

1 Lopez Island Library Board of Trustees
2 Public Budget Hearing
3 November 13, 2018
4 **Approved as Amended December 18, 2018**
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7 **Budget Public Hearing Call to Order:** Acting Chair Marilyn Berger called the Public Budget
8 Hearing to order at 10:00 am.
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11 **Board Members Present:** Trustees Marilyn Berger, Heike Deubner, and LeaAnn Rolla. Bob
12 Buchholz and Constance Euerle were excused.
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14 **Staff:** Director Lou Pray and staff member Claudia Rempel were present.
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16 **Guests:** none present.
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18 **Agenda:** As this meeting was duly advertised and convened to include the purpose of public
19 input for the annual Library Budget, Acting Chair Marilyn Berger declared the meeting open to
20 the public.
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23 **Budget 2019 (action):**
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25 **2019 Levy Certification:** Director Lou Pray read the Levy Certification requesting the levy
26 amounts to be collected in 2019.
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29 **2019 Ordinance/Resolution 18:3:** Lou Pray read the 2018 Ordinance/Resolution authorizing
30 the increase of 1% of last year's property tax.
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33 **2019 Budget Resolution 18-2:** Lou Pray read the Resolution **18-2** adopting the General fund
34 Budget and Capital Improvement Budget for 2019. As the board was satisfied with all the
35 revisions and that a public hearing was properly executed, Marilyn Berger called for a motion.
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37 **MSP** Heike Deubner moved and LeaAnn Rolla seconded to approve Budget/Ordinance
38 **2018-3** and Budget Resolution **2018-2**, adopting the 2019 1% increase and General Fund
39 Budget/ Capital Improvement Budgets. There was no more discussion. The vote was
40 unanimous for approval. Motion passed.
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43 There was no public input and the **2019 Ordinance/ Resolution 18-3** and **Budget Resolution**
44 **18-2** were approved.
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47 **Convening Regular Board Meeting:** At 10:30am, Acting Chair Marilyn Berger, closed the
48 budget hearing portion of the meeting and moved on to the agenda for the regular November
49 13, 2018 meeting of the Lopez Library Board of Trustees.
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54 Lopez Island Library Board of Trustees
55 Regular Board Meeting
56 November 13, 2018
57 **Approved as Amended December 18, 2018**
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60 **Regular Board Meeting Call to Order:** Acting Chair Marilyn Berger Buchholz called the
61 scheduled November 13, 2018 of the Lopez Library Board of Trustees to order at 10:33am.
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63 **Members Present:** Trustees Marilyn Berger, Heike Deubner, and LeaAnn Rolla. Bob
64 Buchholz and Constance Euerle were excused.
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67 **Staff:** Director Lou Pray and staff member Claudia Rempel were also present.
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70 **Friends of the Library:** Friends president Barbara Orcutt was also present.
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73 **Agenda Approval:** The meeting agenda was reviewed. Three items on the agenda were
74 postponed for next month's meeting: HR Policy Additions, Board of Trustee Office Election,
75 and the Endowment Fund. Marilyn Berger called for a motion to approve the revised agenda.
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77 **MSP** Heike Deubner moved and LeaAnn Rolla seconded a motion to approve the
78 agenda as revised. Motion passed.
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81 **Approval of October 17, 2018 Board Minutes:** Minutes were sent out prior to the meeting
82 and corrections and change suggestions were emailed in response. An amended draft of the
83 minutes was submitted for approval. Marilyn Berger called for a motion to approve the minutes.
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85 **MSP** LeaAnn Rolla moved and Heike Deubner seconded the motion to approve the
86 October 17, 2018 meeting minutes as amended. Motion passed.
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89 **Friends of the Library Report:** Barbara Orcutt gave a report about the Friends of the Library
90 activities for the month of October.

91 -The fall annual mailing has been sent out and donations are being received. In future, the
92 options of an email follow-up and monthly donations will be explored.

93 -Preparation for a book sale in the library's community room on Saturday November 24th has
94 continued throughout the month.

95 -The Friends will be taking the month of December off.

96 -Next year they will focus on reviewing their by-laws.
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99 **Librarian Report:** Lou submitted her librarian report with the following highlights:
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- 101 • Expenditure totals for the 10 months of 2018 are now at 69% of the total budget while
102 approximately 71% of the budgeted revenue has been received.
- 103 • Approximately \$129,000 is now available in our general operating funds.
- 104 • As of November 1, 2018, we have \$22,284 in our Capital Improvement Fund.
- 105 • The Lopez Island Library Endowment Fund is now at \$107,325
- 106 • Circulating items for Oct 2018: 9,593, an increase from last year's total of 7,126.
- 107 • In October of 2018 there were 1,064 total digital check-outs.
- 108 • Five-hundred and nineteen people attended programs this month.
- 109 • Approximately 333 items were added to the collection in October 2018.
- 110 • The month of October was spent finalizing budget numbers.
- 111 • The Afterschool Reading Program with Youth Librarian, Ingrid Vliet began
- 112 • The library is waiting for a virtual reality equipment that will include several educational
113 programs.

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115 **New Business:**

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117 **Family Medical Leave-** The state is changing rules and contributions pertaining to Family
118 Medical leave. It is unclear how this law will affect employers with less than 50 employees. Lou
119 will find out what other libraries in the county are doing to accommodate these changes.

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121 **General Discussion:**

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123 -A suggestion was given to the director to change the name of Memory Café to Memory
124 Lane. This would encourage people to attend who are not dealing with memory issues.

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126 -Board members recommended more programs dealing with health related issues to aid
127 our aging population. Some suggestions included accident prevention, vision, and
128 hearing loss.

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130 -Board members would like to see more of the responsibilities and tasks that Sam
131 Bernardi and Claudia Rempel are accomplishing. This is in part, to help the board
132 understand how the staff are working with patrons. It will help to highlight those needs
133 that are being met, along with those that need more attention.

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135 -It was noted that attendance at story time and other children's programs has been very
136 low. This is in part due to other conflicting children's activities, but also an effort could
137 be made to further promote children's programs. A possibility could also be to promote
138 more programs for our Spanish speakers as a way to boost attendance.

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140 -Marilyn Berger suggested rotating a member to attend the Friends of the Library board
141 meeting once a month to help with communication and collaboration.

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143 -In general, the board felt the library could do a better job of highlighting how the library
144 is involved with patrons and the general community.

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Expenditures Summary November 13th, 2018

Payroll Worksheet

Nov-18

Staff and Admin Payroll	\$18,355.94
HealthCare Authority	\$5,269.32

Expenditures

10/15/2018	\$6,032.16
10/26/2018	\$1,568.05
10/31/2018	\$552.38
11/12/2018	\$11,318.13

\$43,095.98

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MSP A motion was made by Heike Deubner and seconded by LeaAnn Rolla to approve all bills totaling \$13,095.98.

Surplus: 138 items withdrawn from the collection valued less than \$500 were presented for surplus. Marilyn Berger called for a motion to approve the surplus.

MSP A motion to approve the surplus was made by LeaAnn Rolla and seconded by Heike Deubner. Motion approved.

Next Meeting: Regular Library Board of Trustees Meeting – December 18, 2018

Adjournment: With no other business on the agenda, Acting Chair Marilyn Berger called for a motion to adjourn.

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

The meeting adjourned at 12:10 pm.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair