

Lopez Island Library Board of Trustees
Regular Meeting
April 16, 2019
Approved as Amended May 21, 2019

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular April 16, 2019 meeting of the Lopez Library Board of Trustees to order at 10:03 AM.

Members Present: Trustees Bob Buchholz, Marilyn Berger, Heike Deubner, and Constance Euerle. LeaAnn Rolla was excused.

Staff: Library Director Lou Pray and Library Staff Member Claudia Rempel were also present.

Agenda Approval: The agenda was presented for approval.

MSP Heike Deubner moved and Constance Euerle seconded the motion to approve the April 16th meeting agenda as presented. Motion passed.

Approval of March 19, 2019 Board Minutes: Minutes were sent out prior to the meeting and corrections and suggestions were emailed in response. An amended draft of the minutes was submitted for approval.

MSP Heike Deubner moved and Marilyn Berger seconded the motion to approve the April 16th meeting minutes as amended. Motion passed.

Friends of the Library Report: Taya Higgins gave a report regarding the Friends' activities for the Month of March. The Friends have been gathering information and organizing their members to participate in the Library's upcoming Levy Lid Lift. They will be continue to prepare talking points to educate patrons. The Friends are also preparing for the upcoming July 4th sale. A large amount of donations have been received and sorting and boxing is taking up a great deal of time.

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

- The library has received a number of generous donations by patrons that have been added to the collection. This includes book donations and a new French horn.
- Lou and the library staff have been discussing the implications of the levy lid lift campaign. The staff should be prepared to answer questions about the levy lift and why the library is pursuing it.

46 -The library will be holding an Informational Open House and Patron Appreciation Day on April
 47 24th from 11:00am-1:00pm.

48 -Malia Sanford and Lou are continuing their work on the Smart Spaces Grant process, which
 49 includes bi-weekly seminars and follow-up.

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52 **March 2019 financials:**

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 54 Revenue as of April 1, 2019 – \$79,688 (16%)
 55 Expenditures as of April 1, 2019 \$104,736 (22%)
 56 In our General Operating Funds as of April 1, 2019 - \$60,381
 57 In our Capital Improvement Funds as of April 1, 2019 - \$22,082
 58 Lopez Island Endowment Fund: \$98,598 (dropped in value)

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61 **March 2019 Operational Statistics:**

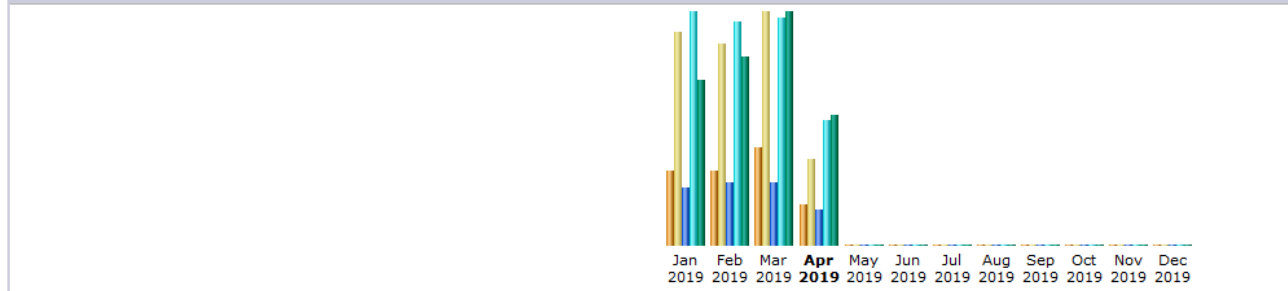
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 63 Checkouts – 8,697 (print and electronic) up from 7,450 last year at this time
 64 Walk-ins – 4,936 up 4,866 last year at this time
 65 Web visits -10,288 up from 9,243 last year at this time
 66 ILL requests – 19 up from 14 last month
 67 Computer Sign-Ins – 578 down from 778 last year at this time

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Reported period	Month Apr 2019		
First visit	01 Apr 2019 - 00:03		
Last visit	13 Apr 2019 - 06:44		
	Unique visitors	Number of visits	Pages
Viewed traffic *	1,790	3,808 (2.12 visits/visitor)	22,635 (5.94 Pages/Visit)
Not viewed traffic *			34,813

* Not viewed traffic includes traffic generated by robots, worms, or replies with special HTTP status codes.

Monthly history



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2019 Collection & Acquisitions Report

Totals purchased in **March 2019-** : 245 items acquired for library collection

- Adult Books Fiction - 31
- Adult Books Non-Fiction - 56
- Films 29
- Audiobooks 1
- Teen books 6
- Juvenile books 32
- Periodical issues 63
- Music CDs 12

Old Business:

Levy Lid Lift: Bob Buchholz gave a report from the Levy Lid Lift sub-committee. The members have been discussing timelines and requirements. Bob asked the board members to consider how much the levy should be raised. Currently the library receives \$39.00 per \$100,000 collected from property tax. Annual increases are not to exceed 1% of the taxable amount plus new construction.

360 degree staff and volunteer survey: Heike Deubner gave a summary of the feedback collected from the staff and volunteer survey. The results were very positive, although some room for improvement were noted. This will give the board and director information as to how to proceed in these areas for the year ahead.

Fencing Update: The fencing project behind the library is finished!

New Business:

Volunteer appreciation: Board member Constance Euerle discussed a new format for the monthly financial report. This format will help to categorize the bigger operational expenses into a more readable format at the monthly meetings. Constance will compile this information in preparation for the board meetings once the County's financial reports are received.

Programs for Spring (handout): With time running short, this item was postponed until the next meeting.

115 **E-magazines through Flipster (demo and discussion):** A new trial for digital magazines is
116 being offered to our patrons until the month of June. A demo will be offered at the next
117 meeting.
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Expenditures Summary 16-Apr-19

Mar-19

Staff and Admin Payroll \$20,002.21
HealthCare Authority \$6,706.87

Expenditures

3/25/2019	\$4,220.33
4/1/2019	\$462.20
4/16/2019	\$7,647.41

Total: \$39,039.02

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121 **MSP** A motion was made by Constance Euerle and seconded by Heike Deubner to
122 approve all vouchers totaling \$39,039.02. Motion passed.

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125 **Surplus:** 438 items withdrawn for book sale (valued less than \$500.00).

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

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129 **MSP** A motion was made by Heike Deubner and seconded by Constance Euerle to
130 approve all weeding of surplus items. Motion passed.

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133 **Next Meeting: Regular Library Board of Trustees Meeting – May 21, 2019**

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

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139 **MSP** A motion was made by Heike Deubner and seconded by Constance Euerle to
140 adjourn the meeting. Motion carried unanimously.

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142 The meeting adjourned at 11:55 AM.

143 Respectfully submitted: _____

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Board Secretary

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Approved: _____

Board Chair