

Lopez Island Library Board of Trustees  
Regular Meeting  
September 18, 2018  
**Approved as Amended on October 17, 2018**

**Regular Board Meeting Call to Order:**

Bob Buchholz called the regular September 18, 2018 meeting of the Lopez Library Board of Trustees to order at 10:02 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** Marilyn Berger moved and Heike Deubner seconded the motion to approve the September 18<sup>th</sup> meeting agenda. Motion passed.

**Approval of August 21, 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 Marilyn Berger seconded the motion to approve the August 21<sup>st</sup> meeting minutes as amended. Motion passed.

**Friends of the Library Report:**

-Taya Higgins, FOL Vice President, gave a short report about the Friends' activities in July and August. The Friends have decided to again host the November book sale. The sale will be held on Saturday, November 24<sup>th</sup> in the library's community meeting room. The sale will include holiday books, cookbooks, children's books, and fiction.

-Book sales on Amazon are up from the projected budget. This is due in part to a generous donation of rare art books.

-Book sales at the ferry dock are also up from last year's sales, as of the end of August.

47 **Librarian's Report:** Lou submitted her librarian's report of August 2018 statistics with the  
48 following highlights:

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- 50 • The library has received approximately 49% of the projected revenue. Expenditures as
- 51 of September 1, 2018 are approximately 49% of the projected budget.
- 52 • There were 9,676 circulating items. This is the highest amount of circulating items in a
- 53 month in the last 5 years.
- 54 • A total of 1,073 electronic downloads were reported.
- 55 • Library visits were up from July 2018 at 8,454 visits.
- 56 • A total of 390 items were added to the collection.
- 57 • Program attendees for adult and children's programs totaled 484 people.
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60 **Old Business:**

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63 **2019 Library Budget Draft (continued discussion):** A new revenue line item for Interlibrary  
64 Loan was added to the 2019 budget.

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67 **Policy Manual Updates:** This items was moved to the October 2018 meeting.

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70 **Programs Update (handout and discussion):** Lou introduced several new programs coming  
71 to the library's Fall program schedule. The library will be featuring local authors and several  
72 lectures from the Washington Humanities list of speakers.

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75 **New Business:**

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78 **Sno-Isle Levy Lid Lift examples:** Lou presented an example of a successful campaign from  
79 the Sno-Isle Library District. The board members will look thru the campaign materials on their  
80 own in preparation for next month's meeting.

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83 **Newsbank –** Lou presented the Newsbank database, an online resource for big and small  
84 newspaper publications. Newsbank is offering a free trial subscription until December of 2019.  
85 Lou will go ahead and pursue this database option for the library.

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88 **Changing October Meeting:** Due to a scheduling conflict, the October 16<sup>th</sup> regular board  
89 meeting was moved to **October 17<sup>th</sup>** from 10:00am to 12:00pm in the Community Meeting  
90 Room.

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**Approval of Bills:**

**Expenditures Summary**                      18 Sept 2018

*Payroll Worksheet*

<b>September 2018</b>	Staff and Admin Payroll	\$20,005.94
<b>Health Care Authority</b>		\$TBD
<b>Expenditures</b>		
Vouchers 8/27/2018		\$19,878.70
Vouchers 9/4/2018		\$1,540.14
Vouchers 9/17/2018		\$ 12,764.65
	Total-	<b>\$54,189.43</b>

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Bob Buchholz called for a motion to approve all vouchers.

**MSP** A motion was made by Constance Euerle and seconded by Heike Deubner to approve all bills totaling \$54,189.43. Motion passed.

**Surplus:** 320 items weeded (valued less than \$500.00).

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

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

**Next Meeting: Regular Library Board of Trustees Meeting – October 17, 2018**

The meeting adjourned at 11:53 pm.

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

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Approved:

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Board Chair