

Lopez Island Library Board of Trustees
Regular Meeting
June 19, 2018

Approved as Amended July 17, 2018

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular June 19, 2018 meeting of the Lopez Library Board of Trustees to order at 9:03 AM.

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

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

Agenda Approval: The agenda was presented for approval.

MSP Marilyn Berger moved and Heike Deubner seconded the motion to approve the June 19th meeting agenda as amended. Motion passed.

Approval of May 15, 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 Heike Deubner seconded the motion to approve the May 15th 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 60% of the projected budget. Expenditures as of May 1, 2018 are approximately 34% of the projected budget.
- There were 7,859 circulating items in the month of May.
- A total of 953 electronic downloads were reported for May of 2018.
- Library visits were up from May of 2017 at 5,269 visits.
- A total of 280 items were added to the collection in May of 2018.
- Program attendees for adult and children's programs totaled approximately 482 people.

47 **Old Business:**

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49 **Library Board member applicant (interview & decision):** The library interviewed LeaAnn
50 Rolla as a board member candidate. LeaAnn has been a volunteer at the library for the last
51 several months.

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54 **MSP** Marilyn Berger moved and Heike Deubner seconded the motion to approve
55 LeaAnn Rolla as a Library trustee. Motion passed.

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58 **Interlibrary Loan policy revision (discussion and patron feedback):** The library board
59 reviewed the change in policy for Interlibrary Loans (ILL). The board has been considering a
60 policy to charge a \$2.00 fee per ILL requests when they are fulfilled and picked up. A patron
61 who received news of this policy change wrote a letter to the board advocating against the
62 policy. The board reviewed the patron letter and will respond to the patron's concerns. The
63 board decided to move forward with the change in policy. The change for section 4.3.3 of the
64 Library policy manual is as follows:

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

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71 **MSP** Rob Thesman moved and Heike Deubner seconded the motion to approve an
72 amendment to Policy 4.3.3 on Interlibrary loans. Motion passed.

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76 **New Business:**

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79 **Foot path improvements:** Improvements to the pedestrian path by the driveway are needed
80 due to water erosion. Heike Deubner suggested we install cement steps with railing. Staff
81 received one quote on the job for just under \$4,000. Other estimates will be requested.

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86 **Approval of Bills:**

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Expenditures Summary

19-Jun-18

Payroll Worksheet

19,22598

Jun-18

Staff and Admin Payroll \$18,869.74
HCA \$7,684.79

Expenditures

Vouchers 5/29/2018 \$2,443.19
Vouchers 6/18/2018 \$5,300.70

Total- **\$34,298.42**

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89 Chair Bob Buchholz called for a motion to approve all vouchers.

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91 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to approve
92 all bills totaling \$34,298.42. Motion passed.

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95 **Surplus:** 264 items weeded (valued less than \$200.00).

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

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99 **MSP** A motion was made by Rob Thesman and seconded by Heike Deubner to approve
100 all weeding of surplus items. Motion passed.

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103 **Next Meeting: Regular Library Board of Trustees Meeting – July 17, 2018.**

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106 **Adjournment:** A recess was taken from 9:45 am to 10:30am. At 10:30 am, the board
107 interviewed Lea Ann Rolla for a board member position. With no other business on the
108 agenda, Chair Bob Buchholz called for a motion to adjourn.

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110 **MSP** A motion was made by Rob Thesman and seconded by Marylin Berger to adjourn
111 the meeting. Motion carried unanimously.

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113 The meeting adjourned at 10:47am.

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115 Respectfully submitted: _____
116 Board Secretary

117 Approved: _____
118 Board Chair