

Lopez Island Library Board of Trustees  
Regular Meeting  
December 9, 2019

**DRAFT**

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular December 9, 2019 meeting of the Lopez Library Board of Trustees to order at 10:06 am.

**Members Present:** Trustees Bob Buchholz, Connie Holz, and Constance Euerle. LeaAnn Rolla and Michael Moore were excused.

**Guest speaker:** Friends of the Library president Barbara Orcutt.

**Staff:** Staff members Claudia Rempel was also present.

**Agenda Approval:** The agenda was presented for review. No changes were made to the agenda.

**MSP** Constance Euerle moved and Connie Holz seconded the motion to approve the December 9, 2019 meeting agenda as revised. Motion passed.

**Approval of all November Board Minutes:** Minutes were sent out prior to the meeting and corrections and suggestions were emailed in response. The minutes were submitted for approval.

**MSP** Constance Euerle moved and Connie Holz seconded the motion to approve the meeting minutes. Motion passed.

**Friends of the Library Report:** Barbara Orcutt updated the Board regarding the recent Friends Thanksgiving Sale. The sale was a success with approximately \$1000.00 in profit.

**Librarian's Report:**

**Lopez Island Library Board of Trustees  
Financial and Acquisitions Report  
December 9, 2019**

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**Financial Snapshot for November 2019**

Revenue as of Dec 1, 2019 - TBD  
Expenditures as of Dec 1, 2019- TBD  
In our General Operating Funds as of Dec 1, 2019 - TBD  
In our Capital Improvement Funds- \$ 2,882.00

**Select Operational Statistics for November 2019**

Library Walk-in Traffic: 3,966 patrons  
Circulating items: 5,067 items  
Computer sign-ins: 609 sessions

**Digital Statistics for November 2019**

Digital Items checked out and select database sign-ins:

- Washington Anytime Overdrive Library- 908 checkouts
- Hoopla -240 checkouts

**Programs Completed for November 2019**

Select Programs and attendance:

- Dia de los Muertos-23
- RocketMan movie night-30
- Knitting-26
- Yesterday movie night-25
- Anatarctica to Haida Gwaii-50
- Art in the Library Reception-13
- Qi Gong-12
- Score Movie Night-8
- Up Cycled textiles-7
- Leonard Cohen movie night- 14 participants
- Storytime-107 participants

97 **New Business:**

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99 **Job Descriptions:** The Board worked on a job description for a new library assistant position.  
100 The position will be for a part time position in the library. Once modifications to the job  
101 description are ready, the board will go ahead and work on advertising the position.

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103 **Board Reports:** A discussion on what the board would like to see in future board reports by  
104 the staff followed. Some of the suggestions included operational statistics, important issues  
105 and concerns, and staff morale. The board also indicated that they would like to know more  
106 about what staff are planning, and how to be of help in the future.

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108 **Auditing Officer Approval:** The County asked that the Board appoint an auditing officer to  
109 sign vouchers and payroll.

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111 **MSP** Constance Euerle moved and Connie Holz seconded a motion to approve Bob  
112 Buchholz as the Library's Auditing Officer until needed.

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115 **Vouchers:** Figures were not yet available for December 2019.

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118 **Surplus:** 808 items withdrawn for book sale (valued less than \$500.00).

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120 Chair Bob Buchholz called for a motion to approve all surplus items.

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122 **MSP** A motion was made by Constance Euerle and seconded by Connie Holz to  
123 approve all weeding of surplus items. Motion passed.

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126 **Next Meeting: Regular Library Board of Trustees Meeting – January 21, 2020**

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128 **Adjournment:** With no other business on the agenda, Chair Bob Buchholz called for a motion  
129 to adjourn.

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131 **MSP** A motion was made by Connie Holz and seconded by Constance Euerle to  
132 adjourn the meeting. Motion carried unanimously.

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134 The meeting adjourned at 11:14am.

135 Respectfully submitted: \_\_\_\_\_

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Board Secretary

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138 Approved: \_\_\_\_\_

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Board Chair