

Lopez Island Library Board of Trustees
Regular Meeting
March 19, 2019

DRAFT

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular March 19, 2019 meeting of the Lopez Library Board of Trustees to order at 10:05 AM.

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

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

Agenda Approval: The agenda was presented for approval.

MSP Heike Deubner moved and Constance Euerle seconded the motion to approve the March 19th meeting agenda as presented. Motion passed.

Approval of February 27, 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 Heike Deubner moved and LeaAnn Rolla seconded the motion to approve the February 27th meeting minutes as amended. Motion passed.

Friends of the Library Report: Barbara Orcutt was present. The Friends did not have a quorum in February and so did not meet. The agenda for March's meeting will focus on planning for the levy lid lift in the fall.

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

February 2019 Financials

Revenue as of March 1, 2019 – \$30,744 (6%)

Expenditures as of March 1, 2019 \$72,040 (15%)

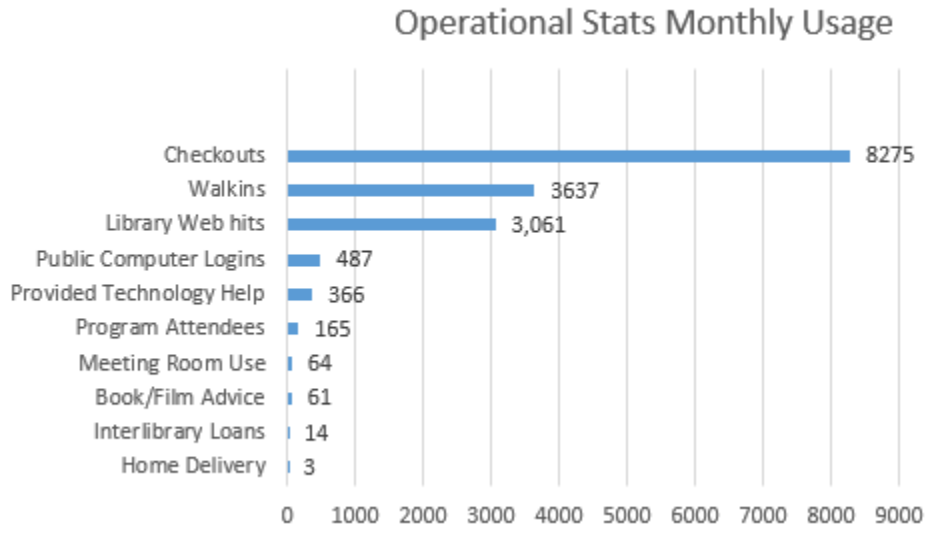
In our General Operating Funds as of March 1, 2019 - \$44,143

In our Capital Improvement Funds as of March 1, 2019 - \$22,082

Lopez Island Endowment Fund: \$98,598 (dropped in value)

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February 2019 Operational Statistics



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Checkouts – 8,275 (print and electronic) up from 6,445 last year at this time
Walk-ins –3,637 down from 4,265 last year at this time
Web visits – 4,137
ILL requests – 14 down from 19 last month
Computer Sign-Ins – 487 down from 731 last year at this time

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2019 Collection & Acquisitions Report

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Totals purchased in **February 2019**- : 239 items acquired for library collection

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Adult Books Fiction - 39

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Adult Books Non-Fiction - 38

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Films 18

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Audiobooks 3

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Teen books 21

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Juvenile books 56

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Periodical issues 54

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Music CDs 4

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Old Business:

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Policy Edits: Board members are still working on policy edits for the employee handbook. A draft for revisions to the library's art display policy was also presented. This draft will be reviewed by the board, with a continuing discussion to follow at the next meeting.

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77 **Levy Lid Lift:** Planning is going forward for a Levy Lid Lift campaign. Lou discussed the details
78 she learned from the elections office at the county. This included cost and campaign rules and
79 regulations. A sub-committee of Bob Buchholz, Marilyn Berger, and Constance Euerle will
80 meet to discuss further steps and strategies.

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82 **360 degree staff and volunteer survey:** Constance Euerle gave a short summary of the
83 feedback from the staff and volunteer surveys. Overall, feedback was positive. Constance will
84 compile the surveys and give a more complete report at the next meeting.

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86 **Fencing Update:** The fencing project behind the library has begun. Posts are dug and ready
87 for hog wire fencing.

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90 **New Business:**

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93 **Volunteer appreciation:** The Board discussed several ideas for a volunteer appreciation
94 gesture. Further planning will continue to host an event to honor our volunteers.

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96 **National Library Month:** April is National Library Month nationwide. The library will be
97 hosting a patron appreciation day on the 24th of April.

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Expenditures Summary

19-Mar-19

Payroll Worksheet

Feb-19

Staff and Admin Payroll	\$17,235.36
HealthCare Authority	\$6,385.77

Expenditures

3/12/2019	\$2,903.16
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\$26,524.29

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101 **MSP** A motion was made by Heike Deubner and seconded by Marilyn Berger to
102 approve all vouchers totaling \$26,524.29. Motion passed.

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Surplus: 145 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 – April 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 Marilyn Berger and seconded by Heike Deubner to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:55 AM.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair