

Lopez Island Library Board of Trustees  
Regular Meeting  
November 20, 2019

Approved as amended December 9, 2019

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular November 20, 2019 meeting of the Lopez Library Board of Trustees to order at 10:10 am.

**Members Present:** Trustees Bob Buchholz, LeaAnn Rolla, and Constance Euerle. Michael Moore (excused).

**Guest speaker:** Friends of the Library president Barbara Orcutt and Connie Holz was also present.

**Staff:** Staff members Claudia Rempel and Ingrid Vliet were also present.

**Agenda Approval:** The agenda was presented for review. No changes were made to the agenda.

**MSP** Constance Euerle moved and LeaAnn Rolla seconded the motion to approve the November 20, 2019 meeting agenda as revised. Motion passed.

**Approval of all October Board Minutes:** Minutes were sent out prior to the meeting and corrections and suggestions were emailed in response. The minutes were submitted for approval.

**MSP** Constance Euerle moved and LeaAnn Rolla seconded the motion to approve the meeting minutes. Motion passed.

**Friends of the Library Report:** Barbara Orcutt updated the Board regarding the Friends Fall activities. The board is preparing for the Thanksgiving book sale. They would also like to recruit new board members.

**Librarian's Report:**

Lopez Island Library Board of Trustees  
Financial and Acquisitions Report  
November 20, 2019

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49 **Financial Snapshot for October 2019**  
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52 Revenue as of Oct 31, 2019 - \$414,406.00 (92% received)  
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54 Expenditures as of Oct 1, 2019 \$447,547.85 (92% spent)  
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56 In our General Operating Funds as of Oct. 31, 2019 - \$138,240.96  
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58 In our Capital Improvement Funds- \$ 2,882.00  
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### **Select Operational Statistics for October 2019**

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63 New items selected and added:

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- 65 • 119 books
- 66 • 36 films
- 67 • 1 music CDs
- 68 • 43 periodicals
- 69 • 0 audiobooks
- 70 • 2 Musical Instrument
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72 Library Walk-in Traffic: 4,840 patrons

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74 Circulating items: 5,104 items

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76 Computer sign-ins: 757 sessions

### **Digital Statistics for October 2019**

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80 Digital Items checked out and select database sign-ins:

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- 82 • Washington Anytime Overdrive Library: 915 checkouts
- 83 • Hoopla: 264 checkouts
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### **Programs Completed for October 2019**

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87 Select Programs and attendance – (192 total):

- 88
- 89 • QiGong- 18 participants
- 90 • Genealogy- 7 participants
- 91 • Art Reception (Library focus)- 62 participants
- 92 • Knitting Circle-18 participants
- 93 • Rocky Horror Movie-18 participants
- 94 • Storytimes- 69 participants
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**New Business:**

**Financial Housekeeping:** Bob Buchholz called for a motion to remove Lou Pray from the Library's bank accounts since she is no longer employed at the library.

**MSP** A motion was made by Constance Euerle and seconded by LeaAnn Rolla to remove Lou Pray from the Library's Islander's Bank account. Motion passed.

**Macmillan Publishing E-Book Boycott:** Ingrid Vliet, Youth Services Librarian updated the board on the Washington Digital Consortium Boycott of Macmillan Publishing's E-book/Digital Audio offerings for 14 months. This is due to a rise in pricing and the publisher's embargo on new books. The library will be participating in this boycott due to its membership in the digital consortium. This will not affect print books and audio CDs by the publisher.

**Vouchers:** Bob Buchholz called for a motion to approve the October and November payroll and expenditures total.

- October Payroll and Expenditures Total: \$53,972.84
- November Payroll and Expenditures Total: \$51, 662.16

**MSP** Constance Euerle moved and LeaAnn Rolla seconded the motion to approve the October and November Payroll and Expenditures Total. Motion Passed.

**Surplus:** 3100 items withdrawn for book sale (valued less than \$3000.00).

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

**MSP** A motion was made by Constance Euerle and seconded by LeaAnn Rolla to approve all weeding of surplus items. Motion passed.

**Executive Session:** At 11:33am the regular meeting ended and the meeting convened in executive session. The purpose of the executive session was to finalize the library's budget preparation for 2020.

The minutes will show that the executive session began at 11:34am and ended at 12:05am. No decisions were made or actions taken.

**Open Session:**

143 **Budget 2020:** Chair Bob Buchholz called for a motion to present the 2020 Budget to the public  
144 on November 22, 2019 at 10:00am followed by an Executive Session.

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146 **MSP** LeaAnn Rolla moved and Constance Euerle seconded the decision to present the  
147 2020 Budget to the Public on 11/22/2019 at 10:00am.

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149 **Next Meeting: Regular Library Board of Trustees Meeting – December 18, 2019**

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

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154 **MSP** A motion was made by LeaAnn Rolla and seconded by Constance Euerle to  
155 adjourn the meeting. Motion carried unanimously.

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157 The meeting adjourned at 12:07pm.

158 Respectfully submitted: \_\_\_\_\_  
159 Board Secretary

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161 Approved: \_\_\_\_\_  
162 Board Chair