

Lopez Island Library Board of Trustees
Regular Meeting
September 17, 2019

Approved as Amended October 15, 2019

Regular Board Meeting Call to Order:

Chair Bob Buchholz called the regular September 17, 2019 meeting of the Lopez Library Board of Trustees to order at 2:03 PM.

Members Present: Trustees Bob Buchholz, Constance Euerle, Mike Moore, and LeaAnn Rolla.

Guest speaker: no guest speaker

Staff: Staff member Claudia Rempel was also present.

Agenda Approval: The agenda was presented for review. Under Old Business a Smart Spaces Grant Update was added. Under New Business, a Lost Item Processing fee agenda item was also added. The agenda item regarding the 2020 budget discussion was moved to the executive session.

MSP Constance Euerle moved and LeaAnn Rolla seconded the motion to approve the September 17, 2019 meeting agenda as revised. Motion passed.

Approval of August 20, 2019 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 LeaAnn Rolla moved and Constance Euerle seconded the motion to approve the August 20, 2019 meeting minutes. Motion passed.

Friends of the Library Report: Barbara Orcutt reported on the success of the annual meeting with guest speaker Dahr Jamail. They are continuing their campaign for the library's levy lift. The Friends are also planning for their annual contribution letter. Their letter will be ready by the middle of October.

47 **Librarian's Report:**

48
49 **Lopez Island Library Board of Trustees**
50 **Financial and Acquisitions Report**
51 **September 17, 2019**
52

53
54 **Financial Snapshot for August 2019**
55

56
57 Revenue as of Sept 1, 2019 - \$306,717.83 (63% received)

58
59 Expenditures as of Sept 1, 2019 \$354,559.90 (72% spent)

60
61 In our General Operating Funds as of Sept 13, 2019 - \$41,235.10

62
63 In our Capital Improvement Funds- \$32,882

64
65 Lopez Island Endowment Fund: \$107,809.97
66

67
68 **Select Operational Statistics for August 2019**
69

70 New items selected and added in Aug 2019:

- 71
72
 - 203 books
 - 14 films
 - 1 music CDs
 - 43 periodicals
 - 1 audiobooks
 - 3 Musical Instruments
78

79 Aug 2019 Library Walk-in Traffic: 6,562

80
81 Circulating items in Aug 2019: 4536

82
83 Computer sign-ins August 2019-1143
84

85 **Digital Statistics for August 2019**
86

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

- 88
89
 - Washington Anytime Overdrive Library- 948 checkouts
 - Hoopla -224 checkouts
 - WA Rural Heritage- 66 sign-ins
92

93 **Programs Completed for August 2019**
94

95 Select Programs and attendance – (322 total):
96

- 97 • Wednesday Afternoon Summer Programs- 65 participants
- 98 • QiGong- 29 participants
- 99 • Girls Group-10 participants
- 100 • Waffles and Bats- 62 participants
- 101 • Coast Salish (Althea Wilson)- 102 participants
- 102 • Art Reception -25 participants
- 103 • Brunch and Board Games- 23 participants
- 104 • Geneology- 6 participants
- 105 • Storytime -77 participants

106

107 **Old Business:**

108

109 **Smart Spaces Grant Update:** The library is in good standing with this grant. Malia Sanford,
 110 Programs Coordinator, is the point person and is managing the grant process. We have
 111 identified the area that we would like to turn into an active learning space: the under-utilized
 112 open space across from the circulation desk. The next steps involve a more detailed plan for
 113 the proposed space.

114

115

116 **New Business:**

117

118 **Lost Item Processing Fee:** Ingrid Vliet, Youth Services Librarian, proposed a change to the
 119 processing fee of \$15 that is charged for a lost item. This fee is charged per item that needs
 120 replacement and is an added charge on in addition to the cost of the item. Ingrid would like to
 121 propose that the library consider removing the processing fee from lost items. The board will
 122 vote on this issue at the next meeting.

123

124

125 **Approval of Bills:**

126

Expenditures Summary Sept 17, 2019

Payroll Worksheet

Sept 2019

Staff and Admin Payroll	\$22,013.76
HCA	\$6,482.22

Expenditures

Vouchers 8/26/2019	\$26,682.61
Vouchers 9/4/2019	\$4,533.87
	\$2,693.11
Vouchers 9/16/2019	

Total- **\$62,405.57**

127

128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158

159
160

161

162
163

MSP A motion was made by LeaAnn Rolla and seconded by Mike Moore to approve all vouchers totaling \$62,405.57. Motion passed.

Surplus: 117 items withdrawn for book sale (valued less than \$1200.00).

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

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

Executive Session: At 2:53 pm, Claudia Rempel excused herself from the regular meeting and the meeting convened in executive session. The purpose of the executive session was to discuss a personnel matter and the board anticipated the executive session to last approximately one hour.

The minutes will show that the executive session began at 2:54pm and ended at 3:50pm. No decisions were made or actions taken

Next Meeting: Regular Library Board of Trustees Meeting – September 17, 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 Constance Euerle to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 4:00pm.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair