

1 Lopez Island Library Board of Trustee
2 Budget Public Hearing and Regular Meeting
3 November 14, 2013

4 **Approved as amended on December 11, 2013**

5 **Budget Public Hearing Call to Order:**

6 Interim Chair Bill Evans called to order the regular scheduled November meeting of the
7 Lopez Library Board of Trustees at 11:35 AM.

8
9 **Members Present:** Trustees Sara Eppenbach, Ilene Unruh, Mike Moore, and Bill
10 Evans.

11
12 **Staff:** Director Lou Pray was also present.

13
14 **Guests:** Evans welcomed guest Rob Thesman, who will soon be seated as a Trustee,
15 upon impending approval of the San Juan County Council.

16
17 **Agenda:** As this meeting was duly advertised and convened to include the purpose of
18 public input for the annual Library Budget, Evans declared the meeting open to public
19 input. There was no public input, but various trustees had questions and suggestions
20 that were shared with Director Pray. Trustee Eppenbach asked that the minutes reflect
21 that upon approval by the Board of Trustees this annual budget would include the use of
22 the legislated authority to increase the annual budget revenue by up to 1% tax growth,
23 without requiring voter approval provided to the library and other such taxing entities. It
24 was noted that the tax rate is currently \$0.39 per thousand dollars of assessed
25 valuation.

26
27 **Convening Regular Board Meeting:** At 12:05 PM, Bill Evans closed the budget
28 hearing portion of the meeting and moved on to the agenda for the regular monthly
29 business of the Board of Trustees.

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

31 **Staff:** Lou Pray, Judy Welker joined the meeting.

32 **Guests:** Rob Thesman

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

34 **Agenda approval:** One item was added to Old Business: Library Retreat date in 2014.
35 **MSP** Ilene Unruh moved and Sarah Eppenbach seconded to approve the agenda
36 as amended. Motion passed.

37 **Approval of September 18, 2013 and October 14, 2013 Regular Board Minutes:**
38 Corrections to the minutes were made by email. Amendments to the minutes were read
39 to the board by Judy Welker. After review and comment, Bill Evans called for a motion
40 to approve both amended minutes as submitted.

41 **MSP** Sarah Eppenbach moved and Michael Moore seconded to approve the
42 September 18 and October 14, 2013 minutes as amended. Motion Passed.

43 **Friends of the Library Report:** Lou Pray reported that the Friends of the Library book
44 sale the day after Thanksgiving Day consumed most of the meeting. She was reminded
45 by the Friends' treasurer that money was still in their budget to be spent in 2013. Lou
46 had waited until she could discuss with Heidi about her Youth Programming plans which
47 dovetail with the school's early release days and have been scheduled the 1st, 2nd, and
48 3rd Tuesdays of each, starting in December. She then discussed with the Friends the
49 idea of having the Friends pay for some advertising. Bill Evans thanked Lou for
50 attending the meeting and asked her to be sure to thank the Friends for their hard work
51 & support.

52 **Librarian Report:** Lou submitted her librarian's report with the following highlights:

- 53 • October was a busy month for the library and a big one for Heidi who quickly began to
54 coordinate activities with the school and planning winter library youth programs.
- 55 • The state auditor has started the audit process by requesting a list of documents to be
56 delivered to the Bellingham office. Judy and Lou worked together to assemble
57 information and required documents from a list provided by the state auditor and
58 successfully delivered them by Monday morning on November 4th.
- 59 • Microsoft IT Academy is now available to patrons. The state is picking up the cost of
60 the service. It requires the patron to sign up with Microsoft to establish an account
61 and to get an authorization code to log-in to the IT Academy website. Once inside, a
62 patron can find class descriptions, sign up for courses or partial courses, and the
63 website keeps track of course completion.

64 **Old Business**

65
66
67 **Director's Annual Appraisal (discussion):** Lou submitted her yearly review report to the
68 board. Ilene was impressed with all Lou does which was highlighted in her report. She
69 added that it would be helpful to have the job description and long range plan listed at the top
70 of the report for reference. The board decided to go into executive session for the purpose of
71 discussing Lou Pray's performance and they expected to be in executive session for
72 approximately 15 minutes. Bill called for a motion to adjourn the regular meeting to go into
73 executive session.

74 **MSP** Ilene Unruh moved and Sarah Eppenbach seconded to adjourn the regular
75 meeting for the purpose of discussing the Director's appraisal. Motion passed.

76
77 Lou and Judy left the meeting room.

78
79 **Executive Session:** The executive session convened at 12:40 PM and was attended by Bill
80 Evans, Sarah Eppenbach, Michael Moore, Ilene Unruh, and Rob Thesman. No action was
81 taken in Executive Session.

82
83 The executive session was adjourned at 1:05 PM. The public was invited to return to the
84 meeting room and the regular meeting reconvened in open session. Judy Welker returned to
85 the meeting room.

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

88 **Correction to bills approved on October 10, 2013:** The November Healthcare
89 invoice was \$2,806.13, not \$2,188.83 which now covers Heidi Larsen, a difference of
90 \$617.30.
91

92 **November 14, 2013 Expenditure Approval**

93	10/14/2013	Bills Voucher – Fund 6331	7,657.80	
94	10/21/2013	Bills Voucher – Fund 6331	2,373.71	
95	11/12/2013	Bills Voucher – Fund 6331	6,755.71	
96		Total Bills		\$17,404.52
97	11/1/2013	Healthcare – November 2013		\$2,806.13
98				
99	10/1/2013	Payroll – September 2013		\$17,410.96
100				
101		Total Expenditures		\$37,621.61

102 **MSP** A motion to approve all vouchers for a total of **\$ 37,621.61** was made by
103 Sarah Eppenbach and seconded by Michael Moore. Motion passed.

104 **Surplus:** 251 items were withdrawn from the collection for the book sale, valued at
105 less than \$500.00.

106 **MSP** A motion to approve the items presented for surplus was made by Sarah
107 Eppenbach and seconded by Ilene Unruh. Motion passed.

108 Lou Pray returned to the meeting room at 1:15PM

109 **Annual Performance Evaluation:** The minutes will show that Lou's performance was
110 discussed during the executive session. No action was made.

111 **New Trustee (discussion):** Bill Evans thanked Rob Thesman for attending the
112 meeting as a guest, until approval his position as trustee was made. A letter to the
113 county council will be sent out recommending Rob Thesman for the open board
114 position. Bill asked if there was a sample letter. Judy will email one to Bill.

115 **Check-in issue revisited:** The issue of items not being checked-in properly was
116 discussed. Lou finds numerous emails addressed to the librarian complaining that they
117 have returned an item that still shows up in their account and is constantly having to
118 apologize to patrons. In an effort to try to rectify this, she queried other libraries to find
119 out what they do about this problem. Based on the replies, Lou will speak with staff
120 about not just being on call at the desk, but actually standing at the desk during their
121 scheduled shift, in an effort to retrain volunteers, strengthen patron-volunteer-staff
122 communication, and minimize these fixable errors.

123 **Library Retreat Date:** The board discussed possible dates for the retreat and finally
124 settled on Thursday, January 16th at 12:00 noon at the Grace Church. Lunch will be
125 provided. Also discussed were retreat topics and decided a community survey involving
126 long range planning would be in order prior to the retreat. The survey could also ask
127 participants if they want to take part in a steering committee. Lou said she would mock
128 up questions on survey monkey and the survey will be put on next month's agenda.

129 Other topics to include in the retreat included: The digital divide, revisions to board
130 policies, procedures for patron protests, Technology Plan, and filtering.

131 **New Business:**

132 **2014 Budget Resolution:** Resolution 2013-03 was read by Lou which included an
133 attached budget for 2014. This budget had its final review during the public budget
134 hearing. With no more discussion, Bill Evans called for a motion to adopt the resolution.

135 **MSP** Ilene Unruh moved and Michael Moore seconded to approve Resolution
136 2013-03 adopting the General Fund Budget in the amount of \$564,153 and Capital
137 Improvement Fund in the amount of \$42,808. Motion passed.

138 **2014 Levy Authorization:** Resolution 2013-04 authorizing an increase of 1% over last
139 year's revenues, for an additional dollar amount of \$4,050 to be collected in 2014 was
140 presented to the trustees for approval.

141 **MSP** Michael Moore moved and Sarah Eppenbach seconded a motion to adopt
142 Resolution 2013-04 authorizing the 2014 levy amount to be 1% over the previous year.
143 Motion passed.

144 **Levy Certification:** Lou Pray signed the Levy Certification to be sent to the county
145 legislative authority by November 30, 2013.

146 **Board of Trustees officer election (action):** Bill Evans was nominated to serve as
147 Board Chair. With no further discussion, Bill called for a motion. Sarah Eppenbach
148 moved and Ilene Unruh seconded to elect Bill Evans as Chair. Motion passed.

149 Sarah Eppenbach was nominated to serve as Vice-Chair. With no further discussion,
150 Bill Evans called for a motion. Ilene Unruh moved and Michael Moore seconded to
151 elect Sarah Eppenbach as Vice-Chair. Motion passed.

152 **Guest speaker:** Ellin Evans, President of the Friends of Lopez Island Library joined the
153 meeting at 1:45 pm. She asked permission to address the meeting participants about
154 the upcoming Book Sale to be held the day after Thanksgiving. They still need able-
155 bodied people to volunteer to help move boxes of books from the library basement to
156 the Community Center. For anyone interested, the time to meet at the library is 8:00 am.

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

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

161 **MSP** Michael moved and Sarah Eppenbach seconded to adjourn the meeting.
162 Motion passed. The regular meeting adjourned at 1:52 PM.

163 Respectfully submitted: _____
164 Board Secretary

165 Approved: _____
166 Board Chair

167

**Lopez Island Library Board of Trustees
Librarian's Report
Dec 12, 2013**

Financial Snapshot for 2013

Spent 71% of budget; earned 75% of budgeted revenue

Revenue as of December 1, 2013 - \$424,723 (75%)

Expenditures as of December 1, 2013 - \$405,487 (71%)

In our General Operating Funds as of December 1, 2013 - \$146,572.89

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

Lopez Island Endowment Fund: \$80,339.20.26

Select Operational Statistics for November 2013

Newly added items to the catalog in Nov 2013:

115 books

74 films

80 periodicals

36 music CDs

29 audiobooks

6,388 electronic books

November Library Walk-in Traffic continues downturn: 5,071 down 20% from October month; 17% decrease from this time last year

Circulating items in Nov: 8,190, up 1.6 % from Oct 2013; up 13.6 % from this time last year

Holds placed: 453

Books vs. Non Books: 40% books 60% non-books

Fiction vs Non-fiction: 66% Fiction; 34% non-fiction

Adult vs. Youth: 56% adult; 44% children

Director's Report

- Completing USAC application for e-rate help with telecommunications service at the library
- Phone conferences with state auditor to answer questions related to our paperwork
- Updated holiday offerings for collection
- Continued training new assistant librarian on non-book cataloging and assisting with cataloging
- Training one-on-ones on using Overdrive and Oneclick (4 users)
- Dealing with Microsoft IT Academy issues (3 patrons signed up in Nov 2013)
- Received donation of 2 hours free pruning from Stephanie Hylton (Harmony Landscaping will prune)
- Worked with school to host a puppet show for the elementary kids (Carter Marionettes)
- Organizing adult events for January and Feb 2014 – Tom Keogh (Sir Conan Doyle expert); Adam Miller, Folk Musician who specializes in programs for libraries)

Heidi's Report

- I did two storytimes for kindergarteners at the school.
- I met with the Family Resource Center, to continue collaborating on programs. In January, Heather, the Family Resource AmeriCore person, will help me with Minecraft Mania and Lego Club.
- Together with Mike Moore and an art teacher, I did a Manga Zine Drawing class at the school for three mornings during Discovery Days.
- I created displays for both the library and the school bulletin board.
- I learned about IT Academy.
- I met with Lisa Shelby, the school principal to coordinate Book It's performance at the school on January 27th.
- I wrote and submitted an article and event advertisements to Island's Sounder.
- I read a seasonal story on Lou's radio program.
- I continued with weeding and re-covering E Picture Books.
- Lou, Rosie and I collaborated on discarding VHS in the children's area. I then made a list VHS titles that we do not have in DVD, and ordered these.
- I created lists of new titles in fiction, nonfiction, movies and YA, and posted these in the library and community.
- I learned how to catalog dvds and audio books.
- I learned how to catalog our digital collection.
- I continue to daily catalog digital items, books, audiobooks, and sometimes dvds.

Library computing infrastructure support – October-November 2013 – from Glen Maxson

The following tasks were completed or in process October 25 – November 23, 2013

- Routine maintenance on patron PCs
- PC rebuilds completed for Teen2 and Staff4 (corner PC)
- Significant progress made on full system documentation
- Wireless printing (stalled due to technical issues I'm still trying to sort out)