85 **Surplus:** 158 items were withdrawn from the collection valued at less than \$500.00.

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

88 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for
89 October 10, 2013 at 12:00 PM.

90 **Adjournment:** With no other business on the agenda, Sarah Eppenbach called for a
91 motion to adjourn.

92 **MSP** A motion to adjourn was made by concise. Sarah Eppenbach called for a
93 motion.

94 **MSP** Ilene Unruh moved and Michael Moore Motion seconded. The regular
95 meeting adjourned at 2:16 PM.

96 Respectfully submitted: _____
97 Board Secretary

98 Approved: _____
99 Board Chair

**Lopez Island Library Board of Trustees
Librarian's Report
October 10, 2013**

Financial Snapshot for 2013

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

Revenue as of October 1, 2013 - \$278,702 (49%)

Expenditures as of October 1, 2013 - \$329,549 (58%)

In our General Operating Funds as of October 1, 2013 - \$76,491.00

In our Capital Improvement Funds as of October 1, 2013 - \$32,882.00

Lopez Island Endowment Fund: \$77,143.26

Select Operational Statistics Sept 2013

Acquisitions – Added 236 items to the catalog:

91 books,

72 films,

68 periodicals

1 music CDs

Library Visits: 6,336; down 18.5% from last month, but 837 more than last year in Sept.

Circulation Stats: 7,357 Items Checked outs and Renewals; a 32% decrease, but 125% more than the Sept of 2012.

Holds: 407

Circulated in Sept 2013:

Books vs. Non Books: 45% books 55% non-books

Fiction vs Non-fiction: 63% Fiction; 37% non-fiction

Adult vs. Youth: 90% adult; 10%

Computer use: –A total of 658 hours compared to last month of 856 hours and 1,118 sessions compared to last month of 1,465 sessions

Videoconferencing –2 Teleconf 4

Meeting Room – 43

Director's Highlights –

Collection

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

Removed: 51 titles from catalog

Events – Organized events for October, including two author events (Karen Joy Fowler and Nicole Foss) and another genealogy class, as well as Heidi's meet and greet).

Day-to-day – With Karen gone and Judy on vacation, the director spent most of September wearing many hats: taking care of the cataloging, marketing, accounts payable, training new volunteers and working on the budget for 2014. A new employee means lots of HR paperwork and that was most my month.

Rosie's Report

Four story hours in September, with 71 children and 37 adults attending, a total of 108 for this month.

The September Literary Salon on 24th was attended by 12 saloners, and 20 books were discussed.

We put the Thursday Hamlet House senior reads on hold for September because of short staffing, but hope to take up again by mid-October. It is well received, there are three steady listeners who look forward to our literature hour each week.

Library computing infrastructure support – August-September 2013

Retainer contract (discounted rate for 5-hours) \$200.00

The following tasks were completed August 23 – September 25, 2013

- Routine maintenance on patron PCs
- iPad prep/updates
- Patron PC (Teen2) and Staff PC (Judy's retired PC) rebuilds – in process
- Retired 3 Dell PCs and 1 CRT (donated for reuse)

Note: Still working on wireless printing services on the new patron printer – stalled out trying to access the printer to update firmware. Will perform a factory reset and complete this task before end of Sept. Also need to get the spec for the replacement/backup firewall and switch hardware (working with Tony on this). In process tasks include upgrading Judy's retired PC in the corner of the staff area and upgrading Teen2 which has been unstable since I first rebuilt this machine. I'm experiencing an issue with my rebuild process that's slowing things down, but will prevail.

TOTAL (5 hours @ \$40/hour) \$200.00