

Lopez Island Library Board of Trustees
Regular Meeting
May 21, 2019

Approved as amended June 18, 2019

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular May 21, 2019 meeting of the Lopez Library Board of Trustees to order at 10:08 AM.

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

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

Agenda Approval: The agenda was presented for approval. Due to the discussion of the levy lid lift, some items on the agenda were postponed to the next meeting.

MSP Marilyn Berger moved and Constance Euerle seconded the motion to approve the May 21st meeting agenda as amended. Motion passed.

Approval of April 16, 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 Constance Euerle moved and Heike Deubner seconded the motion to approve the April 16th meeting minutes as amended. Motion passed.

Friends of the Library Report: Mike Moore updated the board on the Friends ongoing discussion regarding the Levy Lid Lift. Since neither staff nor board members are allowed to campaign for the lift, the Friends have been preparing for their outreach to the community. Currently, they are looking for community members who love the library and would be willing to support the efforts for a lid lift.

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

-This April was a slow month for library visits, but circulations are continuing to be at all-time high.

-Lou and the staff continue to look at ways in which a levy lid lift would impact the library.

-Malia Sanford and Lou continue to work on the seminars for the Smart Spaces Grant. At this stage in the grant process, they are working on gathering patron feedback regarding library spaces.

47 -Programs for April had good numbers. Better numbers are expected for May and June as
 48 several programs are planned for this month. These include the summer reading program,
 49 summer library camp, and other speakers and workshops.
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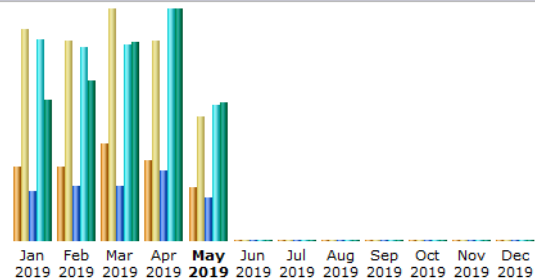
51 April 2019 financials

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 53 Revenue as of May 1, 2019 – \$234,558 (48%)
 54 Expenditures as of May 1, 2019 \$104,736 (22%)
 55 In our General Operating Funds as of May 1, 2019 - \$169,176
 56 In our Capital Improvement Funds as of April 1, 2019 - \$22,082
 57 Lopez Island Endowment Fund: \$106,943
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60 April 2019 operational statistics

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 62 Checkouts – 8,351 (print and electronic) up from 7,751 last year at this time
 63 Walk-ins – 5,056 down from 5,156 last year at this time
 64 Web visits -8,892 down from 10,224 last year at this time
 65 ILL requests – 15 down from 38 last year at this time
 66 Computer Sign-Ins – 728 down from 745 last year at this time
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Monthly history



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

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71 **2019 Collection & Acquisitions Report**

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- 73 Adult Books Fiction - 31
- 74 Adult Books Non-Fiction - 56
- 75 Films 29
- 76 Audiobooks 1
- 77 Teen books 6
- 78 Juvenile books 32
- 79 Periodical issues 63
- 80 Music CDs 12

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83 **Old Business:**

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85 **Levy Lid Lift:** Bob Buchholz presented some information about the cost and revenue
86 associated with a levy lid lift at \$45.00 per \$100,000 collected from property tax vs. \$50.00 per
87 \$100,000 collected. This information included an estimates based on a 4% rate of inflation and
88 a 1% increase in new buildings and adjusted appraisals. These estimates gave a financial
89 picture of the amounts needed to continue to run and improve the library, while also presenting
90 an opportunity to provide more hours and programs for the community. Lopez Library receives
91 the least amount per \$100,000 then any of the 2 other libraries in the San Juan Islands. After
92 a prolonged discussion regarding the justification of pursuing a lid lift, and the way in which the
93 money would be spent, the Board agreed on a definitive plan going forward.

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95 **MSP** A motion was made by Marilyn Berger and seconded by Constance Euerle to
96 pursue raising the levy to \$49 per \$100,00. This motion was not passed.

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98 **MSP** A motion was made by Heike Deubner and seconded by Constance Euerle to
99 pursue raising the levy to \$48 per \$100,00. Motion passed.

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103 **New Business:**

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106 **Library policy manual:** The library's policy manual will need updating due to WA State's new
107 protected classes and other changes recommended by the State Auditor. Further discussion
108 and action will take place in subsequent meetings.

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110 **Tool Library update:** The tool library group is pursuing becoming an official LLC. The group
111 will presenting their ideas for funding, storage, collaboration at the next Board meeting.

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113 **Resolution approving budget revisions:** The County provided the actual numbers for
114 beginning cash. The adjusted budget for beginning cash is \$86,429.00. Lou adjusted several
115 line item amounts to reflect the increase in beginning cash.

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117 **MSP** Constance Euerle moved and Heike Deubner seconded the motion to approve
118 Resolution 19-1 to adjust the 2019 budget as amended. Motion passed.

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120 **Proposed costs of Library Strategic Plan:** This item was postponed for the next meeting.

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Expenditures Summary 21-May-19

Payroll Worksheet

May-19

Staff and Admin Payroll	\$19,958.07
HCA	\$6,706.87

Expenditures

Vouchers 4/29/2019	\$10,311.00
Vouchers 5/14/2019	\$10,096.15

Total- **\$47,072.09**

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125 **MSP** A motion was made by Constance Euerle and seconded by Heike Deubner to
126 approve all vouchers totaling \$47,072.09. Motion passed.

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129 **Surplus:** 328 items withdrawn for book sale (valued less than \$500.00).

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

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

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137 **Next Meeting: Regular Library Board of Trustees Meeting – June 18, 2019**

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

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

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146 The meeting adjourned at 12:04 PM.

147 Respectfully submitted: _____

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Board Secretary

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150 Approved: _____

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Board Chair