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1 Lopez Island Library Board of Trustee
2 Regular Meeting
3 February 14, 2013
4 Approved as amended March 14, 2013

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5 **Members present**: Tina Katzenberger, Bill Evans, Sarah Eppenbach, and Michael
6 Moore, and Ilene Unruh.

7 **Staff:** Lou Pray. Judy Welker

8 **Friends of the Library:** None

9 **Guests:** Glen Maxson

10 **Call to Order:** Tina Katzenberger called the meeting to order at 2:08 pm after it was
11 determined that a quorum was present.

12 **Agenda approval:** The Agenda was reviewed and amended to move the discussion of
13 ILS and IT update to the beginning of the agenda to accommodate Glen Maxson.
14   **MSP** Michael Moore moved and Sarah Eppenbach seconded to approve the
15 agenda as amended. Motion passed.

16 **Approval of February 14, 2013 Regular Board Minutes:** The trustees reviewed the
17 minutes. Board members emailed corrections prior to the meeting and the amended
18 minutes were submitted.
19   **MSP** Sarah Eppenbach moved and Michael Moore seconded to approve the
20 January 10, 2013 minutes as amended. Motion passed.

21 **Old Business – ILS and IT update (discussion):** Glen Maxson reported on recent
22 developments in the library's network. An NFTS (New File Technology System) server
23 has been installed and the old Linux server is now disconnected from the network. Lou
24 purchased 9 new computers which are currently being prepped for patron workstations,
25 two will be prepped for staff use. He is currently working on issues with shared network
26 files, printing, and pc management configurations that are not aligning to the new server
27 running Windows 2012 software. Glen is working with Tony Ghazel to get our new
28 computers, upgrades and network workstations stabilized.

29 **Friends of the Library Report:**

30 **Librarian Report:** Lou submitted her librarian's report with the following highlights:
31 - The 2012 Revenue and finalized Expense reports came in showing we had received 102%
32 of expected revenue, but over spent in some areas.
33 - The Koha ILS became operational right on schedule on February 4, 2013, with staff and
34 volunteers' efforts making the transition remarkably easy. Koha support has been quick to
35 respond to any tweaks that were necessary.
36 - The ALA Midwinter Conference was exciting and enlightening. Among the exciting
37 opportunities were NoveList, a readers' advisory service which will help patrons find their
38 next book, discover read-alikes, and help with Lou's collection development.

39 - Lou is also looking at Tumble Books, an online source for children's e-books, songs, and
40 educational games and is very easy to use.
41
42 **Old Business**
43
44 **Security Cameras (discussion):** Lou reported on her queries to other libraries about
45 their use of security cameras. Most do not use them and those that do, limit their use to
46 the lobby (where drug dealing had been occurring) and the parking lot (due to violence
47 and vandalism). Two libraries use them in the main library for safety of staff and
48 patrons. The board discussed this issue at some length citing that Lopez continues to
49 be a low-density population and reported incidents of theft and violence remain isolated
50 and extremely low. Even though missing DVDs continue to occur in the library (some
51 do manage to get returned), an action to place security cameras implies mistrust of all
52 our patrons. The board agreed that they are opposed philosophically to placing security
53 cameras in the library, would seem like surveillance in a private place and goes against
54 intellectual freedom interests. The board agreed to revisit this subject in six months.

55 **Grant database overview re eCivis (action):** As a follow-up to the demonstration of
56 eCivis.com, Lou made further inquiries to similar databases that other libraries use. The
57 favorite was Foundation Directory which costs $3,000 per year and is for in-library use
58 only. When compared to eCivis which would be $1750 a year for a subscription allowing
59 two users at any one time and the ability to search from remote locations (off-campus),
60 Lou was looking favorably at eCivis. After a short discussion, the board approved to try
61 it for one year. No motion was required.

62 **Early Learning Station:** The demo of the ELS (which would be held in the children's
63 library) was postponed until after bill voucher approval, so that Judy Welker could be
64 excused from the meeting.

65 **New Business:**

66 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed
67 by the board.

68 **Vouchers Submitted:**

69 **For year ending 2012**
70 12/31/2012-A   Bills Voucher – Fund 6331 $1,039.99
71 12/31/2012-Final   Bills Voucher – Fund 6331 $ 672.45
72   **Total Bills for 2012**   **$ 1,712.44**
73
74 **For year 2013**
75 1/23/2013   Bills Voucher – Fund 6331 $14,710.30
76 2/1/2013   Bills Voucher – Fund 6331 $ 7,451.30
77   **Total Bills for 2013**   **$ 22,161.60**

78 1/1/2013   Health Care – January $ 142.47
79 2/1/2013   Health Care – February $ 2,188.83
80   **Total Healthcare**   **$ 2,331.30**

81	2/1/2013	Payroll – February	$ 17,057.32	
82		**Total Payroll**		**$ 17,057.32**
83		**Total Expenditures:**		**$ 43,262.66**

84 **MSP** A motion to approve all vouchers for a total of **$ 43,262.66** was made by Ilene
85 Unruh and seconded by Bill Evans. Motion passed.

86 **Surplus:**   19 items were withdrawn from the collection valued at less than $500.00.
87 **MSP** A motion to approve the items presented for surplus was made by Sarah
88 Eppenbach and seconded by Ilene Unruh. Motion passed.

89 **Proposed additions to the digital collection:** Lou demonstrated a trial version of
90 NoveList and followed with a demo of Tumble Books Library, a collection of animated
91 stories that teaches children how to read in a format the love.

92 Judy Welker was excused from the meeting at 3:30 PM

93 **Demo of the Early Learning Station:** The board moved the meeting to the Children's
94 Library.

95 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for March 14,
96 2013 at 2:00 PM.

97 **Adjournment:** With no other business on the agenda, Tina Katzenberger called for a
98 motion to adjourn.
99 **MSP** A motion to adjourn was made by Sarah Eppenbach and seconded by
100 Michael Moore. Motion passed. The regular meeting adjourned at 4:00 PM.

101 Respectfully submitted: _____
102 Board Secretary

103 Approved: _____
104 Board Chair

105

Revenue: earned in 2013 - $22,070.63 (3.88%)

Expenditures: spent in 2013 - $56,608.46 (13.26%)

In our General Operating Funds as of March 1, 2013 - $59,405.34

In our Capital Improvement Funds as of March 1, 2013 - $17,305.10

Lopez Island Endowment Fund: $73, 226.34 (latest)

Operational Statistics Jan 2013–

Circulation

Library Visits (Walk-ins)

ILL

Meeting Room Usage

Video Conferences

February Highlights

In the course of the last month, I implemented some changes into the new ILS, including some interface designs discussed at the last meeting, plus the integration of Novelist content into the catalog so the following features are part of each record:

More Like That Feature - We know that good books leave readers wanting more. NoveList makes it easy to find "more like that" – whether it is more like that series, more like that title, or more like that author.

Complete Series Information - For fans of series, reading order is essential. But it's not always easy to find series information. NoveList Select displays all the titles in each series, in reading order.

Referrals to our own databases - It's always a struggle to find the best way to let patrons know about the wealth of e-resources available through our library. I gave NoveList a list of the databases we subscribe to and those databases are now included as e-resource recommendations to guide patrons to relevant e-resources directly from catalog records.

Reviews – get hundreds of reviews from around the world right in the catalog

Reading Level information - NoveList Select displays Lexile reading levels for juvenile titles which helps younger readers find just the right book.

Other highlights

Tumblebooks (ebooks for kids) is now available and is being marketed at the Children's Center, the School, web page and more:

http://www.tumblebooks.com/library/auto_login.asp?U=lopezislandpl&P=libra.

eCivis (grants database) is now operational .

Form 471 – proceeding with e-rate applications to help pay the lion's share of our telephone bills at the library.

The Winter reading program is coming to a close on March 31, 2013. Lots of thankful patrons are enjoying the great merchant gift cards.

Our agrarian film festival has is now over but was appreciated by the several dozen attendees.

Still to be completed is the pc management system to Koha for managing patron public computer sessions. The product picked by Willem just doesn't work correctly with Koha. Although Koha has a pc management tool in the works, it isn't functional. CASSIE is the new product that Tony Ghazel uses with Orcas library.

Other IT issues below
(from Glen)

Monday, March 12, 2013: First day for the new patron workstations. There was a moment when printing didn't work due to my shared printer setup disappearing (a mystery, easily fixed), and when the young kids invaded I realized I hadn't installed Adobe Flash (now fixed - kids were happy). Only Teen 1 and Thelma haven't been migrated a) to understand the special requirement on the Teen stations better, and b) to sort out a printer driver issue on Thelma and Louise, and migrate Rosetta Stone. I fear Windows 7 drivers are not available for the Sharp AL-2040cs printer, so would like to point all PCs to the HP P2035n printer instead, and just use the Sharp for copies only.

I'll do some work on the patron machines today to get them added to the
Active Directory, but otherwise consider the patron PCs to be stable as is, and let's see how they do over the next few days. Next on my list is to prep the staff PCs for Saturday morning when Tony can be here to help set them up.

PC configuration status:

Express   Dell 330 - Win 7 - boot no password, frozen, printing on HP P2035n

A   Dell 3010 - Win 7 - boot no password, frozen (joined to AD), printing on HP P2035n

B   Dell 3010 - Win 7 - boot no password, frozen, printing on HP P2035n (share point for all
             printing)

C   Dell 3010 - Win 7 - boot no password, frozen, printing on HP P2035n

D   Dell 3010 - Win 7 - boot no password, frozen, printing on HP P2035n

E   Dell 3010 - Win 7 - boot no password, frozen, printing on HP P2035n

Teen 1   Dell 330 - Win XP - boot with Administrator account and password

Teen 2   Dell 330 - Win 7 - boot no password, frozen, printing on HP P2035n

Thelma   Old HP - Win XP - boot with Administrator account and password, printing on Sharp (not working)

Louise   Dell 3010 - Win 7 - boot no password, frozen, printing on HP P2035n

Rosie's Report

• In February, there were 5 story times attended by 53 children and 32 adults, a total of 85 participants.

• Interlibrary loan stats for February: 57 requests sent out 35 books received and processed.

• February's Literary Salon was attended by 14 participants. Thirty-three books were discussed, list attached (Literary Salon lists are posted each month on the "Adult" page in the website): http://www.lopezlibrary.org/adult.html

Judy's Report

- **Daily maintenance on the new DVD buffing machine**
- **Worked with Lou to update website with new databases**
- **Taken two webinars on database products**
- **Working with auditor's office to get "bars" codes corrected. I have an appointment with Kim to finalize our bars numbers on Friday 3/15.**
- **Revamp the statistics report. Will be developing over next few months.**
- **Becoming intimate with our new ILS, marketing features to our patrons.**