

Lopez Island Library Board of Trustees
Regular Meeting
December 18, 2018

Approved as amended January 15, 2019

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular December 18th meeting of the Lopez Library Board of Trustees to order at 10:09am.

Members Present: Trustees Bob Buchholz, Marilyn Berger, Heike Deubner, Constance Euerle, and LeaAnn Rolla were present

Staff: Library Director, Lou Pray, and Claudia Rempel.

Guests: none

Agenda Approval: The agenda was presented for approval.

MSP Constance Euerle moved and Heike Deubner seconded the motion to approve the December 18th agenda as submitted. Motion passed.

Approval of November 13, 2018 Board Minutes: Minutes were sent out prior to the meeting and corrections were made. The draft of the minutes was approved as amended.

MSP Heike Deubner moved and Constance Euerle seconded the motion to approve the November 13th meeting minutes as submitted. Motion passed.

Friends of the Library Report: Barbara Orcutt gave a short report about the Friends fall donation campaign. So far, they are at approximately 122% of their projected revenue budget. The November book sale in the library community room brought in \$680.00 in sales.

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

- 375 new materials added to the collection in November.
- Approximately 229 people attended library sponsored programs in November.
- Library visits were slightly down from last year at this time with 4,624 visits.
- Physical Checkouts were up from this time last year at 9,757 checkouts.
- Approximately 78% of the projected revenue has been received for 2018.
- Expenditures as of December 1, 2018 are at 77% of the projected budget.
- Lou is now a certified notary and can begin offering notary services to library patrons free of charge.
- The library received a \$6,000 grant from LTAC for the Coast Salish Series. We also received a grant from the ALA to help support 3 speakers and our great decisions program.
- In the next few months, the library will also be updating the website for a more streamlined look and approach.

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- Lou is also working on collecting data from staff on how we are helping patrons on a day to day basis.
 - Ingrid has been working on more diversity in the children’s collection and is reflected with new acquisitions for the library.
 - The Tuesday after school library program for elementary students has rebranded by focusing on reading skills and mastery. Ingrid is working with students on helping them with book selection and appropriate AR levels.

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56 **Old Business:**

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58 **HR Policy additions** – A draft of new additions to the employee handbook recommended by the state
59 was presented to the board for notes and edits. Most of these additions deal with new protected groups
60 and classes as well as new accommodations. These additions will be reviewed and voted on at the next
61 meeting.

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63 **BOT office elections-** Bob Buchholz will continue as Chair Person for the Library’s Board of Trustees.
64 Marilyn Berger will step into the role of Vice Chair Person for the Board.

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66 **MSP** Marilyn Berger moved and Constance Euerle seconded the motion to re-elect Bob
67 Buchholz as Chair Person for 2019. Motion Passed.

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69 **MSP** Heike Deubner moved and LeaAnn Rolla seconded the motion to elect Marilyn Berger as
70 Vice Chair Person for 2019. Motion Passed.

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74 **New Business:**

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- **FMLA Discussion** – the BOT voted to cover the costs for the new FMLA premium (beginning
77 in 2020) for the director and staff at the library. This cost will total approximately \$878.00 per
78 year for everyone.

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80 **MSP** Heike Deubner moved and Marilyn Berger seconded the motion to cover the new
81 FMLA Premium for the director and staff. Motion passed.

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- **2019 Schedule of Library Board Meeting** –the Library Board of Trustee Meetings will remain
84 on the third Tuesday of the month from 10:00am-12:00pm.

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Approval of Bills

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December 2018

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93	Staff and Admin Payroll	\$18,953.94
94	HCA	\$ 5,269.32
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96	Expenditures	
97	Vouchers 11/13/2018	\$ 873.99
98	Vouchers 11/26/2018	\$ 6,104.92
99	Vouchers 12/4/2018	\$ 2,049.97
100	Vouchers 12/17/2018	\$ 13,956.38
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102	Total-	\$ 47,208.52

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104 Chair Bob Buchholz called for a motion to approve all vouchers.

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106 **MSP** A motion was made by Constance Euerle and seconded by LeaAnn Rolla to approve all
107 bills totaling \$47,208.52 Motion passed.

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110 **Surplus:** 29 Items withdrawn for book sale (valued less than \$500.00)

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

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

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118 The regular meeting adjourned at 11:44pm

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120 Respectfully submitted: _____
121 Board Secretary

122 Approved: _____
123 Board Chair