

Lopez Island Library Board of Trustees  
Regular Meeting  
January 15, 2019

Approved as Amended February 19, 2019

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular January 15, 2019 meeting of the Lopez Library Board of Trustees to order at 10:12 AM.

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

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

**Agenda Approval:** The agenda was presented for approval.

**MSP** Constance Euerle moved and LeaAnn Rolla seconded the motion to approve the January 15<sup>th</sup> meeting agenda as amended. Motion passed.

**Approval of December 18, 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** LeaAnn Rolla moved and Heike Deubner seconded the motion to approve the December 18<sup>th</sup> meeting minutes as amended. Motion passed.

**Friends of the Library Report:** Barbara Orcutt gave a short report regarding the activities from the Friends in December. The annual letter campaign was very successful, with donations that came in above the projected revenue. At their January meeting, the Friends will continue to refine policies and procedures.

**Librarian's Report and 2018 in Review:** Lou submitted her librarian's report with the following highlights:

- The library's final financial reports from the county were not available at the time of the meeting. The report will be postponed until the February meeting.
- The Library received its 9<sup>th</sup> Star Library Award!
- Checkouts for 2018 were the highest ever in Lopez Library history! A total of 100,997 items were checked out.
- A continued decrease in computer use followed the trend of previous years.
- Walk-ins for 2018 were almost identical to 2017 at 65,191 visitors.
- December of 2018 had a total of 992 electronic checkouts.
- A total of 299 items were added to the collection in December.
- Lou continued her weekly radio show where she reviewed several books, played selected audiobooks and promoted library services and events.

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**Old Business:**

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

**Levy Lid Lift:** Chair Bob Buchholz led a discussion focusing on the library’s financial status over the last several years. Increasing expenditures and a 1% cap on property tax revenue are partly responsible for a need to raise the levy. The library board is in agreement to pursue a levy lid lift. More details will follow in the coming months.

**Upward appraisal:** Plans to update the staff and volunteer surveys will continue this month.

**New Business:**

**Winter Library Programs:** A winter newsletter was sent out in January. The digital newsletter includes what is coming up this winter in library events in programming. Several highlights include the second annual Great Decisions program, a new Contemplative Writing Workshop, and the Coast Salish talks.

**Grant opportunity (Big opportunities for Small Libraries):** The library staff will pursue a grant by the IMLS for funding toward a project focusing on Community Memory.

**January 15, 2019 Expenditures**

**Expenditures Summary**                      15-Jan-19

*Payroll Worksheet*

**Dec-18**

Staff and Admin Payroll	\$19,258.73
HealthCare Authority	\$6,385.77

**Expenditures**

1/8/2019	\$1,576.71
1/15/2019	\$2,687.96

**Total**    \$29,909.17

77 **MSP** A motion was made by Constance Euerle and seconded by LeaAnn Rolla to  
78 approve all vouchers totaling \$29,909.17. Motion passed.

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81 **Surplus:** 250 items weeded (valued less than \$500.00)

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

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85 **MSP** A motion was made by LeaAnn Rolla and seconded by Constance Euerle to  
86 approve all weeding of surplus items. Motion passed.

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

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

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94 **MSP** A motion was made by Constance Euerle and seconded by Marilyn Berger to  
95 adjourn the meeting. Motion carried unanimously.

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97 The meeting adjourned at 12:11am.

98 Respectfully submitted: \_\_\_\_\_  
99 Board Secretary

100 Approved: \_\_\_\_\_  
101 Board Chair