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Lopez Island Library Board of Trustees
Regular Meeting
August 11, 2009

Approved on September 8, 2009

Members present: Deborah Bundy, Bob Buchholz, and Penny Gilde. Bill Evans and Tina Katzenberger were excused.

Staff present: Lou Pray, Judy Welker

FOL: MaryLynn Whitley

Call to Order: Deborah Bundy, Vice President, determined that a quorum was present and called the meeting to order at 4:03 pm.

Agenda approval: The agenda was reviewed and a few additional items added.

MSP Bob Buchholz moved and Penny seconded to approve the agenda. Passed.

Approval of July 9, 2009 Regular Board Minutes: Minutes were reviewed. A correction was made to reflect that the July meeting had recessed into an executive session, but the regular meeting was resumed, after which a motion was made and passed regarding the Music checkout.

MSP Deborah Bundy moved and Penny Gilde seconded to approve the July 9, 2009 minutes as amended. Passed.

Friends of the Library: MaryLynn Whitley reported there was no meeting in July. The July 4th book sale went very well, especially with merchandise sales. The Lopez Chamber of Commerce asked the Friends to donate some money to help pay for the port-a-potty. Ellin Evans and others on the board want to encourage the board and other library people to participate in the book sales. Judy Welker pointed out that she had received several call and comments that they had originally volunteered to help with the event but were never contacted, expressing disappointment. MaryLynn said she would take that information back to the Friends.

Librarian Report: July lived up to its reputation as the busiest month of the year in the islands. Lou had the opportunity to give a plug about our genealogy databases to about 200 people attending Julie Van Camp's book talk. Enough interest was generated to give a special training on the subject in the meeting room to the Lopez Island genealogy group. The library sponsored workshop, **Clearing the Clutter** drew a maximum crowd. Carolyn Koehline, a licensed mental health counselor in Bellingham, interacted with the attendees on letting go of physical clutter, and the mental, emotional, and time clutter attached to it. This class was well received. The Read to A Dog program used 3 dogs and had 30 children participating. There is now a "Staff Picks" display in the circular case, featuring books, CDs and audio books. The James Hubbell films shown on Saturday, drew 17 people. The architect is known of locally, probably due in part, as he started the straw bale houses in San Francisco. Teen Movie nights had 14 young adults attending. Lou came back from the PLA conference with a lot of great information on podcasting, web usability and copyright issues.

Facilities: Great Carpets will be coming after Labor Day to replace the defective carpet tiles. We ordered new modular tables to replace the broken tables. The new tables are flexible in that they can be combined in different designs for a variety of needs. They can be flipped up for a class room set up, and can be rolled around for easy redesign of seating. Willem Scholten, our Seattle based IT guy, is trying to re-locate to Lopez which is great news. We have stopped using the spray misters in the bathrooms and have purchased a neutralizing mat for the urinals and the women's commodes. Signage for the over-flow parking has been installed. Lou met with local woodworkers about custom-made seating on the library

53 grounds and decided it would prove too costly. Since September is often when yard furniture goes on
54 sale, the orders will be postponed until Fall.
55

56 **Operational Statistics:** July walk-ins were only slightly higher than June, but circulation was up by 2,000
57 for the same period. The summer reading program may have made a big difference. Accumulated
58 circulation for July over a three-year period, totaled 35,986 for 2007, 45,554 in 2008, and 49, 315 so far
59 this year. Laptops have really caught on, with 41 patrons signing up for them for nearly 80 hours of
60 usage time.

61
62 **Collection Highlights:**

63
64 **Financial Reports:** July expenditures totaled 53.45% of budget used. July revenue showed 66.01% of
65 the budget received. We have \$135,000 at the end of July in the fund. The board reviewed several line
66 items.

67 **MSP** A motion was made by Tina Katzenberger moved and Penny Gilde seconded to
68 accept the financial reports as presented. Passed.
69

70 **OLD BUSINESS**

71
72 **Carpet:** No dates have been set aside yet, but when they are, we'll be sure to block off the time in the
73 meeting room book so room users won't be bumped.
74

75 **Parking Lot Update:** Lou received an affidavit from the insurance company giving the Church up to
76 \$10,000 of coverage. The overflow signage has been installed and advertised. Everything is "go" with
77 Pastor Smith who promised to have final comments on the general use document by our next board
78 meeting.
79

80 **Grounds and Pathway:** Adrian Cameron continues to make improvements to the pathways and
81 grounds in general, including two pedestrian paths.
82

83 **Electronic Over Dues:** We've started sending out overdue notices by email, saving approximately
84 \$25.00 per week, not to mention hours of labor, so we are looking at a conservative \$1,200 dollar savings
85 annually in communication expenditures. Well done, Willem!
86

87 **Webpage:** We'll be adding a link to our technology plan, and verbiage to the webpage so that patrons
88 know about the over-flow parking. We have purchased 5 user accounts with Lynda.com, which is an
89 online source of learning both new and existing software and hardware.
90

91 **Expansion:** What comes next? Since we have a general idea what Gary Tabezinski would propose
92 and charge (\$100 an hour for a similar draft as the Greene and Greene) the board authorized Lou to meet
93 with Bob & Lois Wardell on another addition design. After some discussion, the board voted to empower
94 the director to choose which architect to draw up an additional design.

95 **MSP** A motion to have Lou acquire an additional design proposal for the quad area was
96 made by Tina Katzenberger and seconded by Deborah Bundy. Passed.
97

98 **Road Widening:** Lou talked to the road foreman and was told that we will have a crosswalk at the end of
99 September. It may not necessarily be the final crosswalk, but the road will be that far along.
100

101 **NEW BUSINESS:**

102
103 **Washington State Library Training:** Nancy Pearl, with the Reader's Advisory will be leading a class on
104 creating reading lists in September in Burlington. Both Lou and Karen will be attending this full-day free
105 State Library-funded training.

106
107 **Annual Evaluations:** Lou advised the board that she was currently conducting the staff's annual job
108 reviews. The board briefly discussed their requirement to evaluate Lou's performance. Lou reminded
109 them that the evaluation normally fell in August.

110
111 **Database Demos:** Ancestry.com and Lynda.com were demonstrated for the board members. They
112 were impressed with both of the resources now available to the community.

113
114 **BornLearning.org:** Lou met with Diana Dyer, our public health nurse, Ellin Evans, and Jane Hobbs from
115 the Family Resource Center, about a project called "Born Learning" which encourages learning
116 opportunities out of doors. Lou asked for board support to display permanent "Born to Read" signs on the
117 library grounds. Ellin Evans will ask Gina Carter if one of the high school seniors would like to help out as
118 a senior project. As the signage for the library grounds has a focus on reading and storytelling, board
119 members thought this was appropriate for display.

120
121 **Approval of Bills:** Vouchers to pay bills, payroll and health insurance were submitted and reviewed by
122 the board.

123
124 **Approval of Vouchers:**

125
126 Bill Voucher of 7/16/2009: \$ 2,309.00
127 Bill Voucher of 8/11/2009: 15,111.26
128 Healthcare Voucher of 8/11/2009: 2,182.44
129 Payroll voucher of 8/11/2009: 14,176.78
130
131 Total Expenditures: \$ 33,779.48

132
133 **MSP** A motion to approve all vouchers for a total of \$33,779.48 was made by Deborah
134 Bundy and seconded by Penny Gilde. Passed.

135
136 **Surplus:** 1 table with broken legs valued at less than \$500 was presented for surplus.
137 **MSP** A motion to approve the item presented for surplus was made by Penny Gilde and
138 seconded by Tina Katzenberger. Passed.

139
140 The next meeting is scheduled for September 8, 2009.

141
142 **Adjournment:** With no other items to discuss, the vice-chair called for a motion to adjourn.
143 **MSP** A motion to adjourn the meeting was made by Tina Katzenberger and seconded by
144 Penny Gilde. Passed.

145
146
147 The meeting adjourned at 5:25 pm.

148
149 Respectfully submitted: _____
150 Board Secretary

151
152 Approved: _____
153 Board Chair