

Lopez Island Library Board of Trustees  
Regular Meeting  
July 17, 2018

Approved as amended August 21, 2018

**Regular Board Meeting Call to Order:**

Vice Chair Rob Thesman called the regular July 17, 2018 meeting of the Lopez Library Board of Trustees to order at 10:08 AM.

**Members Present:** Trustees Marilyn Berger, LeaAnn Rolla, and Rob Thesman. Bob Buchholz and Heike Deubner were 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, the item "Friends book sale" was added to the Agenda.

**MSP** Marilyn Berger moved and LeaAnn Rolla seconded the motion to approve the July 17<sup>th</sup> meeting agenda as amended. Motion passed.

**Approval of June 19, 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** Marilyn Berger moved and LeaAnn Rolla seconded the motion to approve the June 19<sup>th</sup> meeting minutes as amended. Motion passed.

**Friends of the Library Report:** No report provided.

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

- The library has received approximately 46% of the projected budget. Expenditures as of June 1, 2018 are approximately 39% of the projected budget.
- There were 8,385 circulating items in the month of June 2018.
- A total of 935 electronic downloads were reported for June of 2018.
- Library visits were up from June of 2017 at 5,689 visits.
- A total of 280 items were added to the collection in June of 2018.
- Program attendees for adult and children's programs totaled approximately 360 people.

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**Old Business:**

**Interlibrary Loan policy revision (discussion and patron feedback):** The library board will continue forward with adopting the new ILL policy.

“There will be a \$2.00 charge per fulfilled item for patrons using the interlibrary loan services to cover average postage costs. If the lending library makes a specific charge to lend books, the patron will be informed of the charge. The patron will be responsible for the additional lending fee, in addition to the \$2.00 postage fee in order to obtain the requested item/s.”

**Foot path improvements:** Still waiting for alternate quote on this project.

**New Program Coordinator:** Malia Sanford was offered the position of Library program coordinator. She is now training with Kristina Moen.

**New Business:**

**Outgoing Trustee gift for Ilene Unruh-** The board decided on a token of appreciation for outgoing trustee member, Ilene Unruh.

**Going Away/Welcome party for Program Coordinator(s)-** A going away part for Kristina Moen is scheduled for July 27, 2018 from 2-4pm. It will also be a welcome party for new programs coordinator, Malia Sanford.

**Shifting Project-** New shelves were installed in the back section of the library. The interns, volunteers, and staff have been reorganizing shelving in the library.

**Friends book sale-** The July 4<sup>th</sup> book sale had a great turnout, with many books, dvd’s and music cd’s sold. Clean up was easy, as the majority of inventory was bought.

**Approval of Bills:**

**Expenditures Summary**                      17 July 2018

*Payroll Worksheet*

**July 2018**

Staff and Admin Payroll	\$TBD
HCA	\$7,684.79

*Expenditures*

Vouchers 7/2/2018	\$6,771.11
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Vouchers 7/16/2018

\$ 8,422.10

Total-

**\$15,1932.21**

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83 Vice Chair Rob Thesman called for a motion to approve all vouchers.

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85 **MSP** A motion was made by Marilyn Berger and seconded by Rob Thesman to approve  
86 all bills totaling \$15,1932.21. Motion passed.

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89 **Surplus:** 185 items weeded (valued less than \$200.00).

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91 Vice Chair Rob Thesman called for a motion to approve all surplus items.

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93 **MSP** A motion was made by LeaAnn Rolla and seconded by Marilyn Berger to approve  
94 all weeding of surplus items. Motion passed.

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97 **Next Meeting: Regular Library Board of Trustees Meeting – August 21, 2018**

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100 The meeting adjourned at 11:20 am.

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102 Respectfully submitted: \_\_\_\_\_  
103 Board Secretary

104 Approved: \_\_\_\_\_  
105 Board Chair