

Lopez Island Library Board of Trustees
Regular Meeting
January 16, 2018

Approved as Amended February 20, 2018

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular January 16, 2018 meeting of the Lopez Library Board of Trustees to order at 10:05 AM.

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

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

Agenda Approval: The agenda was presented for approval. Under New Business one agenda item was added: Workplace Evaluation and Surveys.

Approval of December 19, 2017 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 Ilene Unruh moved and Heike Deubner seconded the motion to approve the December 19th meeting minutes as amended. Motion passed.

Friends of the Library Report: Barbara Orcutt gave a short report regarding the activities from the Friends in November. The Pre-school bazaar book sale and fundraising drive were both successful. So far, they have raised approximately \$16,000. Barbara asked the trustees to specify that the book sorting room be the domain of the FOLIL. The discussion was summarized in a subsequent email by the director:

- Staff should refer anyone who wants to have a look in the Friends' space to a Friends rep.
- The librarians may still have access to the Friends space to browse through the books before they are boxed up (to add to the library's collection). Books should not be touched once they are sorted and boxed.
- Staff/volunteers may sell items to patrons from the upstairs drop off point before they are brought downstairs.
- Staff can restock hardback books to sell if inventory is low.
- Staff and contractors may need access to the FOLIL room while under the general "Facilities Maintenance" provisions of the library policy manual.

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

- The library's final reports from the county were not available at the time of the meeting. The report will be postponed until the January meeting.

- A number of library programs closed out the year, including several book readings, the musical case dedication, and Christmas card making.
- Three new substitutes have been added to the library's roster.

Old Business:

Strategic plan update: Over the past year, the library has focused on some practical outcomes of the adopted strategic plan. These strategies have influenced programming and events focusing on children, speakers to address ways to deal with health issues, and partnerships with other island organizations.

Tool Lending Library: Lou is working on a coordinated effort with other island entities to bring a tool lending library to the Island. This would allow patrons to check out tools and equipment. Storage for these items is currently located at the solid waste facility. All items are donated.

Levy Lid Lift: A webinar will be held on Wednesday, February 7, 2018 on the topic of libraries and levy lid lifts.

New Business:

A Year in Review:

- The Library received its 8th Star Library Award.
- New flooring was installed in the community meeting room.
- The Library hosted a Library Summer Camp for elementary aged children for 6 weeks in the summer. This was a cooperation with the LIFRC.
- An effort was made to increase our online marketing thru Facebook and targeted newsletters.
- A new long-range plan was put into effect this past year.
- A continued decrease in computer use followed the trend of previous years.
- A decrease in in-library circulations was also noted.
- A new digital monitor was installed behind the circulation desk with information about events, pictures, and happenings.

Winter Library Programs: A winter newsletter was sent out in January. The digital newsletter includes what is coming up next in programs, writing workshops, and a spotlight on winter book bingo.

Workplace Evaluation and Surveys: Ilene Unruh volunteered to work on sending Lopez Library Workplace Evaluation Surveys to library staff and volunteers in early February. Marilyn Berger agreed to be on the committee to review/revise the questions from last year's survey. After consultation with Lou, the surveys were emailed to staff and volunteers via Survey Monkey. Responses will be anonymous.

January 16, 2018 Expenditures

93 *January 2018 expenditures will be approved at the February 2018 meeting.*

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

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

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

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104 **Next Meeting: Regular Library Board of Trustees Meeting – February 20, 2018.**

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

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109 **MSP** A motion was made by Ilene Unruh and seconded by Heike Deubner to adjourn
110 the meeting. Motion carried unanimously.

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111 The meeting adjourned at 11:16am.

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Respectfully submitted: _____

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Board Secretary

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Approved: _____

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Board Chair