

1 Lopez Island Library Board of Trustee
2 Regular Meeting
3 February 13, 2014
4 **Approved as amended on March 19, 2014**

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

6 Chair Bill Evans called to order the regular scheduled February meeting of the Lopez
7 Library Board of Trustees at 12:05 AM.

8
9 **Members Present:** Trustees Bill Evans, Sarah Eppenbach, Michael Moore, and Rob
10 Thesman. Ilene Unruh was excused.

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

13
14 **Guest Speaker:** None

15
16 **Agenda Approval:** The board reviewed the agenda. With no additions or deletions, Bill
17 Evans called for a motion to approve.

18 **MSP** Sarah moved and Michael Moore seconded a motion to approve the
19 agenda as submitted. Motion passed.

20
21 **Approval of January 16th Regular Board Minutes:**

22 With only some minor corrections, a motion was called for to approve the minutes.

23 **MSP** Sarah Eppenbach moved and Michael Moore seconded to approve the
24 February 13, 2014 Regular meeting minutes as amended. Motion Passed.

25
26 **Friends of the Library appreciation luncheon:** Bill Evans asked to have the minutes
27 show that during the Appreciation Luncheon, which had preceded the board meeting,
28 Bill had failed to publicly thank Sarah Eppenbach and Ilene Unruh for coordinating the
29 event and wanted to thank them for their successful efforts. It was well attended with
30 Friends of the Library as well as library staff and included delicious and tempting dishes.

31
32 **Friends of the Library Report:** The meeting was short and the friends went over their
33 budget with most of the discussion centered around coming up with a fixed target for
34 their reserve fund. They will return next month with ideas for the draft budget of
35 \$24,500.00. They have decided to get out of the merchandise business and are
36 considering offering what is left of the merchandise for library program prizes. Ellin
37 Evans also wants quarterly reports of how the library the library has spent earmarked
38 money as way to stay informed and with no surprises at the end of the year.

39
40 **Librarian Report:** Lou submitted her librarian's report with the following highlights:

- 41 • Heidi Larsen attended the ALA (American Library Association) conference in
42 Philadelphia, attended several excellent seminars including one on Designing
43 Libraries for the future which had some good architectural ideas.
- 44 • Lou attended the Mid-Winter Library Director's meeting in Federal Way at the end of
45 January. Lou gave a summary of the news, reports, and ideas discussed. She is
46 working on finding ways to promote these areas of early literacy, science and
47 technology, and how to engage the disengaged with the library. Lou also reported

48 that the state legislature has positive financial expectations, and that she met with the
49 new State Auditor, (who happens to be a big downloading patron).
50 • Lou reported on positive feedback results from querying other libraries about the Koha
51 software and their experiences with check-ins and check-outs and found several easy
52 fixes to the on-going problems we have experienced.

53

54 **Old Business**

55

56 **Audit follow-up:** The state auditor's office contacted the library to announce that the audit is
57 done with no findings. They wanted to know if the Board of Trustees was interested in the
58 exit conference. The board discussed this and agreed that an exit letter would be sufficient.
59 Sarah Eppenbach thanked Lou and the staff for the efforts in getting the necessary materials
60 out to the auditors in a timely manner.

61

62 **Board of Trustees Retreat follow-up:** The retreat which was held on January 23, 2014 at
63 Grace Church, was summarized: Restructure space and activities from the traditional library
64 to informational technology; digital information center with archives – can be done in gradual
65 steps. How does it fit into the long range plan? Goals need to be restructured. Some are
66 continuous goals. Goal #4 Need to develop a timeline for redefining library space.

67

68 Judy contributed the following comment: To keep in mind that as computers and software
69 become more user friendly with simpler tablets and iPads and apps for devices, to remember
70 that there will always be patrons that still need to create content and will need complete
71 software programs to do so (i.e. desktop programs for audio, visual, Microsoft suite of
72 programs), not just user apps for a specific purpose.

73

74 Also discussed was adding to the policy a procedure to follow if a patron challenges an item
75 in the library collection. Bill Evans and Rob Thesman will work to review the policy.

76

77 Finally, the board discussed the "Wish List" which included a Playstation for youth programs,
78 compact shelving, two new digital projectors, and floor lamps.

79

80 **New Business**

81

82 **Travel/Conference:** Lou announced that she will be attending the 2014 PLA (Public Library
83 Association) meeting in Indianapolis and will be gone March 12 -15.

84

85 **Speaker/Program ideas:** Lou asked the board to think about any speakers that they might
86 like to have come and speak at the library. The board discussed a few and Lou made a short
87 list. Lou will ask again at the next meeting to see if they have any new ideas.

88

89 **Gale "In Context" demo:** Lou gave a demonstration of one of the online database products
90 the library has in the collection. In Context offers research in the areas of Biography, U.S.
91 History, World History, and Student Resources and merges authoritative reference content
92 with full-text magazines, academic journals, news articles, primary source documents,
93 images, videos, audio files and links to vetted websites organized into a user-friendly portal
94 experience. Lou made the prospect of "homework" look easy like fun!

95

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

98	1/17/2014	Bills Voucher – Fund 6331	1,234.02
99	1/21/2014	Bills Voucher – Fund 6331	4,393.46
100	2/4/2014	Bills Voucher – Fund 6331	3,748.05
101	2/11/2014	Bills Voucher – Fund 6331	8,875.81
102		Total Bills	\$ 18,251.34
103	2/1/2014	Healthcare – January 2014	\$ 2,747.96
104	2/1/2014	Payroll – January 2014	\$ 18,177.08
105			
106		Total Expenditures	\$39,176.38
107			

108 **MSP** A motion to approve all vouchers for a total of **\$ 39,176.38** was made by Michael
109 Moore and seconded by Rob Thesman. Motion passed.

110
111 **Surplus:** 590 items withdrawn from the collection with a value of less than \$500 were
112 presented for surplus and will be offered for the book sale.

113 **MSP** A motion was made by Sarah Eppenbach and seconded by Rob Thesman to
114 approve the items presented for surplus. Motion passed.

115 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for
116 Wednesday, March 19, 2014 at 12:00 PM.

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

119 **MSP** Sarah Eppenbach moved and Michael Moore seconded to adjourn the
120 meeting. Motion passed. The regular meeting adjourned at 1:45 PM.

121 Respectfully submitted: _____
122 Board Secretary

123 Approved: _____
124 Board Chair

**Lopez Island Library Board of Trustees
Librarian's Report
March 19, 2014**

Financial Snapshot for 2014

Spent 14% of budget; earned 2.11% of budgeted revenue

Revenue as of February 2, 2014 - \$11,882.72 (2.11%)

Expenditures as of February 2, 2014 - \$.00 (14.19%)

In our General Operating Funds as of February 2, 2014 - \$59,241.00

In our Capital Improvement Funds as of February 2, 2014 - \$42,882.01

Lopez Island Endowment Fund: \$84,434.41

Select Operational Statistics for February 2014

(From Lou)

Acquisitions - items added to the catalog in Feb 2014:

- 200 books
- 82 films
- 12 music CDs
- 17 audiobooks

February Library Walk-in Traffic: 5,081 8% increase from Feb 2013

Circulating items in February 2014: 7,278 a 3 % increase from Feb 2013

Holds placed: 478

Interlibrary Loans requested: 78

Books vs. Non Books: 41% books 59% non-books

Fiction Books vs Non-fiction Books: 61% Fiction; 39% non-fiction

Adult vs. Youth: 90% adult; 10% children

- Our library was mentioned as an “innovator” in the New York Times
- Hosted WWII Ceramics Event – February 14th
- Made Valentine’s cards and bookmarks for all library volunteers
- Hosted John Reischman & John Miller Musical event – March 6th
- Presented at the Senior Lunch - brought loaded Kindles and audiobooks
- Clean and organizing day – Staff team event
- Took part in exit interview with state auditor’s office – a clean review! Sarah’s excellent email outlined the steps we need to take care of to be even better
- Implemented some improvements to KOHA – enabled changing sounds to encourage accurate circulation completions; new reports by collection area (J and YA) Professional Development –
- Communication Skills Training :“Survive the 10 Toughest Conversations with Employees” to learn how to easily discuss challenging issues with tact and a positive manner. Very useful tools for the following situations:
 - Identify the underlying causes of a difficult situation
 - Develop an approach to address difficult conversations that results in a more consistent, positive outcome

- Keep the conversation moving forward in a positive direction, even when the subject matter is sensitive
- Handle emotions, anger, and tears associated with difficult conversations

PLA Conference in Indy, highlights:

Book-to-Action: Expanding the Library's Role in Promoting Civic Engagement

Book-to-Action is an innovative library program being implemented in libraries throughout California, engaging communities in collectively reading a book and putting newfound knowledge into action through a community service project. Book-to-Action offers libraries a new way to collaborate with organizations doing vital work in local communities and mobilize volunteers in work that enhances civic engagement. They offered “A Book-to-Action Toolkit” at <http://booktoaction.library.ca.gov> provides tips and resources to help organize a successful program at the library. Some featured growing our own food on ¼ of an acre to help people on food assistance (and they created a gardening tool library!) and another on was on juv. Prison conditions and providing library services to the kids. An interesting side note: there is a state mandate that all adult prisons must have library services but NOT for juvies! Why??

Signature Events for Small Libraries: Some examples were to: raise funds to support special projects; increase awareness of the library’s service program; community and relationship building; generate positive publicity; “Relationship polishing. Offered tips on budgeting, planning and developing specific goals for each event that ties back to the mission. Shared idea that worked for them: Raise a glass to reading; dinner with local chefs; golf outing; 5K; murder mysteries; music; author readings) and values that reflect the community

Winning at the Polls – Several libraries shared their winning strategies at the polls. Key: start the planning process two years in advance! Be careful not to use staff time or your at work time to do any of this. Some scary stories about lawsuits and more but also lots of helpful documents that I’m saving for that far off sometime when we’ll do this again. I’m imaging 2020 time period.

Making your collection count - How to improve the overall quality of a library collection, including the benefits and methods of taking a physical inventory, analyzing collection procedures and workflows, and the life cycle of a collection. Most importantly, learn how to measure a collection’s quality. A kind of holistic approach to collection management to help to keep pace with the demands and expectations of patrons and community needs.

Technology’s Future at Public Libraries: Staying relevant in the digital age - Finding information is a social learning process: Yes, how we seek information changes with advances in technology. Patrons recognize they need social and expert support navigating information-intensive activities including applying for government benefits or learning how to operate a new social platform or mobile device and even library catalogs. But technology is not replacing libraries’ value. Technology and personal devices are enhancing, rather than replacing, traditional institutions like libraries. Americans still count technology in the public library for access to information and learning so it is critical that libraries keep pace with changes in technology to remain relevant and valuable to their communities.

Training a Cracker Jack Staff on a Peanuts Budget - Cost-effective ways to keep staff on top of the latest trends in service and technology, such as peer-led training sessions, independent learning, staff "experts," core competencies, and library-wide customer service training. Some good staff day ideas.

Successful Staff Days – Since we've never had a staff day and want to start this year, I thought I'd check this out. Some were big libraries but a few were smaller. This is a chance to enhance staff relations; learn new skills, take field trips or have fun with new technologies (like learning about video production by using the day to make your own library video with staff as writers, actors and directors)

Does This Display Make Me Look Fat? The Truth about Merchandising - If you pass a store with an unkempt exterior, do you walk in? If you enter a store and see piles of things in disarray, do you stay? Merchandising matters, and not only for retail. It's more than making displays, yet it's not difficult. It requires staff time, but it's fun. Having inviting signage and displays increases usage. Showed lots of photos about ideas and I've got some ideas from this for line of sight to some of our underused collections that I can't wait to implement – including the reading room.

Cheap and Easy, Passive programming – Touted for libraries who are short on programming funds and people to do it – yes, that is us! Would you like to showcase collections and services or promote community initiatives? Yes, please! Discussions led by the author of the *Librarian's Guide to Passive Programming: Easy and Affordable Activities for All Ages* (Libraries Unlimited, 2012), a book I intend to buy and steal ideas from pronto!

Went to Hoopla programs – content acquisition; monitoring and mining data; marketing this patron driven product. This digital product has been hailed as Netflix for library but it in addition to films has audiobooks, music albums (not just tracks) and will have ebooks. A per-pay model that I'm very excited about!

Also: went to

Prof. Amy Cuddy (Harvard) talked about the neuroscience of posture and body language and showed a hilarious Vooz clip of power posturing. Even the congenitally blind, primates, etc. do this instinctively, certain postures promote more stress and others promote feelings of creativity and confidence. Obviously sometimes it is inappropriate but the study of non-verbal communication continues to advance thanks to better understanding of our complicated neural networks.

David Sedaris was that last event and several thousand people came to hear him – tears were rolling down my face by the end, laughed so much. He did chastise someone who unwisely wouldn't stop using their mobile device while he was reading. "Would you STOP doing that!" Lots of obsessive device checking got checked that hour.

At the exhibit hall: went to several sessions with Overdrive; RDA Express (cataloging); Koha Bywater , Apollo, Gaylord, and more. Best giveaway: a pashmina scarf from Apollo ILS.

Really sorry to have missed a couple of sessions due to the missed connection – especially on hiring for the 21st Century Library and one on leading with emotional intelligence, gaining trust among staff. I'll pursue more on this on my own.

From Glen (IT issues)

The following tasks were completed January 26 – February 24, 2014

- Routine maintenance on patron PCs completed, Windows server restarted.
- New firewall and switch configured (with 1/2 day of support from Tony)
 - broke wireless in the process
- Disabled DNS on our Windows Server to get wireless working again
- Trying to update the video conferencing equipment

In Process:

Wireless printing cheat sheet for new Xerox patron printer

AVG install on Staff 4/5

Update system documentation with new firewall/switch configuration (Tony still sorting out DNS issue and firewall settings – possibly related)

I set up wireless in the library basement to improve your ability to get and stay connected to the library network while you do your research for Better World. The SSID (the name you'll see when connecting to the network) is **lib_bsmt**. You should always get a good connection (4 or 5 bars) when connecting to this network and performance will be the same as it is with the other wireless connections at the library.

From Rosie (ILL and storyteller)

February Literary Salon was attended by 7 readers in February, reading list attached.

We had 4 regular Wednesday eleven o'clock story times with 63 children and 44 adults in attendance, a total of 107 attendees.

I had 4 Thursday afternoon sessions at Hamlet House in February as well, with 12 attendees total.

Heidi and I are working on plans for the Summer Reading programs, more on that next month!

From Heidi (Youth Services)

- February was a big month for ordering books and audiobooks for the Youth Collection. I collected lists of award winners, best of, etc. and ordered what we did not already have in the collection. Then all the books arrived and had to be cataloged! I estimate that I ordered and cataloged at least 100 titles.
- Programs in February were well attended:
 - **Minecraft** was unusually large this month, with 17 kids and 4 adults.
 - Our Early Release Tuesdays continued:
 - o **Lego Club** 20 kids, and 3 adults (theme was "underwater")
 - o **Make-a-thon** featured Sylvia Chelsey Smith making Valentine's Day card collages with 12 kids and 5 adults.

- o **Movie Matinee** occurred during school break, so only 3 kids were present.
- **Nature Exploratorium** with Sara Waugh, featured compass skills, bird call and track recognition, as well as a craft and outdoor game. 12 kids and 6 adults attended
- I did one storytime for Rosie in February, attended by 15 kids and 9 adults.

Judy's month

- Machines and equipment troubleshooting, repair, and order supplies for:
 - o People counter – receiving side damaged, ordered a new unit
 - o Copiers – toner ordered and replaced. Patron Black & White printer shows low ink but there is still plenty of ink in the cartridge. Showed staff a work around to help patrons make copies.
 - o Buffing machine – Daily maintenance, ordered supplies, requested a quote on the larger automatic “Eco Master”, which uses the same supplies as the buffer we own.
 - o “Low Vision” Reader – Brought it up from the depths of the basement – The control box is not working. Ordered a new control box and halogen light to replace the burned one burned out. We have had several requests for the reader.
 - o Light bulbs – reordered and replaced approx. 6 lights (Chris Coiley does the higher ones)
 - o Video conference equipment. After several attempts to get the main console to reset or update, connected Glen Maxson with the tech support. After running through their troubleshooting options, the unit is deemed “broken”. We obtained a quote for new unit and one to have it fixed (not a good option).
- Patron and circulation desk – Helped patron connect their devices to our wifi, helped with downloading ebooks, eaudiobooks on various devices, and downloading library apps including the new “Library Now”.
- Scheduled volunteers, trained a new volunteer, and retrained old volunteers. We are currently short of enough volunteers to cover all shifts, so the staff has been at the desk more this month.
- Ordered library supplies, paid the bills, daily post office runs and collection of items from the store drop box, and weekly deposits, and a few patron deliveries.
- Report statistics on circulation, downloading (Overdrive, OneClickDigital, Tumblebooks, and AWE), computer usage, interlibrary expense usage, propane costs.
- Check the income and expenditures against the monthly reporting.
- Have learned to catalog items, mostly DVDs