

Lopez Island Library Board of Trustees
Regular Meeting
June 18, 2019

Approved as Amended July 16, 2019

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular June 18, 2019 meeting of the Lopez Library Board of Trustees to order at 10:03 AM.

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

Guest speaker: Nikyta Palmisani, Tool Lending Library Group.

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

Agenda Approval: The agenda was presented for approval. No changes were made to the existing agenda.

MSP Heike Deubner moved and LeaAnn Rolla seconded the motion to approve the June 18th meeting agenda as presented. Motion passed.

Approval of May 21, 2019 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 Marilyn Berger seconded the motion to approve the May 21st meeting minutes as amended. Motion passed.

Friends of the Library Report: No Friends were present at this meeting.

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

-May was a big month for Library Programs. Some highlights included the annual Musical Petting Zoo, and a Mobile Planetarium program held at Lopez School.

-Staff is preparing for summer events and programs. The Summer Reading Program will include all ages. Preparation for Summer Library Camp is continuing.

-Worked with Sam Bernardi on summer facility projects. We are currently taking bids from painters on painting the cupola and the parking lot.

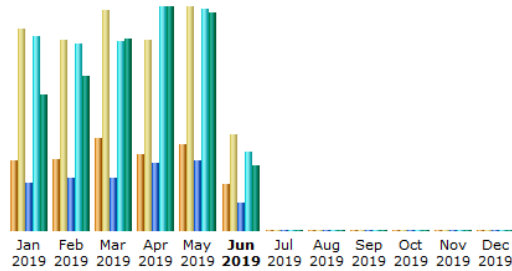
**Librarian's Report
June 18, 2019**

May 2019 financials

Expenditures as of June 1, 2019 \$\$209,610 (43%)
 Revenue as of June 1, 2019 – \$289,151 (60%)
 In our General Operating Funds as of June 1, 2019 - \$164,045
 In our Capital Improvement Funds as of June 1, 2019 - \$22,082
 Lopez Island Endowment Fund: \$106, 456

May 2019 operational statistics

Checkouts – 8,086 (print and electronic) up from 7,879 last year at this time (Highest May on record)
 Walk-ins – 5,189 down 5,269 last year at this time
 Web visits -10,288 up from 9,243 last year at this time
 ILL requests – 19 up from 14 last month
 Computer Sign-Ins – 578 down from 778 last year at this time
 Broadband Usage – 9.55 GB



| Month | Unique visitors | Number of visits | Pages | Hits | Bandwidth |
|----------|-----------------|------------------|--------|---------|-----------|
| Jan 2019 | 3,288 | 9,376 | 37,553 | 150,706 | 5.98 GB |
| Feb 2019 | 3,306 | 8,893 | 41,012 | 144,800 | 6.79 GB |
| Mar 2019 | 4,327 | 10,288 | 40,565 | 146,739 | 8.42 GB |
| Apr 2019 | 3,555 | 8,892 | 52,508 | 173,528 | 9.81 GB |
| May 2019 | 4,011 | 10,411 | 53,991 | 171,866 | 9.55 GB |

2019 Collection & Acquisitions Report

Totals purchased in **May 2019**- : 287 items acquired for library collection

Adult Books Fiction - 49
 Adult Books Non-Fiction - 88
 Films 50
 Audiobooks 6
 Teen books 9
 Juvenile books 28
 Periodical issues 51
 Musical instruments 2

81 **Old Business:**

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83 **Levy Lid Lift:** Chair Bob Buchholz shared a revised timeline for levy lid activities and planning.

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85 **Tool Lending Library:** Guest speaker, Nikyta Palmisani from the Tool Lending Library Group
86 gave a presentation to the board about the progress the Tool group has made. The idea for a
87 tool lending library came about 2 ½ years ago during the library's strategic planning community
88 session. The group has consisted of volunteers who have been working on details to move this
89 idea forward. The three main coordination areas the group has focused on are real estate,
90 working details, and liabilities and legalities. They are also considering their options to become
91 an LLC or a state run non-profit. Several surveys and questionnaire's from community
92 member's show that people are interested in woodworking tools, kitchen tools, and gardening
93 tools. Other planning includes the possibility of a mobile option instead of a fixed location. And
94 the beginning their library in 3 phases: Phase 1: Top 20 tools, Phase 2: A small shed, and
95 Phase 3: a permanent home. The group is also considering finance models and its partnership
96 with the Lopez Island Library. The library has several resources which could help the group
97 with its lending structure, including an existing equipment lending process and a database.

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100 **New Business:**

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102 **WA State Auditor Exit Interview:** The library completed an accountability audit for the years
103 2016, 2017, and 2018. A telephone conference was set up with the WA State Auditor's Office
104 and the Board of Trustees. The Auditor's shared several areas the Library could improve to
105 their financial processes.

106 -The auditor's recommended that our contracts for janitorial services, landscaping
107 services, and maintenance and repair services include more detail, such as rates to be paid
108 and the level of service to be provided.

109 -The auditor's recommended that the library establish written policies for procurement of
110 goods and services.

111 -The final recommendation suggested the library create written policies for establishing
112 bids thresholds and procedures when bids for public works projects.

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115 **Costs of strategic plan:** Lou and the library staff have been working on an assessment of the
116 strategic plans key areas. They are examining how much these areas cost with a focus on staff
117 time, programs, and other expenditures.

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120 **Request to move money for new computers:** This item was postponed until the budget
121 adjustment is completed.

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123 **Bid Policy:** Based on the auditor's suggestions, the board will be looking at creating a policy
124 for accepting bids for capital improvements. Further discussion will continue at the next
125 meeting.

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Expenditures Summary

18-Jun-19

Payroll Worksheet

May-19

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|-------------------------|-------------|
| Staff and Admin Payroll | \$19,657.74 |
| HCA | \$6,522.11 |

Expenditures

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|--------------------|-------------|
| Vouchers 5/28/2019 | \$11,164.04 |
| Vouchers 6/5/2019 | \$1,042.10 |
| Vouchers 6/17/2019 | \$2,003.98 |

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|--------|--------------------|
| Total- | \$40,389.97 |
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MSP A motion was made by Constance Euerle and seconded by Heike Deubner to approve all vouchers totaling \$40,389.97. Motion passed.

Surplus: 278 items withdrawn for book sale (valued less than \$500.00).

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

MSP A motion was made by Heike Deubner and seconded by Constance Euerle to approve all weeding of surplus items. Motion passed.

Next Meeting: Regular Library Board of Trustees Meeting – July 16, 2019

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

MSP A motion was made by Heike Deubner and seconded by Constance Euerle to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 12:04 PM.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair