

Lopez Island Library Board of Trustees
Regular Meeting
December 19, 2017

Approved as Amended January 16, 2018

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular December 19th meeting of the Lopez Library Board of Trustees to order at 4:05pm.

Members Present: Trustees Bob Buchholz, Heike Deubner and, Rob Thesman, and Ilene Unruh Marilyn Berger (excused)

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

Guests: none

Agenda Approval: The agenda was presented for approval.

MSP Ilene Unruh moved and Heike Deubner seconded the motion to approve the November 14, 2017 agenda as submitted. Motion passed.

Approval of November 14, 2017 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 Ilene Unruh seconded the motion to approve the November 14th meeting minutes as submitted. Motion passed.

Friends of the Library Report: none

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

- 363 new materials added to the collection in November.
- Approximately 200 people attended library sponsored programs in November, including several "write-ins" hosted as part of National Novel Writing Month.
- Library staff attended an all-day staff training hosted by the Orcas Island Library staff members.
- Two new substitute librarians were trained to add to the roster of on-call staff.
- Library visits were up 2% in the month of November. Physical check-outs were also up 3%.
- Revenue received – approximately 78% of revenue has been received for 2017
- Expenditures made – 74%- Expenditures are on track for the end of 2017.

Old Business:

Trustee Training Highlights – Bob Buchholz, Heike Deubner, and Lou Pray attended a trustee training conference in Anacortes hosted by the Whatcom County Library Board of Trustees. Several relevant topics were covered including a review of the Washington Open Records Act.

47 **Enduris Insurance Update-** The trustees will continue to review the library’s insurance policy and
48 coverage for the library. Currently, the library’s insurance policy includes a liability policy, but the
49 board is considering adding a guest medical policy to the plan.

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51 2018 Levy Lid Lift activities- A potential levy lid lift for the library is still being discussed by the
52 library’s board. The levy lid lift would help to meet increasing expenses. The board has decided to
53 continue to discuss the possibility with the assistance of a consultant to navigate this process.

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55 Strategic Plan Update- the discussion was postponed for the next meeting.

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58 **New Business:**

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- 60 • **2017 Star Library Recognition** – the Lopez Island Library received recognition as a STAR
61 library from the American Library Association for 2017!
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- 63 • **Passport/Notary Service** – The library staff will look into the possibility of becoming a Passport
64 Acceptance Facility and also offer notary services by appointment.
- 65
- 66 • **2018 Schedule of Meetings-** the Library Board of Trustee meetings will remain on the third
67 Tuesday of the month from 10:00am-12:00pm.
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- 69
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72 **Approval of Bills**

73
74 **December 2017**

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76	Staff and Admin Payroll	\$17,192.44
77	HCA	\$ 7,229.72
78		
79	Expenditures	
80	Vouchers 11/27/2017	\$ 3,805.99
81	Vouchers 12/5/17	\$ 794.19
82	Vouchers 12/11/2017	\$13,832.73
83		
84	Total-	\$42,854.90

85
86 Chair Bob Buchholz called for a motion to approve all vouchers.

87
88 **MSP** A motion was made by Heike Deubner and seconded by Rob Thesman to approve all bills
89 totaling \$42,854.90. Motion passed.

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91
92 **Surplus:** 355 Items withdrawn for book sale (valued less than \$500.00)

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

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96 **MSP** A motion was made by Heike Deubner and seconded by Rob Thesman to approve weeding
97 of surplus items. Motion passed.

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102 The regular meeting adjourned at 5:58pm
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104 Respectfully submitted: _____
105 Board Secretary

106 Approved: _____
107 Board Chair