

Lopez Island Library Board of Trustees  
Regular Meeting  
April 17, 2018

Approved as Amended May 15, 2018

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular April 17, 2018 meeting of the Lopez Library Board of Trustees to order at 10:03 AM.

**Members Present:** Trustees Bob Buchholz, Heike Deubner, Rob Thesman, Ilene Unruh, and Marilyn Berger.

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

**Agenda Approval:** The agenda was presented for approval. The RB Digital Streaming Video Demo, and the Enduris Insurance guest medical plan was postponed until the next meeting.

**MSP Ilene Unruh moved and Rob Thesman seconded the motion to approve the April 17<sup>th</sup> meeting agenda as amended. Motion passed.**

**Approval of March 20, 2018 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 Ilene Unruh moved and Heike Deubner seconded the motion to approve the March 20<sup>th</sup> meeting minutes as amended. Motion passed.**

**Friends of the Library Report:** No meeting report was available this month.

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

- The library has received approximately 13% of the projected budget. Expenditures as of April 1, 2018 are approximately 20% of the projected budget.
- There were 7,450 circulating items in the month of March.
- A total of 921 electronic downloads were reported for March of 2018.
- Library visits were up from the previous month at 4,866 visits.
- A total of 323 items were added to the collection in March of 2018.
- Program attendees for adult and children's programs totaled approximately 344 people.

**Old Business:**

**Strategic planning update:** Lou has been focusing on the "Support a Healthy Community" phase of the strategic plan. This month she attended two senior lunches to share the Great

47 Decisions program. This approach is meant to serve parts of the Lopez older adult community.  
48 She is also focusing on developing a Memory Café in partnership with Senior Services and  
49 Hospice. This program would serve the more fragile adults who struggle with memory issues  
50 and challenges.

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53 **New Business:**

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55 **State reporting highlights:** Lou concluded the annual report for the State Auditor's Office.  
56 This report allows the state to gather information across Washington from various libraries and  
57 organizations. The report highlighted some areas of interest for our library. Regular use of the  
58 library has increased over the last year. The operating budget for the library has also  
59 decreased during the last year, partly due to a loss in one-half a staff position. Also, volunteer  
60 hours are declining.

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62 **Snapshot of library collection:** A snapshot of the library's collection as of April 13, 2018  
63 revealed the following highlights:

- 64 -DVDs have the highest percentage of check-outs.
- 65 -Non-Fiction books have the second highest percentage of check-outs.
- 66 -Adult Fiction books rounds out the third highest percentage of check-outs at the library.

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68 **Highlights of Community Engagement Training:** The library's staff, several board members,  
69 and a community member took part in a training offered by the State Library. This program  
70 focused on broadening the role and function of the library beyond a repository for books  
71 toward a broader community resource.

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75 **Approval of Bills:**

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**Expenditures Summary** 17-Apr-18

*Payroll Worksheet*

**Mar-18**

Staff and Admin Payroll	\$19,883.94
HCA	\$4,152.38

*Expenditures*

Vouchers 3/26/2018	\$3,913.58
Vouchers 4/16/2018	\$5,962.64

Total-	<b>\$33,912.54</b>
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78 Chair Bob Buchholz called for a motion to approve all vouchers.

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80 **MSP** A motion was made by Ilene Unruh and seconded by Rob Thesman to approve all  
81 bills totaling \$33,912.54. Motion passed.

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84 **Surplus:** 272 items weeded (valued less than \$500.00)

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

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88 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all  
89 weeding of surplus items. Motion passed.

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92 **Next Meeting: Regular Library Board of Trustees Meeting – May 15, 2018.**

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

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98 **MSP** A motion was made by Heike Deubner and seconded by Marylin Berger to adjourn  
99 the meeting. Motion carried unanimously.

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101 The meeting adjourned at 11:50am.  
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103 Respectfully submitted: \_\_\_\_\_  
104 Board Secretary

105 Approved: \_\_\_\_\_  
106 Board Chair