

Lopez Island Library Board of Trustees
Regular Meeting
July 16, 2019

Approved as Amended August 20, 2019

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular July 16, 2019 meeting of the Lopez Library Board of Trustees to order at 10:26 AM.

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

Guest speaker: no guest speaker

Staff: Library Director Lou Pray was also present.

Agenda Approval: The agenda was presented for approval. Marilyn Berger had sent 2 items to be added to the existing agenda.

MSP Heike Deubner moved and Constance Euerle seconded the motion to approve the July 16, 2019 meeting agenda as amended. Motion passed.

Approval of June 18, 2019 Board Minutes: Minutes were sent out prior to the meeting and no corrections or suggestions were emailed in response. The draft of the minutes was submitted for approval.

MSP Heike Deubner moved and Constance Euerle seconded the motion to approve the June 18th meeting minutes. Motion passed.

Friends of the Library Report: Barbara Orcutt reported on the July 4th used book sale. The brought in over \$5,700 and were very happy with the turnout and lower number of books left over at the end of the sale. No July Friends meeting

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

- The summer influx has now begun. Total daily visits are in the 300s and 400s and many requests for new library cards have been rolling in.
- The Library "Summer Camp" started on Monday and the interesting programs are resulting in high attendee numbers.

- The library hosted a lovely volunteer appreciation lunch in June. Heike thought the next one could be more geared to mingling. The Friends of the Library will also be offering to purchase a book in the volunteer's name as part of the volunteer appreciation efforts. Lou will prepare a list and start asking volunteers for suggestions also.

**Librarian's Report
July 16, 2019**

June 2019 financials

Revenue as of July 1, 2019 -\$293,532 (60%)

Expenditures as of July 1, 2019 -\$246,055 (49%)

In our General Operating Funds as of July 1, 2019 - \$139,044

In our Capital Improvement Funds as of July 1, 2019 - \$32,882

Lopez Island Endowment Fund: \$106,456

June 2019 operational statistics

Checkouts – 9,090 (print and electronic), up from 8,385 last year at this time
(Highest June on record)

Walk-ins – 5,289, down from 5,689 last year at this time

Web visits -10,288, up from 9,243 last year at this time

ILL requests – 15, down from 19 last month

Computer Sign-Ins – 744, up from 695 last year at this time (highest all year)

Broadband Usage – 10.01 GB (highest all year)

2019 Collection & Acquisitions Report

Totals purchased in **June 2019**- : 357 items acquired for library collection

88 Adult Books Fiction - 82
89 Adult Books Non-Fiction - 63
90 Films 30
91 Audiobooks 3
92 Teen books 14
93 Juvenile books 114
94 Periodical issues 46
95 Music CDs 3
96 New musical instruments 1

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99 **Old Business:**

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101 **Levy Lid Lift:** Clarification of the steps needed to get the levy increase proposition on the
102 ballot was discussed.

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104 **Costs of strategic plan:** Lou will present drafts of costs, with focus on staff time, programs
105 and other expenditures, at the board meeting in August.

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107 **Biding policies:** Lou shared how other libraries solicit bids. The board asked Lou to create a
108 draft of a bid policy for review by trustees for the next meeting.

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111 **New Business:**

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113 **Levy Resolution 2-2019:** Board members reviewed Marilyn Berger's final levy documents and
114 made a few changes on wording of the resolution and accompanying documents. Resolution-
115 2-2019 was presented for approval as amended.

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117 **MSP** Heike Deubner moved and Constance Euerle seconded the motion to approve
118 Resolution 2-2019. Motion passed.

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121 **Subaccount on Friends of the Library Budget for levy related signage, copying and**
122 **printing.** The Friends of the Library have an account at Paper Scissors on the Rock. Any levy
123 business requiring printing or copying should be done on this account, not the library account.
124 Barbara Orcutt, Friends President, will talk to Friends Treasurer John Butte about getting this
125 set up.

126
127 **Trustee Discretionary Fund:** Starting with the 2020 budget, an amount (TBD) will be
128 allocated for BOT expenses, per new polity to be drafted for the next revision of the Policy
129 Manual. For the rest of 2019, expenses will be reflected a line item in the monthly financial
130 report.

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132

133 **Background checks:** After brief discussion, the BOT asked Lou to draft a new policy,
134 requiring Washington State Patrol background checks of all staff and volunteers, to be
135 reviewed at the next meeting.
136

Expenditures Summary 16-Jul-19

Payroll Worksheet

Jul-19

Staff and Admin Payroll	\$20,793.28
HCA	??

Expenditures

Vouchers 12/28/2019	\$12,403.09
Vouchers 7/12/2019	\$4,729.57

Total- **\$37,925.94**

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138 **MSP** A motion was made by Constance Euerle and seconded by Heike Deubner to
139 approve all vouchers totaling \$37,935.94. Motion passed.
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142 **Surplus:** 235 items withdrawn for book sale (valued less than \$500.00).
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144 Chair Bob Buchholz called for a motion to approve all surplus items.
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146 **MSP** A motion was made by Constance Euerle and seconded by Marilyn Berger to
147 approve all weeding of surplus items. Motion passed.
148

149 **Next Meeting: Regular Library Board of Trustees Meeting – August 20, 2019**
150

151 **Adjournment:** With no other business on the agenda, Chair Bob Buchholz called for a motion
152 to adjourn.
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154 **MSP** A motion was made by Heike Deubner and seconded by Constance Euerle to
155 adjourn the meeting. Motion carried unanimously.
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157 The meeting adjourned at 11:53 A.M.

158 Respectfully submitted: _____
159 Board Secretary

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Approved: _____
Board Chair