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Lopez Island Library Board of Trustees
Regular Meeting
July 14, 2009

Approved August 11, 2009

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

Staff present: Lou Pray, Judy Welker

Guest: Dean Jacobsen, Lopez School Music Advocacy Foundation

Call to Order: Deborah Bundy, Vice President, determined that a quorum was present and called the meeting to order at 4:00 pm.

Agenda approval: The agenda was reviewed.

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

Approval of June 9, 2009 Regular Board Minutes: Minutes were reviewed.

MSP Penny Gilde moved and Bob Buchholz seconded to approve the July 9, 2009 minutes as submitted. Passed.

OLD BUSINESS: As a courtesy to Dean Jacobsen, Deborah jumped to an item scheduled on the agenda under old business.

Music Checkout (action/decision): The board had previously tabled this item until the community had had a chance to formulate Service Priorities for the Long-Range Plan. A program enabling patrons to check out an instrument at the library certainly fits in the long-range service priority of Stimulate Imagination/Satisfy Curiosity. The board reviewed the various components of the program with Dean Jacobsen. Storage will not be an issue since the inventory will be small – the downstairs storage area can be modified to accommodate the instruments. Dean will be responsible for obtaining the instruments, and finding volunteers to keep the instruments serviced. He will also round up potential instructors, although any free or reduced-fee instruction will be limited to younger students. The program will be open to all ages. The library will do the marketing – flyers, brochures, internet/website and news articles. Lou wanted to commit to a trial period of one year. Dean was excused so the board could enter into an Executive Session. The meeting was temporarily adjourned at 4:29 pm.

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Lopez Island Library Board of Trustees
Executive Session
July 14, 2009

Call to Order: The executive session convened at 4:30 pm.

Music Check-Out Program Discussion: Board members wanted to discuss the possible cost to the library. According to Dean Jacobsen, there would be no direct cost. There would be no way of knowing until the program was underway, whether there would be any hidden costs, such as undue amounts of staff time. With all concerns and questions addressed, the director called for adjournment.

Adjournment: The executive session adjourned at 4:44 pm.

**Lopez Island Library Board of Trustees
Regular Meeting
July 14, 2009**

Meeting Reconvened: The regular meeting reconvened at 4:45 pm.

Music Check-out Program: With no more discussion, concerns and questions addressed, a motion was called for.

MSP Bob Buchholz moved and Penny Gilde seconded to approve the Music Check-Out Program for an initial trial period of one year with the understanding that the Lopez Library will provide publicity, storage, and the check-out components of the Program. Dean Jacobsen and the Lopez School Music Advocacy Foundation will attain instruments, repair and service instruments, and seek available instructors for the program. Motion passed.

Friends of the Library: No report. The July 4th book sale unofficially brought in over \$6,000, of which \$1800 was from merchandise. Also, the Friends purchased the DVD cleaner/buffer which was obtained from Media Cocktail for a deep discounted price.

Librarian Report: Lou highlighted the month's activities. Suzanne Nicholson received a gift certificate from Sur La Table, which specializes in kitchenware from France. She was thrilled to get something she can really use. The certificate was purchased by individual donations to celebrate her retirement of 35+ years volunteering at the library. We miss her already. The library's 5-year Long Range Plan and Service Priorities are now online on the website. The 2-year Technology Plan will be added as well. The summer reading program has 60 kids signed up so far. This is the largest number to sign up in history. Patrons can now request Interlibrary Loans from home. We are on the verge of sending our first ever over-due reports via email which will save taxpayers a lot of postage over time. The parade float entry went well. We didn't win anything, but everybody had fun and it was good PR to have a presence in the parade, especially with the theme "Lopez Stories". Thanks to Willem Scholten and his family for their help in making the float a reality. Lots of children came up to paint on the float during the parade. Great Carpets will have an inspector coming out to assess the overall fix on the carpet squares. We found out that the manufacturer of the glue applied was the main problem. They had similar problems with other installation jobs using the same glue. It is a relief to know that it wasn't the cold temperature at fault. The air conditioning is working great. Patrons are enjoying the cooler indoor temperatures during the hot spells we've been having. Local author, Ken Burr will be speaking on July 8th about his new book, *Coming Out, Coming Home: making room for gay spirituality in therapy*. He is a pastoral counselor and licensed marriage and family therapist and will be highlighted in the next radio program.

Operational Statistics: June had 1,500 more walk-ins than the previous month and circulation was up by 2,000 over last month.

Collection Highlights:

Financial Reports: June expenditures totaled 53.45% of budget used. June revenue showed 64.95% of the budget received. We currently have \$137,000 in the fund.

MSP A motion was made by Bob Buchholz moved and Penny Gilde seconded to accept the financial reports as presented. Passed.

OLD BUSINESS

Carpet: Already discussed.

106 **Parking Lot Update:** A discussion with Pastor Jeff Smith indicated that the parking lot plans were
107 discussed at their last elder's meeting. They want the agreement adjusted so that it is not so formal. All
108 the legalese made them a bit nervous. Bill Kim has been asked to start the job when he has time in his
109 work schedule.

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111 **Pathway:** Adrian Cameron has begun clearing a pathway on our end into our parking lot and will
112 eventually tend the entire path leading from the church parking lot.

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114 **Building and Grounds Improvements:** Lou introduced an idea to acquire some outdoor, weather
115 resistant, movable furniture to place around the grounds. The Adirondack chairs with wide arms would be
116 comfortable and give patrons a place to rest their laptops. Also discussed was the possibility of grading
117 the hill to create a flatter area. Drainage from this area is a concern during the winter. After some
118 discussion, the board authorized \$2,000 to spend on four chairs.

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120 **NEW BUSINESS:**

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122 **Washington Directors Meeting:** Aimee Hirschhoff was present at the meeting. Lou attended a meeting
123 about centralizing the non-profit entities in San Juan County. What role can our library play in this effort?
124 Public relations and marketing for the library was discussed. The body attending the meeting voted down
125 an effort to create standards for the libraries in the state. The state library continues to make cuts. The
126 Washington Rural Heritage program is cutting outreach.

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128 **Non-Profit Database Participation:** Lou will be attending the non-profit meeting on the ferry on
129 Wednesday, July 15, 2009.

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131 **Book mobile volunteer:** An individual who had experience running a bookmobile and had recently
132 retired, offered to volunteer for a bookmobile run by the library. The board briefly discussed this but
133 decided the library is centrally located, and since the entire island needs to come to the village to buy
134 groceries, the need for a bookmobile is low on the priority list.

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

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139 **Approval of Vouchers:**

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141	Bill Voucher of 6/22/2009:	\$ 8,929.06
142	Bill Voucher of 7/14/2009:	6,799.45
143	Healthcare Voucher of 7/14/2009:	2,182.44
144	Payroll voucher of 7/14/2009:	14,221.79
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146	Total Expenditures:	\$ 32,132.74

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148 **MSP** A motion to approve all vouchers for a total of \$32,132.74 was made by Penny
149 Gilde and seconded by Bob Buchholz. Passed.

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151 **Surplus:** 52 library items valued at less than \$500 were presented for surplus.
152 **MSP** A motion to approve the items presented for surplus was made by Bob Buchholz
153 and seconded by Penny Gilde. Passed.

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155 The next meeting is scheduled for August 11, 2009.

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157 **Adjournment:** With no other items to discuss, the vice-chair called for a motion to adjourn.

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MSP A motion to adjourn the meeting was made by Penny Gilde and seconded by Bob Buchholz. Passed.

The meeting adjourned at 5:30 pm.

Respectfully submitted:

Board Secretary

Approved:

Board Chair