

Lopez Island Library Board of Trustees
Regular Meeting
October 17, 2018

Approved November 13, 2018

Regular Board Meeting Call to Order:

Bob Buchholz called the regular October 17, 2018 meeting of the Lopez Library Board of Trustees to order at 10:08 AM.

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

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

Agenda Approval: The agenda was presented for approval.

MSP Constance Euerle moved and Heike Deubner seconded the motion to approve the October 17th meeting agenda. Motion passed.

Approval of September 18, 2018 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 Heike Deubner moved and Constance Euerle seconded the motion to approve the September 18th meeting minutes as amended. Motion passed.

Friends of the Library Report:

-Barbara Orcutt FOL President, gave a short report about the group's activities in September. - Further planning continues for hosting the November book sale. The sale will be held on Saturday, November 24th in the library's community meeting room. The sale will include holiday books, cookbooks, children's books, and fiction.

-During the next few weeks the Friends will also be mailing out their annual fund drive letters.

46 **Librarian's Report:** Lou submitted her librarian's report of September statistics with the
47 following highlights:
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- 49 • The library has received approximately 52% of the projected revenue. Expenditures as
50 of October 1, 2018 are approximately 63% of the projected budget.
- 51 • There were 7,412 circulating items.
- 52 • A total of 983 electronic downloads were reported.
- 53 • Library visits were up from this time last year at 5,789 visits.
- 54 • A total of 318 items were added to the collection.
- 55 • Program attendees for adult and children's programs totaled 286 people.
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58 **Old Business:**

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61 **2019 Library Budget Draft (continued discussion):** A more accurate 3.6 COLA increase
62 was added to staff and admin salaries. Having no further revisions, the board moved forward in
63 accepting the 2019 budget draft for public input on the November 13th meeting.
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65 **MSP** Constance Euerle moved and Marilyn Berger seconded the motion to approve the
66 draft budget for presentation at the November 13th public meeting. Motion passed.
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69 **Policy Manual Updates:** Lou presented updates to the Library's employment policy manual
70 based on changes to WA state law. The board will review the existing policy manual and
71 compare it to the new additions recommended for employment policies.
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74 **New Business:**

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77 **Refreshing the parking lots:** Lou presented a quote from a local contractor to update the
78 parking lot lines and signage. Several board members suggested the pedestrian access path
79 improvement precede any work on the parking lot. After a short discussion, the board agreed
80 to wait on any approval for the parking lot, but go forward with the path improvement.
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82 **MSP** LeaAnn Rolla moved and Heike Deubner seconded the motion to approve the
83 pedestrian access to the library grounds for a budget of approximately \$5,000. Motion passed.
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86 **Changing November Meeting:** Due to the Thanksgiving holiday, the November 20th budget
87 and regular board meeting was moved to **November 13th** from 10:00 am to 12:00pm in the
88 Community Meeting Room.
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92 **Approval of Bills:**
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Expenditures Summary 17 Oct 2018

Payroll Worksheet

	Staff and Admin	
September 2018	Payroll	\$20,005.94
October 2018		\$18,916.94
Health Care Authority -9/18		\$5,269.32
Health Care Authority - 10/18		\$5,269.32
Expenditures		
Vouchers 10/1/2018		\$2,583.67
Vouchers 10/15/2018		\$6,032.16
	Total-	\$58,077.35

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95 Bob Buchholz called for a motion to approve all vouchers.

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97 **MSP** A motion was made by Constance Euerle and seconded by Heike Deubner to
98 approve all bills totaling \$58,077.35. Motion passed.

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101 **Surplus:** 120 items weeded (valued less than \$500.00).

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

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105 **MSP** A motion was made by Marilyn Berger and seconded by Constance Euerle to
106 approve all weeding of surplus items. Motion passed.

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109 **Next Meeting: Budget and Regular Library Board of Trustees Meeting – November 13,
110 2018**

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113 The meeting adjourned at 11:38 pm.

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115 Respectfully submitted: _____
116 Board Secretary

117 Approved: _____
118 Board Chair