

Lopez Island Library Board of Trustees  
Regular Meeting  
February 27, 2019

Approved as Amended March 19, 2019

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular February 27, 2019 meeting of the Lopez Library Board of Trustees to order at 12:06 PM.

**Members Present:** Trustees Bob Buchholz, Heike Deubner, Constance Euerle, and LeaAnn Rolla. Marilyn Berger (excused)

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

**Agenda Approval:** The agenda was presented for approval. One item was added under New Business: Water Outage closure.

**MSP** Constance Euerle moved and Heike Deubner seconded the motion to approve the February 27<sup>th</sup> meeting agenda as amended. Motion passed.

**Approval of January 15, 2019 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** Heike Deubner moved and Constance Euerle seconded the motion to approve the January 15<sup>th</sup> meeting minutes as amended. Motion passed.

**Friends of the Library Report:** No report given. The Friends did not meet in January.

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

**January 2019 Financials:**

- Revenue as of Feb 1, 2019 – \$ 6,540 16,540 1%
- Expenditures as of Feb 1, 2019 \$34,256 7%
- In our General Operating Funds as of Feb 1, 2019 - \$57,714
- In our Capital Improvement Funds as of Feb 1, 2019 - \$22,082
- Lopez Island Endowment Fund: \$108,060

**January 2019 Operational Statistics:**

- Checkouts – 9,121 (print and electronic) up from 7,913 last year at this time
- Walk-ins –4,159 down from 4,322 last year at this time
- Web visits – 9,376
- ILL requests – 19
- Computer Sign-Ins – 546

47 **January 2019 Electronic Downloads and Subscription Database usage:**

- 48 -Hoopla ebook, films and music –246  
49 -Overdrive book checkouts -921  
50 -Electronic checkouts total- 7,504  
51 -Total Database searches – 5,280

52  
53 **2019 Collection & Acquisitions Report**

- 54 -Totals purchased in **January 2019**- : 267 items  
55 -Adult Books Fiction - 47  
56 -Adult Books Non-Fiction - 46  
57 -Films 46  
58 -Audiobooks 1  
59 -Teen books 13  
60 -Juvenile books 58  
61 -Periodical issues 51

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63 **Old Business:**

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65 **Policy Edits:** Board members are still working on policy edits for the employee handbook.

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67 **Levy Lid Lift:** Planning is going forward for a Levy Lid Lift campaign. The board discussed a  
68 timeline and steps for how to proceed with this initiative.

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70 **360 degree staff and volunteer survey:** Staff and volunteer surveys were sent out. Future  
71 years' surveys will be submitted for approval Board approval before send out. The Board  
72 committee will work on compiling results and feedback to present to the entire board once the  
73 surveys are received.

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75 **2018 Year in Review:** In the interest of time, a PowerPoint presentation will be emailed to the  
76 Board Highlighting statistics and facts from 2018.

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79 **New Business:**

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82 **Winter Library Programs:** Program Coordinator Malia Sanford, gave a brief overview of  
83 upcoming programs in March. Some highlights included a family concert by Joe Reilly,

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85 **Small Libraries Create Smart Spaces:** The library staff will pursue a grant by OCLC for  
86 funding toward space redesign to facilitate active learning.

87  
88 **Virtual Reality Pilot Project:** The library is participating in a pilot program by the Washington  
89 State Library. We are 1 of 12 libraries testing out VR educational experiences with patrons.  
90 The WA State Library has loaned us 2 VR machines and software. Demonstrations will begin  
91 on March 6<sup>th</sup> by appointment only.

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93 **Winter Library Director's Meeting Highlights:** This item was skipped due to time constraints.

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95 **Library's role in disaster response:** Lou would like the Library to think about its role in the  
96 community in the event of a major disaster. Patron, OJ Lougheed was also present at the  
97 meeting and urged the library to consider a role in a greater community disaster plan. The  
98 board began a discussion about what services the library could offer. More time is needed to  
99 think thru certain possibilities and to review the library's infrastructure and resources. Bob  
100 encouraged Lou to review generators as part of this effort. Further discussion will continue.

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102 **Art Display Policy:** Lou would like to review the board to review the Library's general  
103 guidelines for art display in the library. This process will continue over the next few meetings.

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106 **February 27<sup>th</sup> Expenditures**  
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*Payroll Worksheet*

**Feb-19**

Staff and Admin Payroll	\$18,877.35
HealthCare Authority	\$6,380.33

**Expenditures**

1/29/2019	\$4,635.66
2/11/2019	\$3,717.52
2/26/2019	\$7,893.80
	\$41,504.66

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109 **MSP** A motion was made by Constance Euerle and seconded by LeaAnn Rolla to  
110 approve all vouchers totaling \$41,504.66. Motion passed.

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113 **Surplus:** 250 items weeded, including 9 broken ASUS tablets, and 6 broken headphones.  
114 (valued less than \$500.00)

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

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118 **MSP** A motion was made by Heike Deubner and seconded by LeaAnn Rolla to approve  
119 all weeding of surplus items. Motion passed.

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122 **Next Meeting: Regular Library Board of Trustees Meeting – February 19, 2018.**

123

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

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127 **MSP** A motion was made by Heike Deubner and seconded by Constance Euerle to  
128 adjourn the meeting. Motion carried unanimously.

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130 The meeting adjourned at 1:40PM.

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Respectfully submitted: \_\_\_\_\_

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Board Secretary

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Approved: \_\_\_\_\_

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Board Chair