

Lopez Island Library Board of Trustees  
Regular Meeting  
May 15, 2018

Approved as amended June 19, 2018

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular May 15, 2018 meeting of the Lopez Library Board of Trustees to order at 10:02 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. One item was added to the agenda under New Business: New Board Member recruitment.

**MSP** Heike Deubner moved and Rob Thesman seconded the motion to approve the May 15<sup>th</sup> meeting agenda as amended. Motion passed.

**Approval of April 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 Marilyn Berger seconded the motion to approve the April 20<sup>th</sup> meeting minutes as amended. Motion passed.

**Friends of the Library Report:** Barbara Orcutt gave a short report regarding the Friends' recent activities. Much of their attention is focused on the upcoming 4<sup>th</sup> of July book sale. Patron donations are abundant. They are also still looking for an event to host their annual meeting.

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

- The library has received approximately 39% of the projected budget. Expenditures as of April 1, 2018 are approximately 27% of the projected budget.
- There were 7,751 circulating items in the month of April.
- A total of 959 electronic downloads were reported for April of 2018.
- Library visits were up from the previous month at 5,156 visits.

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- A total of 223 items were added to the collection in April of 2018.
  - Program attendees for adult and children’s programs totaled approximately 344 people.
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51 **Old Business:**

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53 **Honoring Friends of the Library:** The board discussed with Barbara Orcutt a date for a joint  
54 meeting of the Friends and Library Boards. This meeting would also be a time to show  
55 appreciation for the work the Friends are doing to fundraise for the library. A meeting is  
56 scheduled for Tuesday, June 19, 2018.

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59 **Resolution approving budget revisions:** The County provided the actual numbers for  
60 beginning cash. The adjusted budget for beginning cash is \$117,000.00. Lou adjusted several  
61 line item amounts to reflect the increase in beginning cash.

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63 **MSP** Marilyn Berger moved and Heike Deubner seconded the motion to approve  
64 Resolution 18-1 to adjust the 2018 budget as amended. Motion passed.

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67 **Interlibrary Loan Policy Revision:** The board discussed a change to the Interlibrary Loan  
68 Request policy (4.3.3). The library would now charge a fee to process interlibrary loans. This is  
69 to off-set the rising costs of postage for ILL items. A re-write of the current policy will be  
70 reviewed at the June meeting.

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73 **New Business:**

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76 **Resolution appointing a claims agent:** Enduris, the library’s insurance provider, asked that a  
77 representative from the library be appointed as a claims agent. Bob Buchholz agreed to take  
78 on the role of claims agent should the need arise.

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81 **Approval of Bills:**

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**Expenditures Summary** 15-Apr-18

*Payroll Worksheet*

**May-18**

Staff and Admin Payroll	\$19,163.94
HCA	\$4,152.38

*Expenditures*

Vouchers 4/24/2018	\$4,244.50
Vouchers 5/1/2018	\$2,548.42
Vouchers 5/14/2018	\$11,086.77

Total- **\$41,196.01**

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

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86 **MSP** A motion was made by Rob Thesman and seconded by Heike Deubner to approve  
87 all bills totaling \$41,196.01. Motion passed.

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90 **Surplus:** 150 items weeded (valued less than \$500.00). Also, several computers, keyboards,  
91 and printers were weeded.

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93 *Dell Computers/Keyboards: DCHMTF1, 8FHMTF1, 2FHMTF1,58P7TF1, 5FHMTFI*  
94 *Printers: Workcenter 3325-LA8189309, Xerox 6505-DX3002505.*

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

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

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102 **Next Meeting: Regular Library Board of Trustees Meeting – June 19, 2018.**

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

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108 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to adjourn  
109 the meeting. Motion carried unanimously.

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111 The meeting adjourned at 11:35am.

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113 Respectfully submitted: \_\_\_\_\_  
114 Board Secretary

115 Approved: \_\_\_\_\_  
116 Board Chair