

Lopez Island Library Board of Trustee  
Regular Meeting  
October 10, 2013

Approved as amended on November 14, 2013

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

**Staff:** Lou Pray, Judy Welker

**Friends of the Library:** None.

**Guests:** None

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

**Agenda approval:** One item was added to the beginning of the agenda: A presentation to Tina Katzenberger. A motion to approve the agenda was called for.

**MSP** Bill Evans moved and Sarah Eppenbach seconded to approve the agenda as amended. Motion passed.

**Presentation to Tina Katzenberger:** Since this would be Tina's Katzenberger's last meeting as a trustee and co-chair, the board members wanted to honor her many years of service by presenting her with a gift card the board members personally purchased. They shared stories about their association with her and thanked her for the quality of leadership she had given.

Approval of the Minutes and other items were suspended to move the 2014 Budget Draft to the top of order of business.

### **Old Business**

**2014 Budget Draft (discussion):** The board discussed various line items for both revenue and expenditures. Receivables from the Friends of the Library were reviewed after Lou's conversation with the Friends' treasurer about monies left in their 2013 budget. Program expenditures were discussed. Lou went over some of the program ideas that she had discussed with the Youth Services Librarian, Heidi Larsen. Starting in December, Heidi will begin after-school activities on the first, second, and third Tuesdays of the month, which are the days that the school releases their students early. A Lego Club, art activities led by local artists, are some of the activities planned.

Sarah Eppenbach recommended moving more money into Repairs and Maintenance. Lou confirmed that the physical collection of books and other items will remain the largest collection, followed by the digital collection. The board also discussed moving more money into Travel and Training which will be needed to continue to keep the staff abreast of the changes in technology required for helping patrons with their devices and downloads and other database content. Training for Heidi Larsen will also be critical. Monies for computers will be down from 2013, as new patron and a few staff computers

39 were purchased this last year. The starting amount for the first three months of 2014 is  
40 \$130,000.

41 **Executive Session to discuss COLA and Salary increase recommendations for**  
42 **2014.** The board voted to go into executive session to discuss employee COLA and  
43 salary increase recommendations at 12:40, and was expected to last 15 minutes. All  
44 trustee members participated. Lou and Judy were excused from the meeting room.

45 **Reconvening of the Regular Board Meeting.** Lou, and Judy were called back into the  
46 meeting room and the meeting reconvened at 12:55 pm. The board discussed the  
47 recommendations that Lou Pray had handed to the board at the September meeting  
48 which were based on her research of prevailing library wages according to the CPI in  
49 Seattle/Tacoma, and the last performance based wage increase which had been given  
50 two year prior. They reached a consensus and the executive session was adjourned.

#### 51 **COLA and Salary increase for 2014**

52 All wage earning employees will receive a wage increase of 2% and a COLA increase  
53 of 1% starting January 1, 2014. The Director will receive a salary increase of 3% and a  
54 COLA increase of 1% starting on January 1, 2014. New employee, Heidi Larsen, will  
55 not be included in this year's increase.

56 The board discussed where the money for the increases would come from to include in  
57 the budget. With no more discussion, the chair called for a motion.

58 **MSP** Sarah Eppenbach moved and Michael Moore seconded to approve the  
59 COLA increase of 1% and wage increase 2% and salary increase for the Director of 3%  
60 starting January 1, 2014. The motion passed.

61 **Recruiting for new library board member (discussion):** Lou and board members  
62 discussed plans for the applicant interviews. They agreed they could meet on  
63 Thursday, October 24, 2013 from 1:00 – 3:00 pm. They were impressed by the number  
64 of qualified applicants and agreed to send the interview questions in advance, so that  
65 applicants could give some thought to their responses. They wanted Lou to include the  
66 question on how they felt about censorship in the library, and to confirm the interview  
67 times.

68 The selection would be made by the November 14<sup>th</sup> board meeting when they could  
69 discuss and decide on another Co-Chair to share the responsibility with Bill Evans.

70 With old business concluded, Tina moved up to items at the beginning of the agenda.

71 **Approval of September 18, 2013 Regular Board Minutes:** The board decided to  
72 review the minutes and go through the approval process at the November 14<sup>th</sup> meeting.

73 **Friends of the Library Report:** There was no representative from the Friends of the  
74 Library in attendance. Lou reported on the September meeting. John Butte, the  
75 Friends' Treasurer, had just come back from a long trip and gave a financial report and  
76 reminded Lou that there was still 2013 money to spend. The meeting was focused on  
77 the November Day after Thanksgiving Book Sale. They reported that their Amazon

78 book sales had gone down and are expecting inventory to be switched out when Becky  
79 Maxson comes back from her travels. They discussed their plans to host a “Meet the  
80 New Librarian” party for Heidi Larsen, inviting the community.

81 **Librarian Report:** Lou submitted her librarian's report with the following highlights:  
82 September – Numbers reflect a quieter month.  
83 Author Karen Fowler event was well attended (24)  
84 Author Nicole Foss – author talk is this coming weekend  
85 Next month – A genealogy class is scheduled and quickly filling up.

86  
87 **New Business**

88  
89 **WLA Interest Groups:** Library board members were asked to choose one or two  
90 interest groups for their Washington Library Association membership.

91  
92 **Stone Fountain addition (discussion):** The fountain sculpture has now been installed  
93 and will be presented to Dick and Ann Behan sometime after the next Friends’ board  
94 meeting.

95  
96 **Director’s Appraisal:** Sarah Eppenbach likes the format of tying the director's  
97 accomplishments to the Long Range Plan as this becomes a great record of library  
98 progress and of the director's achievements for her own personnel file. She proposed  
99 that in addition Lou list her goals for the coming year, professional development, and  
100 staff management.

101  
102 **Annual Audit:** Lou was contacted by the State Auditor’s Office and is arranging to  
103 have our 3 years of required documents in Bellingham by November 1<sup>st</sup>.

104 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed  
105 by the board.  
106

107 **September 18, 2013 Expenditure Adjustment** – A voucher dated 9/11/2013 was  
108 subsequently adjusted for a total of \$203.97 less than the approved amount.

109 9/11/2013 Bills Voucher – Fund 6331 was ~~\$3,518.64~~ now \$3,314.64

110 **October 10, 2013 Expenditure Approval**

111 9/24/2013 Bills Voucher – Fund 6331 35.00

112 10/1/2013 Bills Voucher – Fund 6331 8,118.73

113 **Total Bills** \$8,153.73

114 10/1/2013 Healthcare – October 2013 \$2,188.83

115

116 10/1/2013 Payroll – September 2013 \$18,362.89  
117  
118 **Total Expenditures \$28,705.45**

119 **MSP** A motion to approve all vouchers for a total of **\$ 28,705.45** was made by  
120 Michael Moore and seconded by Ilene Unruh. Motion passed.

121 **Surplus:** 51 items were withdrawn from the collection for the book sale, valued at less  
122 than \$500.00.

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

125 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for  
126 November 14, 2013 at 12:00 PM, preceded by the Public Budget Hearing at 11:30.

127 **Adjournment:** With no other business on the agenda, Tina Katzenberger called for a  
128 motion to adjourn.

129 **MSP** Ilene Unruh moved and Michael Moore Motion seconded. The regular  
130 meeting adjourned at 1:30 PM.

131 Respectfully submitted: \_\_\_\_\_  
132 Board Secretary

133 Approved: \_\_\_\_\_  
134 Board Chair

135

**Lopez Island Library Board of Trustees**

**Librarian's Report**

**Nov 14, 2013**

**Financial Snapshot for 2013**

**Spent 65% of budget; earned 70% of budgeted revenue**

Revenue as of November 1, 2013 - \$395,181.77 (70%)

Expenditures as of November 1, 2013 - \$372,147.50 (65%)

In our General Operating Funds as of November 1, 2013 - \$150,371.71

In our Capital Improvement Funds as of November 1, 2013 - \$32,882.01

Lopez Island Endowment Fund: \$80,339.20.26

**Select Operational Statistics for October 2013**

Newly added items to the catalog:

107 books

71 films

87 - periodicals

1 music CDs

2 audiobooks

1267 – electronic books

October Library Walkin Traffic: 6,388 up 88 from the previous month; 7% increase from this time last year

Circulation:

Holds placed: 512

Circulated in October 2013:

Books vs. Non Books: 48% books 52% 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 Report**

- Training new assistant librarian and assisting with cataloging
- Installation of new fountain to honor Behans
- Weeding collection (251 items)
- Training one-on-ones on using Overdrive and Oneclick (9 users)
- Genealogy class, backing up instructor (8 registered users)
- Preparing for Microsoft IT Academy launch in Nov
- Annual audit prep (worked with Judy to track down items, Heidi helped with fixed assets inventory)
- Budget work

I'll include the highlights of the Northwest Corner Library Directors' meeting, October 25, 2013 (held this year at the San Juan Island Public Library)

Attended by: Laurie Orton (SJIPL), Maggie Buckholz (BurPL), Joy Neal (LCRL), Debra Peterson (SWPL), Sheri Miklaski (APL), Christine Perkins (WCL), Pam Kiesner (BellPL), Jonalyn Woolf-Ivory (SIL), Eileen Simmons (EPL), Jane Blume (BTCL), Linda Lambert (WCC), Phil Heikkinen (OIL), Lou Pray (LIL) and Brian Soneda (MVCL).

We talked about the Library Space Innovation focus group, in Federal way, which Pam, Christine, Debra and Brian attended. Pam and Christine have received an Allen grant of \$15,000 for community input in planning for library space. To the question what are you going to have in your space, Pam said "we're still working on that." But it is all about community engagement through a space where people will be comfortable sharing. Creating the space meant moving things around. Christine's project is a little less developed but will be related to local history and be in the Everson branch. The "ulterior motive" in seeking the grant was to encourage branch staff to weed and be more efficient in space. We all liked what Dri Ralph from King County had to say and her tour of the branch, which very nicely illustrated the points she made. "Patron Pathway" and the minimal signage, "genrified" picture collection (with really creative genres) and the wired shelving units were also cool. Phil folded in community center ideas (such as working with possibly colocating with social service agencies) from Orcas. The focus group results will be written up and will be very interesting.

Maggie talked about her successful Allen grant project on matching seniors and teens on genealogy research, halfway through and more participants than expected.

The Microsoft IT Academy discussion focused on the rough start that the staff training has had. Both the online and in person trainings have been apparently quite bad and not helpful. With startup so close, this is kind of alarming. A good general concept that has had very poor execution of process to this point. Confusion over what providing codes will mean. Maggie feels that the problems are primarily on the Microsoft end, not the State Library's end. But they are still problems. We took a short break to look at Halloween Storytime kids and Christine called Rand Simmons, the State Librarian with an overview of our concerns. Rand did say that they had hired Elizabeth Laukea as the IT Academy project manager. She is very competent (we know her from her past tour of duty with the State Library) so this is good news for future better smoothness in the project.

We talked briefly about library staff cars. Debra shared that there was a recent list serve thread on the subject from small and rural libraries. Jonalyn talked about the relative costs of staff cars versus compensating staff for using their vehicles. Others shared their models.

I wanted to have a discussion about "flipped" classroom ideas with the use of Kahn Academy or Coursera. What is the public library's role in the flipped classroom? Christine talked about facilitating community involvement in this concept, perhaps with the library as the place where the classroom happened. I tend to see the library role as both potential place as well as information clearing house for flipped classroom information. Pam explicitly saw the connection between creating/using community space covered in the Library Space Innovation discussion, and the flipped classroom concept. After Christine mentioned TEDex Bellingham, Jane mentioned a TED talk offering that is hard to track down, that also could tie into the flipped classroom discussion.

I was curious about how other libraries handled check-ins and if they did it at the front desk or in the back. A number had automated check-in and out; not many used volunteers, most did it in the back. I shared the fact we continue to have an alarming number of items that aren't checked in properly. There was general agreement that volunteers shouldn't be tasked with this function and that this should be a staff function.

Debra passed out her Rural Pathways to Prosperity Conference packet, and shared that this is the only

location for the conference in the Northwest Corner region, so this was the perfect group to share this with. Conference is November 15, contact Debra if interested (or sign up on line).

Phil mentioned Money Smart Week, in April, are there coordinating/partnering opportunities? Not a lot of interest at this point but Phil will share information about speakers as the time gets closer.

Phil asked, Any building projects or grants available? Joy mentioned USDA grants but they are for economically challenged communities (based on school lunch stats). Jonalyn had a fund drive for two bookmobiles, but mostly relatively local funding. Joy is working through her foundation on fundraising for the new library, no big ask yet but the thrift store is doing really well (\$23,000 so far). Rotary is all-in to help support the new library effort and the Kiwanis Club is doing the thrift store. We talked about "naming rights" and what policies should govern them. Still a bit controversial. Eileen did a "cautionary tale" about removing sponsored bricks being removed, years after the fact, without letting the donors know. Debra mentioned that Demco may do some grants for inside library stuff. Joy talked about preliminary designs for a possible library design for La Conner, done by an architect who did some of the King County Libraries. She cautioned that it is not final, still seeking input. Linda pulled up the design on the La Conner library website on her tablet and passed it around. This has a \$2.5-2.9 million price tag, building plus furnishing but not the land. The party was a huge success, 170 or so in attendance, great Nell Thorne catered food, Tom Robbins was there! And how old is Tom Robbins? Linda knows! She told the Library of Congress story that she told us in the Anacortes ferry terminal. Library of Congress has assigned him the wrong birth date and as we all know, LC is never wrong. Except when Linda insists that it is and writes the Librarian of Congress. She now has a letter from Tom Robbins thanking her for going to bat for him.

Phil did a "book talk" about a speaker who might be available to us in December, perhaps a little bit uber-activist for many of us.

Events included Nicole Foss workshop (16 people) and Karen Joy Fowler author talk (21)

### Rosie Report

October activities: There were 5 Wednesday story times: Heidi has a treasure trove of material and did 3 of them. There were 86 children attending, 48 adults, with a total of 134 participants. Literary Salon on October 15th was attended by 7 participants, we discussed 22 titles. There were three Hamlet House readings on Thursday afternoons this month, with 11 participants overall. We are reading short stories and poems by authors such as Damon Runyon, Edgar Allen Poe, Jim Heynen and Robert Service. I attended a storytime by Ed Sheridan, given on Sunday, October 24th and am hoping to coordinate his telling stories at the library sometime this winter...

### Judy's Report

- Helped in training 2 new volunteers. Scheduled volunteers for October and November
- Updated online calendar weekly
- Assisted patrons with printing, scanning, downloading, and computer issues
- Ordered library supplies
- Prepared six bank deposits, paid invoices
- Made daily post-office, book drop runs and weekly re-cycling
- Organized documentation for the state auditors for years 2010-2012
- Delivered 4 boxes to State Auditor in Bellingham
- Statistics report updates
- Website updates

## Heidi's Report

- I learned Koha, a library automation system which is new to me.
- I learned where collections are located in the library by shelving books.
- School visits. After a school tour in the beginning of the month, I returned to do a storytime with the kindergarten, which I will continue to do twice a month. I also did a database presentation for graduating seniors.
- I compiled research pathways for each student's senior projects. There are some interesting projects, including local history and solar paneled satellites.
- I created a spreadsheet of program ideas, possible dates, target ages, and estimated cost.
- I met with the Family Center and Children's center. The family center and I agreed to collaborate on some programs, the first of which will be Minecraft in January.
- I covered three storytimes, when Rosie was absent, which I thoroughly enjoyed!
- I learned to catalog books, ebooks and audio books, and cataloging now takes up the majority of my time.
- I began re-covering and cleaning children's books, while discarding books in poor condition.
- I found new shelving options in the children's area which will allow the Juvenile and Picture Book collections to be less crowded.
- I learned how to recover books, and have probably recovered 50 or so.
- I designed a series of programs to start on Tuesday afternoons which is early release day at the school. These Tuesday programs will start in December and run at least through March. They consist of Lego Club, Movie Matinees, and Make-a-thon which engages local artists to teach kids a variety of art mediums and techniques.
- I made fliers for upcoming events and posted them throughout the community and on a variety of websites. I will write a short piece for the Islander about the Tuesday afternoon programs.
- I created a Halloween display for October and a music display for November.
- I was invited to join Mike Moore in teaching a Manga Zine class for discovery days at the school. I've been preparing for this class which happens in mid-November.

## Library computing infrastructure support – September-October 2013

Retainer contract (discounted rate for 5-hours)

\$200.00

The following tasks were completed or in process September 25 – October 24, 2013

- Routine maintenance on patron PCs
- PC rebuilds – in process
- Set up wireless printing on the patron printer – in process (firmware upgrade complete)

Note: The wireless printing saga continues, though HP support has been helpful in laying out our options and working through configuration issues. I 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. Travel during October slowed progress on all tasks, but I'm back on island and can refocus. Full system documentation is also on the list to be completed before year end.