

Lopez Island Library Board of Trustees
Regular Meeting
March 20, 2018

Approved as Amended April 17, 2018

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular March 20, 2018 meeting of the Lopez Library Board of Trustees to order at 10:05 AM.

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

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

Agenda Approval: The agenda was presented for approval. The RB Digital Streaming Video was postponed until the next meeting. Instead a MANGO Languages demo was added. Under Requests over \$500, the Safety Fencing for Stone Terrace, was also postponed.

MSP Ilene Unruh moved and Marilyn Berger seconded the motion to approve the March 20th meeting agenda as amended. Motion passed.

Approval of February 20, 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 Rob Thesman moved and Heike Deubner seconded the motion to approve the February 20th meeting minutes as amended. Motion passed.

Friends of the Library Report: No meeting report was available this month.

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

- The library has received approximately 5% of the projected budget. Expenditures as of March 9, 2018 are approximately 15% of the projected budget.
- The Seattle Foundation Endowment Fund is grown to an approximate \$106,000.
- There were 6,445 circulating items in the month of February.
- A total of 894 electronic downloads were reported for February of 2018.
- Library visits (4,365) were up from last year at this time.
- A total of 247 items were added to the collection in February of 2018.

Old Business:

Enduris Insurance (Memorandum of Coverage) conference call: The library's board participated in a conference call with Joe Davis, our representative from Enduris, to discuss

47 the library's comprehensive insurance policy. Joe explained the library's current liability
48 coverage and discussed the pros and cons of a guest medical option for "no-fault" incidents.
49 He will work on a yearly quote to present to the board.

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51 **Strategic planning update:** Lou began her first "Great Decisions" program for the library. The
52 series gives an overview on current world affair issues. This program is part of our continued
53 effort to follow the strategic plan and help patrons, "make informed decisions".

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55 **New Business:**

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57 **Notary Service:** Lou has submitted her paperwork to provide notary services to library
58 patrons.

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61 **MANGO Foreign Language Demo:** A representative from Mango Languages demonstrated
62 the features the program has for language learning. These included a total of 74 languages,
63 29 ESL courses, and 70 specialty courses.

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66 **Early Learning Public Library Partnership dues to transfer to Public Libraries of**
67 **Washington:** The Board of Trustees agreed that dues will transfer to the Public Libraries of
68 WA.

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70 **Staff/volunteer survey:** Board members discussed with Lou the results of the 2018 survey to
71 staff and volunteers.

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73 **Requests over \$500:**

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75 **Mango Foreign Language program-** Lou asked the board to approve the Mango
76 Foreign Language program for \$629 a year.

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78 **MSP** Rob Thesman moved and Heike Deubner seconded the motion to approve the purchase
79 of the Mango Foreign Language program for \$629 a year.

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81 **Approval of Bills:**

82
83 **March 20, 2018**

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Payroll Worksheet

Mar-18

Staff and Admin Payroll	\$17,536.94
HCA	\$4,152.38

Expenditures

Vouchers 2/26/2018	\$8,805.47
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Vouchers 3/12/2018

\$3,362.04

Total-

\$33,856.83

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

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89 **MSP** A motion was made by Rob Thesman and seconded by Ilene Unruh to approve all
90 bills totaling \$33,856.83. Motion passed.

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93 **Surplus:** 279 items weeded (valued less than \$500.00)

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

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

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100

101 **Next Meeting: Regular Library Board of Trustees Meeting – April 17, 2018.**

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

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107 **MSP** A motion was made by Ilene Unruh and seconded by Marylin Berger to adjourn
108 the meeting. Motion carried unanimously.

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110 The meeting adjourned at 11:33am.

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112 Respectfully submitted: _____

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Board Secretary

114 Approved: _____

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Board Chair