

1 Lopez Island Library Board of Trustees  
2 Regular Meeting  
3 November 14, 2017  
4 **Approved as Amended December 19, 2017**  
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7 **Budget Public Hearing Call to Order:** Chair Bob Buchholz called the Public Budget Hearing  
8 to order at 10:00 am.  
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11 **Board Members Present:** Trustees Marilyn Berger, Bob Buchholz, Rob Thesman and Ilene  
12 Unruh. Heike Deubner (excused).  
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15 **Staff:** Director Lou Pray and staff member Claudia Rempel were present.  
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18 **Guests:** none present.  
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20 **Agenda:** As this meeting was duly advertised and convened to include the purpose of public  
21 input for the annual Library Budget, Chair Bob Buchholz declared the meeting open to the  
22 public.  
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25 **Budget 2018 (action):**  
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27 **2018 Levy Certification:** Director Lou Pray read the Levy Certification requesting the levy  
28 amounts to be collected in 2018.  
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31 **2018 Ordinance/Resolution 17-2:** Lou Pray read the 2017 Ordinance/Resolution authorizing  
32 the increase of 1% of last year's property tax.  
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35 **2018 Budget Resolution 17-2:** Lou Pray read the Resolution **17-2** adopting the General fund  
36 Budget and Capital Improvement Budget for 2018. As the board was satisfied with all the  
37 revisions and that a public hearing was properly executed, Bob Buchholz called for a motion.  
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39 **MSP** Rob Thesman moved and Ilene Unruh seconded to approve Resolution **2017-2**,  
40 adopting the 2018 General Fund Budget and Capital Improvement Budgets. There was no  
41 more discussion. The vote was unanimous for approval. Motion passed.  
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44 There was no public input and the 2018 Budget- Resolution **17-2** was approved.  
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47 **Convening Regular Board Meeting:** At 10:30am, Chair Bob Buchholz, closed the budget  
48 hearing portion of the meeting and moved on to the agenda for the regular November 14, 2017  
49 meeting of the Lopez Library Board of Trustees.

50 **Regular Board Meeting Call to Order:** Chair Bob Buchholz called the scheduled November  
51 14, 2017 of the Lopez Library Board of Trustees to order at 10:36am.

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53 **Members Present:** Trustees Marilyn Berger, Bob Buchholz, Rob Thesman, and Ilene Unruh.  
54 Heike Deubner (excused).

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56 **Staff:** Director Lou Pray and staff member Claudia Rempel were also present.

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58 **Friends of the Library:** Friends president Barbara Orcutt was also present.

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60 **Agenda Approval:** The meeting agenda was reviewed. An Insurance discussion item was  
61 added under New Business. Bob Buchholz called for a motion to approve the revised agenda.

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63 **MSP** Ilene Unruh moved and Rob Thesman seconded a motion to approve the agenda  
64 as revised. Motion passed.

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66 **Approval of October 17, 2017 Board Minutes:** Minutes were sent out prior to the meeting  
67 and corrections and change suggestions were emailed in response. An amended draft of the  
68 minutes was submitted for approval. Bob Buchholz called for a motion to approve the minutes.

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70 **MSP** Marilyn Berger moved and Ilene Unruh seconded the motion to approve the  
71 October 17, 2017 meeting minutes as amended. Motion passed.

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73 **Friends of the Library Report:** Barbara Orcutt gave a report about the Friends of the Library  
74 activities for the months of October. The fall annual mailing has generated approximately  
75 \$6,600.00. The Friends will be hosting a holiday table with holiday books and gift books at the  
76 Lopez Preschool's annual Bazaar on Nov. 25<sup>th</sup> as part of their fundraising efforts.

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

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81
- Expenditure totals for the 10 months of 2017 are now at 65% of the total budget while approximately 51% of the budgeted revenue has been received.
  - The Lopez Island Library Endowment Fund is now at \$102,420
  - Circulating items for Oct 2017: 7,126, slightly down from October of last year.
  - Downloadable: 885 total digital check-outs.
  - Approximately 301 items were added to the collection in October 2017.
  - The month of October was spent finalizing budget numbers.
  - Several computers in the patron area are due for replacement. Lou spent some time assessing IT needs and other concerns for the library's computer spaces.
  - Director Lou Pray and staff members Ingrid Vliet, and Kristina Moen attended the Washington Library Association conference in Tacoma the first week of November.
  - Staff member Ingrid Vliet will take over ordering for the youth collection.
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95 **Unfinished Business**

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- **Trustee Training in Anacortes:** Lou Pray, Bob Buchholz, and Heike Deubner will be attending a library trustee training event in Anacortes on November 18, 2017.
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99 **New Business**

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101 **Board of Trustee office election:** Bob Buchholz agreed to continue his office as Chair  
102 for the Library Board of Trustees for 2018. Rob Thesman also elected to continue his role of  
103 Vice Chair for 2018. A motion was called to approve these office elections.

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105 **MSP** Marilyn Berger moved and Ilene Unruh seconded to approve the continuing roles  
106 for Bob and Rob. Motion passed.

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108 **Liability Insurance-** A number of facility upkeep issues have brought up the need for a  
109 review of the library’s insurance policy. As a result, the board will review the current insurance  
110 policy, and decide on what further measures to take to ensure a more comprehensive  
111 insurance plan.

112  
113 **Approval for pay increase to \$22.00 an hour for staff:** Bob Buchholz called for a motion to  
114 approve pay increases for staff in the amount of \$22 per hour beginning January 1, 2018.

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116 **MSP** Rob Thesman moved and Marilyn Berger seconded a motion to approve raises for  
117 staff. Motion passed.

118  
119 **Approval for pay increase of 2% for director:** Bob Buchholz called for a motion to approve a  
120 pay increase of 2% for the director beginning January 1, 2018.

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122 **MSP** Rob Thesman moved and Ilene Unruh seconded a motion to approve the raise for  
123 the director. Motion passed.

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126 **Approval of Bills**

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128 **November 14, 2017 Expenditures**

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130	Vouchers 10/23/2017	\$ 1,625.82
131	Vouchers 10/31/2017	\$ 3,717.23
132	Vouchers 11/14/2017	\$11,078.40

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134	<b>Total Bills</b>	<b>\$16,421.45</b>
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137	11/1/2017	Healthcare - November 2017	\$ 3,982.92
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139	<b>Total Health Care</b>		<b>\$ 3,982.92</b>
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141	11/1/2017	Payroll – November 2017	\$18,032.94
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143	<b>Total Expenditures</b>		<b>\$ 38,437.31</b>
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145 **Flooring estimate re-approval:** Lou Pray asked the Board for a budget to pursue some much  
146 needed meeting room and bathroom floor replacements. The Board had previously approved a  
147 \$5,000.00 budget to restore flooring but the estimate is now \$7,300.00 (\$2,300.00 above what  
148 was approved last month)

149  
150 Chair Bob Buchholz called for a motion to approve all vouchers.

151  
152 **MSP** A motion was made by Ilene Unruh and seconded by Rob Thesman to approve all  
153 bills totaling \$38,437.31 and a \$7,300.00 budget for Director Lou Pray to pursue new flooring  
154 for meeting room and restroom renovations. Motion passed.  
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156 **Surplus: 56** items withdrawn from the collection valued less than \$500 were presented for  
157 surplus. Bob Buchholz called for a motion to approve the surplus.

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159 **MSP** A motion to approve surplus was made by Rob Thesman and seconded by  
160 Marilyn Berger. Motion approved.

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162 **Next Meeting: Regular Library Board of Trustees Meeting – December 19, 2017.**

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

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167 **MSP** A motion was made by Marilyn Berger and seconded by Ilene Unruh to adjourn  
168 the meeting. Motion carried unanimously.

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170 The meeting adjourned at 11:50 am.

171 Respectfully submitted: \_\_\_\_\_  
172 Board Secretary

173 Approved: \_\_\_\_\_  
174 Board Chair