

Lopez Island Library Board of Trustees
Regular Meeting
February 20, 2018

Approved as Amended March 20, 2018

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular February 20, 2018 meeting of the Lopez Library Board of Trustees to order at 10:07 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. Several items were added to the Old and New Business categories. The amended agenda was approved.

Approval of January 16, 2018 Board Minutes: Minutes were sent out prior to the meeting and corrections and suggestions were emailed in response. Barbara Orcutt suggested adding a more detailed account of the Friends report from January. An amended draft of the minutes was submitted for approval, provided the Friends report was added.

MSP Ilene Unruh moved and Marilyn Berger seconded the motion to approve the January 16th meeting minutes as amended. Motion passed.

Friends of the Library Report: Barbara Orcutt gave a short report regarding the activities from the Friends in January. No financial report was available. The Friends have decided to hold a small November sale in the library community room on the Saturday after Thanksgiving. They are in the midst of planning their Annual Meeting in April.

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

- The library has spent approximately 6% of its projected budget for 2018.
- There were 7,914 circulating items in the month of January. This showed an increase of 29% from January of 2017.
- A total of 1,041 electronic downloads were reported for January of 2018.
- Library visits (4,322) were down 3% from last year.
- A total of 412 items were added to the collection in January of 2018.

Old Business:

Enduris Insurance (Memorandum of Coverage) conference call: Lou Pray and Rob Thesman will be participating in a conference call to discuss the library's comprehensive insurance policy. They will also be inquiring about a Guest Medical insurance plan option.

47 **Strategic Planning update:** A new program is coming to the library in March of 2018. Lou will
48 be facilitating a series of courses by the Foreign Policy Association. This program is entitled
49 Great Decisions and is neutral, informative course on current foreign affairs.

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51 **Library Funding Status:** Bob Buchholz presented a look at the library's current funding
52 status. Some continuing trends include an increase in donations, an increase in the library's
53 operating expenses, and fluctuating tax revenues. The Board will look toward creating a
54 comprehensive informative strategy for a possible future levy lid lift. A series of informative
55 talking points will be developed to increase community awareness of the value of the library.

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57 **New Business:**

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60 **MANGO Foreign Language program trial:** A new foreign language option is being tested to
61 replace Pronunciator. Pronunciator has received mixed reviews. MANGO has recently begun
62 offering a different price structure for small libraries, making this tool a possible consideration
63 for the library.

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65 **Washington Library Association Legislative Day, March 1:** Lou Pray will be attending a
66 legislative day at the state capitol. Some of the highlights will include net neutrality, freedom of
67 information, and the 1% levy cap.

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69 **Early Learning Public Library Partnership dues to transfer to Public Libraries of**
70 **Washington:** The Board of Trustees agreed that dues will transfer to the Public Libraries of
71 WA.

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73 **Highlights of the Washington Public Library Director's Meeting:** Lou attending the
74 conference in January. She was able to bring back information on other library's experiences
75 with educating their population on levy lifts. Handouts were shared with the board members.

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78 **Approval of Bills:**

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80 **February 20, 2018 Expenditures**

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<i>Payroll Worksheet</i>	
Jan-18	
Staff and Admin Payroll	\$18,891.94
HCA	\$4,152.38
Feb-18	
Staff and Admin Payroll	\$18,515.94
HCA	\$4,152.38
<i>Expenditures</i>	
Vouchers 1/9/2018	\$3,731.98

Vouchers 1/16/2018	\$3,097.01
Vouchers 1/29/2018	\$7,271.55
Vouchers 2/12/2018	\$7,076.99
	\$21,177.53

Total- **\$66,890.17**

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

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85 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to approve
86 all bills totaling \$66,890.17. Motion passed.

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89 **Surplus:** 11 items weeded (valued less than \$200.00)

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

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93 **MSP** A motion was made by Heike Deubner and seconded by Ilene Unruh to approve
94 all weeding of surplus items. Motion passed.

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97 **Next Meeting: Regular Library Board of Trustees Meeting – March 20, 2018.**

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

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103 **MSP** A motion was made by Ilene Unruh and seconded by Marylin Berger to adjourn
104 the meeting. Motion carried unanimously.

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106 The meeting adjourned at 11:55am.

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108 Respectfully submitted: _____
109 Board Secretary

110 Approved: _____
111 Board Chair