

Lopez Island Library Board of Trustees
Regular Meeting
August 21, 2018

Approved as submitted September 18, 2018

Regular Board Meeting Call to Order:

Bob Buchholz called the regular August 21, 2018 meeting of the Lopez Library Board of Trustees to order at 10:03 AM.

Members Present: Trustees Marilyn Berger, Heike Deubner, Bob Buchholz and Rob Thesman attended. Lea Ann Rolla was excused.

Staff: Library Director Lou Pray was also present.

Agenda Approval: The agenda was presented for approval. Under Old Business, the interview with potential trustee, Constance Euerle, was moved to the end of the meeting. Under New Business, rescheduling the date for the November meeting was added.

MSP Heike Deubner moved and Marilyn Berger seconded the motion to approve the August 21st meeting agenda as amended. Motion passed.

Approval of July 17, 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 Rob Thesman moved and Marilyn Berger seconded the motion to approve the July 17th meeting minutes as amended. Motion passed.

Friends of the Library Report: Barbara Orcutt gave an update on the book sale. It went better than expected, bringing in close to \$5k after expenses. Barbara also discussed the annual meeting of the Friends coming up on Thursday, August 23rd at 7pm at the LCCA. Author and photographer Paul Bannick will be the guest speaker. There was no August meeting of the Friends of the Library due to an insufficient quorum. Board members suggested using ZOOM or even teleconferencing to include off-island board members.

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

- The library has received approximately 49% of the projected revenue. Expenditures as of August 1, 2018 are approximately 46% of the projected budget.

- 47 • There were 8,385 circulating items in the month of July 2018.
- 48 • A total of 935 electronic downloads were reported for July of 2018.
- 49 • Library visits were up from July of 2017 at 5,689 visits.
- 50 • A total of 280 items were added to the collection in July of 2018.
- 51 • Program attendees for adult and children's programs totaled approximately 360 people.

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54 **Old Business:**

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56 **Updates to Policy Manual (discussion):** Lou Pray brought up the recent changes to
57 Employment Law that affected our policy manual wording and suggested the board update the
58 policies to reflect the changes. The board's last review was 2015 so a full review is in order.
59 The board requested suggestions to be sent along with the original wording. The review will
60 start at the September board meeting.

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62 **Library Trustee interview:** Constance Euerle submitted her application for a position as a
63 Lopez Island Library trustee member. This was reviewed by the board and an interview
64 confirmed she was an outstanding applicant.

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66 **MSP** Rob Thesman moved and Marilyn Berger seconded the motion to approve
67 recommending Constance Euerle to the San Juan County Council to replace Rob Thesman as
68 the fifth Lopez Island Library trustee member. Motion passed.

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71 **New Business:**

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73 **2019 Library Budget Planning:** Lou presented a draft of the 2019 budget revenue and
74 expenditures along with accompanying documents from the San Juan County Assessor's
75 office. Lou explained that the numbers are not yet finalized and our base numbers will likely
76 shift upward until we have to submit it at the end of November. We are currently missing the
77 most recent insurance rates for 2019. Bob compared the other island libraries levy rates to
78 ours and reiterated that we need ask for an increase in 2019. Examination of several
79 successful library levy rate campaigns can be used to help us prepare. Lou will bring the latest
80 example to the next meeting to model. Lou will send the current budget drafts as PDFs for
81 members to review. Heike Deubner asked for the utilization statistics on the meeting room
82 usage.

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84 **All day Staff training day –** Lou announced the staff would be having an all-day staff training
85 event at San Juan Library on Wednesday, September 19th. Bob Buchholz and possibly other
86 board members would help cover the library along with the regular volunteers during the staff
87 retreat.

88

89 **Changing November Meeting:** Due to a scheduling conflict, the November 20th regular board
90 meeting was moved to **November 13th**. This would be preceded by the Annual Public Hearing
91 from 10:00am-10:30am, the regular board meeting to follow.

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93 **New Programs:** Malia Sanford shared the upcoming fall programs in a handout Lou
94 distributed. She highlighted the “Human/Nature” series and the “Know Your Neighbor” series
95 coming up in the fall.

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98 **Foot path improvements:** Still waiting for quotes on this project from Donnie Poole.

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100 **Approval of Bills:**
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Expenditures Summary 21 August 2018

Payroll Worksheet

July 2018	Staff and Admin Payroll	\$19,433.94
August 2018	Staff and Admin Payroll	\$20,351.94
Payout for Kristina Moen		\$2,766.60
HCA		\$6,128.22
Expenditures		
Vouchers 7/31/2018		\$3,031.50
Vouchers 8/10/2018		\$ 6,605.29
	Total-	\$58,317.49

102
103 Bob Buchholz called for a motion to approve all vouchers.

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105 **MSP** A motion was made by Marilyn Berger and seconded by Rob Thesman to approve
106 all bills totaling \$ 58,317.49. Motion passed.

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109 **Surplus:** 185 items weeded (valued less than \$200.00).

110
111 Bob Buchholz called for a motion to approve all surplus items.

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113 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to approve
114 all weeding of surplus items. Motion passed.

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117 **Next Meeting: Regular Library Board of Trustees Meeting – September 18, 2018**
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120 The meeting adjourned at 12:22 pm.

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122 Respectfully submitted: _____

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Board Secretary

124 Approved: _____

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Board Chair