Lopez Island Library Board of Trustees

Regular Meeting

October 15, 2019

Approved as Amended November 20, 2019

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular October 15, 2019 meeting of the Lopez Library Board of Trustees to order at 10:07 aM.

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

**Guest speaker**: no guest speaker

**Staff:**  Staff member Claudia Rempel was also present.

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

**MSP** LeaAnn Rolla moved and Mike Moore seconded the motion to approve the October 15, 2019 meeting agenda as revised. Motion passed.

**Approval of all September 2019 minutes 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** Mike Moore 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 annual drive. A fundraising letter is going out to patrons at the end of October. The Friends are also in need of more members and would like to recruit other volunteers to the board.

**Librarian’s Report:**

**Lopez Island Library Board of Trustees**

**Financial and Acquisitions Report**

**October 15, 2019**

**Financial Snapshot for 2019**

Revenue as of Oct 1, 2019 - $321,475.77 (66% received)

Expenditures as of Sept 1, 2019 $391,792.55 (80% spent)

In our General Operating Funds as of Oct. 1, 2019 - $14,187.13

In our Capital Improvement Funds- $32,882.00

Lopez Island Endowment Fund: $107,809.97

**Select Operational Statistics for September 2019**

New items selected and added:

* 64 books
* 29 films
* 2 music CDs
* 43 periodicals
* 8 audiobooks
* 1 Musical Instrument

Library Walk-in Traffic: 4,402 patrons

Circulating items: 3,444 items

Computer sign-ins- 697 sessions

**Digital Statistics for September 2019**

Digital Items checked out and select database sign-ins:

* Washington Anytime Overdrive Library- 915 checkouts
* Hoopla -227 checkouts
* WA Rural Heritage- 61 sign-ins

**Programs Completed for September 2019**

Select Programs and attendance – (189 total):

* QiGong- 33 participants
* End of Ice/Dahr Jamail-90 participants
* Author Talks-19 participants
* Tech class- 5 participants
* Repair Café-30 participants
* Storytime-12 participants\*

**Old Business:**

**Lost Item Processing Fee**: Ingrid Vliet, Youth Services Librarian, proposed a change to the processing fee of $15 that is charged for a lost item. This fee is charged per item that needs replacement and is an added charge on in addition to the cost of the item.

**MSP** LeaAnn Rolla moved and Mike Moore seconded the motion to remove the $15 processing fee for lost or damaged items. Motion passed.

**New Business:**

**Circulation Policy Review:** Ingrid Vliet, Youth Services Librarian, proposed a change to the visitor card fee and circulation policy. Currently, our visitor card is $10.00 and allows visiting patrons 2 months of limited use of the collection and access to all electronic offerings. The cost of the card does not currently reflect the market price of any of the materials that are allowed to circulate. If materials are damaged, or lost, the library is not recovering any costs to replace items; especially after visiting patrons leave the island. The library staff proposes the cost of visitor cards be increased to $25.00 per patron. The card would allow the visitor to check out any 3 materials at a time, but will exclude circhtech items and musical instruments. The board will review the policy manual and vote on this policy at the next board meeting.

**Transfer from Lopez island Library Endowment Fund**: Bob Buchholz recommended that the Board withdraw $20,000 from the Library Endowment Fund to supplement the Library’s General Fund.

**MSP** A motion was made by Mike Moore and seconded by LeaAnn Rolla to approve the transferring of $20,000 from the Endowment Fund to the Library’s General Fund.. Motion passed.

**Vouchers: (TBD)** Expenses will be finalized for the November 2019 meeting.

**Surplus**: 530 items withdrawn for book sale (valued less than $1000.00).

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

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

**Executive Session:** At 10:45am the regular meeting ended and the meeting convened in executive session. The purpose of the executive session was to discuss the library organizational structure.

The minutes will show that the executive session began at 10:45am and ended at 11:44am. No decisions were made or actions taken.

**Next Meeting: Regular Library Board of Trustees Meeting – November 19, 2019**

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

 **MSP** A motion was made by LeaAnn Rolla and seconded by Michael Moore to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:45am.

Respectfully submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Board Secretary

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Board Chair