

1 Lopez Island Library Board of Trustee
2 Regular Meeting
3 December 11, 2013
4 **Draft**

5 **Regular Board Meeting Call to Order:**

6 Chair Bill Evans called to order the regular scheduled December meeting of the Lopez
7 Library Board of Trustees at 10:05 AM.

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

11
12 **Staff:** Director Lou Pray and Judy Welker were also present.

13
14 **Guests:** Rob Thesman, participating as trustee elect waiting on appointment letter.

15
16 **Agenda Approval:** The board discussed the following amendments to the agenda:
17 Under Old Business, the Director's annual appraisal was tabled until the January
18 meeting. Added to New Business were the next meeting date and the retreat date. Bill
19 Evans called for a motion to approve.

20 **MSP** Ilene Unruh moved and Michael Moore seconded a motion to approve the
21 agenda as amended. Motion passed.

22
23 **Approval of November 14, Public Budget Hearing and Regular Board Minutes:**

24 Board members made changes to the minutes. Lines 20-24 changed to: ...Trustee
25 Eppenbach asked that the minutes reflect that upon approval by the Board of Trustees
26 this annual budget would include the use of the legislated authority to increase the
27 annual budget revenue by up to 1% tax growth, without requiring voter approval
28 provided to the library and other such taxing entities. . .

29 Lines 55-58 changed to: The state auditor has started the audit process by requesting
30 a list of documents to be delivered to the Bellingham office. Judy and Lou worked
31 together to assemble information and required documents and successfully delivered
32 them by Monday morning on November 4th.

33 Lines 80-81 added: . . . No action was taken in Executive Session.

34 Line 114 changed to: . . .Judy will email one to Bill.

35 After review and comment, Bill Evans called for a motion to approve the minutes as
36 amended.

37 **MSP** Michael Moore moved and Ilene Unruh seconded to approve the November
38 14, 2013 Public Budget Hearing and Regular minutes as amended. Motion Passed.

39 **Friends of the Library Report:** Lou Pray reported that the Friends of the Library on
40 the official results of the Post-Thanksgiving Day book sale. Merchandise sales have
41 continued falling since 2010, when they were \$1,515. This year's merchandise sales
42 totaled \$90. This year's book bag sales accounted for two-thirds of the book sale
43 proceeds which totaled \$3,553.00 for total net proceeds of \$2,656.74. The fire
44 department volunteers showed up in the morning and afternoon to help move book
45 boxes. Trustees Bill Evans, Michael Moore and Rob Thesman also donated their time
46 and effort before, during and after the sale. The Friends also reported that due to
47 improved weeding and selection of books throughout the year, they were left with less
48 boxes to contend with after the sale.

- 49 **Librarian Report:** Lou submitted her librarian's report with the following highlights:
- 50 • November's walk-in traffic was down 17% from this time last year, but more items
 - 51 were checked out - 13.6% from November of 2012.
 - 52 • 334 items were added to the catalog in November plus 6,388 electronic books were
 - 53 added to the downloadable databases (Overdrive and One-Click).
 - 54 • Upcoming children's events include the Carter Marionettes at the end of month and a
 - 55 Book-It performance of "Pink and Say", both at the school.
 - 56 • Upcoming adult events planned include legendary folksinger, storyteller, and autoharp
 - 57 virtuoso, Adam Miller on January 18th and a Sir Conan Doyle expert and speaker, Tom
 - 58 Keogh scheduled on January 25th.
 - 59 • Heidi Larsen, our new youth services librarian, has been busy coordinating with the
 - 60 school, Family Resource Center, and homeschooler moms, and has put together a
 - 61 series of activities for the Early Release Tuesdays through February and also on
 - 62 Saturdays. Activities include Lego Club, Make-a-thons with local artists, Movie
 - 63 Matinees, and a Saturday activity of Minecraft. All have been well attended, as was
 - 64 the Ornament making party that was on December 7th.

65

66 **Old Business**

67

68 **Director's Annual Appraisal (discussion):** Tabled until January.

69 **Check-in issue revisited:** Lou continues to get feedback from the List-serv email she
70 sent out querying other libraries about the errors involving the circulation desk. Library
71 managers vary on where the check-in and check-out is done, who does it, and found
72 out that most use paid staff. Even then, those libraries still experience errors. She will
73 talk further with staff to encourage further training of volunteers and also have them do
74 other projects during their scheduled desk time. Lou has a responsibility in responding
75 to patron complaints and considering how the patron feels when they are certain they
76 have returned an item.

77 **2014 Budget - Capital Improvement Fund Correction (action):** The budget
78 resolution signed at the November meeting had a clerical error was noted on the
79 resolution by the county auditor citing that the resolution amount did not match the
80 accompanying spreadsheet figures. The capital improvement fund should have state
81 \$42,882, but was typed in \$42,808. The resolution was corrected to reflect the dollar
82 amount that was discussed and authorized by the board in November. The document
83 was signed by the trustees, to be resent to the county auditor and treasurer.

84 **2014 Survey (discussion):** Lou will use Survey Monkey again this year to get the survey
85 out. She read the preliminary list of questions to the board. The board discussed that part of
86 the questionnaire have some connection to the long range plan, sample cross-section, the
87 importance of querying a good cross-section of the community including non-users and
88 infrequent users. Lou will work further on questions.

89

90 **Next meeting date:** After some discussion, the board agreed to meet on Wednesday,
91 January 15th.

92

93 **Retreat date:** The day of the Library Board of Trustees Retreat will be on Thursday, January
94 23, 2014 and will be at the Grace Church from 10:00 -2:00 pm.

95

96 **Copier Quotes:** Since the last meeting in November, both Lou Pray and Judy Welker
97 received quotes from two different companies. The decision to go with Bellingham's
98 Benchmark quote was made based on the price for purchase and lease options. A color
99 copier printer and a black and white copier printer will be leased from Xerox. A board
100 member suggested the requirement to have the hard drive wiped as part of the lease
101 agreement. Lou will proceed with accepting the terms from Benchmark.

102
103 **Friends' recognition:** Sarah Eppenbach suggested that the board combine both the
104 Friends recognition with the employee appreciation and to have it coincide with the Friends
105 meeting closest to Valentine's Day. Sarah will coordinate the event and Ilene Unruh
106 volunteered to contribute to the planning.

107
108 **Schedule of Library Events:** Lou will be working on the Library Events calendar which will
109 include meeting dates, Library sponsored events, and known programs to be distributed by
110 the next meeting.

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

113	11/20/2013	Bills Voucher – Fund 6331	880.05	
114	11/26/2013	Bills Voucher – Fund 6331	2,507.17	
115			Total Bills	\$ 3,387.22
116	12/1/2013	Healthcare – December 2013		\$ 2,728.22
117				
118	12/1/2013	Payroll – December 2013		\$17,804.12
119				
120			Total Expenditures	\$23,919.82

121 **MSP** A motion to approve all vouchers for a total of **\$ 23,919.82** was made by
122 Ilene Unruh and seconded by Michael Moore. Motion passed.

123 **Surplus:** 711 items were withdrawn from the collection for the book sale, valued at
124 less than \$500.00. Many of the items were from weeding the children's collection of
125 VHS and cassette tapes.

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

128 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for
129 January 15, 2013 at 12:00 PM.

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

132 **MSP** Ilene Unruh moved and Michael Moore seconded to adjourn the meeting.
133 Motion passed. The regular meeting adjourned at 11:58 PM.

134 Respectfully submitted: _____
135 Board Secretary

136 Approved: _____
137 Board Chair

138

**Lopez Island Library Board of Trustees
Librarian's Report
Jan 16, 2014**

Financial Snapshot for 2013

Spent 77% of budget; earned 77% of budgeted revenue

Revenue as of January 2, 2014 - \$442,143 (77%)

Expenditures as of January 2, 2014 - \$439,982.00 (77%)

In our General Operating Funds as of January 2, 2014 - \$134,984.55

In our Capital Improvement Funds as of January 2, 2014 - \$32,882.01

Lopez Island Endowment Fund: \$80,339.20.26

Select Operational Statistics for December 2013

Newly added items to the catalog in Dec 2013:

78 books

160 films

61 periodicals

13 music CDs

5 audiobooks

841 electronic books

December Library Walkin Traffic: 5,724 up 13% from November month; 9% increase from this time last year

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

Holds placed:

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 (see end of year report)

Judy's Report

- Fielded questions from State Auditor's office and forwarded requested documents
- Closed out 2013 Expenditures: Final 2013 Invoices
- Checked 2013 Revenues against bank deposits in respective line items
- Checked 2013 Expenditures against Claims voucher request submitted
- Tabulated taxable items purchased that did not include state tax for purposes of paying annual state and local retail sales tax; calculated State Business and Occupation Tax (for money received from patron copies).
- Submitted annual tax return to the state Dept. of Revenue – Total taxes due were \$ 770.47
- Updated Policy Manual, Uploaded on website
- Prepared 2012 and 2013 minutes for posting on website
- Submitted 44 invoices for payment
- Updated library online calendar bi-weekly

- Scheduled volunteers for library shifts – Currently more shifts than volunteers (who are taking long warm weather trips). We also have lost a few volunteers.
- Daily errands to the post office and book drop and weekly trips to the bank and recycling center – this month I had a lot of help from Rosie and Heidi.
- Signed up two patrons to the IT academy
- Helped patrons with computer access, wi-fi, printing, downloading and software questions.

Rosie's Report

ILL stats for December:

55 books received, one lent.

Story hour stats:

There were 3 story times in December with 53 children and 41 adults attending, a total of 94 attendees.

(there was an amazing puppet show after Christmas with over 50 attendees!)

No Lit. Salon in December.

Heidi's Report

- This month was chock full of programs! Early Release Tuesdays began, and everything went smoothly.
 - Lego Club on Tuesday, December 3rd drew 18 kids and 6 adults. A lego train set was set up in the middle of the table amidst a snow scene. Kids built houses to populate the village. Afterwards, they got their picture taken with their creation and got to leave their creation on display in the children's area.
 - Make-a-thon on Tuesday, December 10, featured local artist Linda Vorobik, teaching kids to draw. 12 kids and 3 adults came.
 - Movie Matinee on Tuesday, December 17, drew 14 kids and 3 adults.
 - We also had Kids Make Ornaments! On Saturday, Dec 7, which drew 23 kids and 12 adults. We had a lot of fun. Check out the pictures on facebook!
- I was scheduled to do two storytimes at the school, but was unable to do either of them: one was canceled because of a dog bite, another was canceled because it was a snow day for the school.
- I coordinated Book It to come to the school and stay at the Islander Resort.
- I met with Cindy, the school librarian to share information about books and the reading habits of Lopez kids and teens. I will continue meeting with her once a month.
- I continued with culling and re-covering E Picture Books.
- I finished culling the VHS and cassette tapes from the children's area.
- I ordered replacement DVDs for the VHS titles
- I shifted DVDs, giving more room for J fiction and nonfiction.
- I shifted some YA books to J, relabeling and recovering them.
- I created lists of new titles in fiction, nonfiction, movies and YA, and posted these in the library and community.
- I created posters of upcoming events at the library.

- I began a spreadsheet listing what J and YA series the library carries, and what books within each series we have. This is necessary because often some books are discarded over time leaving books 5 and 6 of a series, but not books 1 and 2. It also lets me know series we don't have and need to add to the collection.
- I continue to daily catalog digital items, books, audiobooks, and sometimes dvds.
- I created a seasonal display.
- Library computing infrastructure support – November-December 2013
- The following tasks were completed or in process November 24 – December 26, 2013
- Routine maintenance on patron PCs completed
- Teen2 and Staff4 (corner PC) installed (AVG needs to be installed on Staff4 & 5)
- Lou's iMac reconfigured and installed in patron area w/ guest access
- Full infrastructure system and port mapping completed, in preparation for new firewall and switch installation – precursor to getting wireless printing working
- Replacement firewall and switch hardware identified and purchased
- Cassie 3.5 upgrade completed

Next up:

- Install new firewall and switch hardware
- Update system documentation with new configuration input
- IT Academy testing (ongoing)