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**Lopez Island Library Board of Trustees  
Regular Meeting  
January 5, 2010**

**Approved with Corrections February 9, 2010**

**Members present:** Deborah Bundy, Bob Buchholz, Tina Katzenberger, Penny Gilde, and Ilene Unruh.

**Staff:** Lou Pray, Judy Welker

**FLIL:** Nancy Butte

**Guest:** Dr. Linda Martin, new superintendant of Lopez School and Dean Jacobsen

**Call to Order:** The meeting was called to order at 4:07 pm after it was determined that a quorum was present.

**Agenda approval:** The agenda was reviewed and accepted as presented.

**MSP** Tina Katzenberger moved and Penny Gilde seconded to approve the agenda as presented. Passed.

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

**MSP** Penny Gilde moved and Tina Katzenberger seconded to approve the Dec 7, 2009 minutes as submitted. Passed.

**Guest Speaker – Dr. Linda Martin re school levy:** After introductions were made, Dr. Martin gave a power point presentation about the school's accomplishments, the upcoming school levy vote and what activities the levy funds help to support. Since the last election was a presidential election, the fear was that not many would turn out to vote. Guest Dean Jacobsen added that he is willing to go to any group or event and make similar presentations. After the presentation, both Dr Martin and Dean Jacobsen were excused from the meeting.

**Friends of the Library:** Nancy Butte, co-secretary for FLIL reported. Desk sales are going well. Starting this month, there will be two different money pouches. Circulation staff will need to learn that one is for paperbacks, hard cover books, and VCR tapes. The other will be for other merchandise such as sweatshirts, mugs, and other items from the FLIL store area. This will help in tracking where the money is coming from and for inventory purposes. The Friends received a \$1,000 anonymous gift from the Beim Foundation in Minneapolis. FLIL were able to critique the last November book sale. They learned of several areas that they can improve on during the next sale. In the past they have had four to five boxes of books left over to dispose of, but this time they only had one box left over and credit better sorting practices as the reason. Because the FLIL annual meeting is coming up in April, new board members need to be considered. Any interested persons should contact the acting-president, MaryLynn Whitley.

Ginger Lowell presented the 2010 balanced budget. The issue of funding support for the "Atrium Addition" was discussed. Three possible sources of funding were proposed: 1) Using the \$14,825 budgeted for Library Support Expenses 2) Reversing the February, 2008\* decision to keep the Merrill Lynch account at a level equal to the previous two year's budget 3) Ask for money to help with the building project in their annual campaign letter. A motion passed to set the floor for the Merrill Lynch account at \$40,000 which would reverse the February 2008\* decision. It was also proposed to reactivate a capital line item in the Library Support section of the budget and to put \$20,000 into it. The income side of the budget would show the amount transferred from the ML account that would bring it down to \$40,000, and the Library Support items adjusted in order to maintain the balance between income and expenses.

57 **\*From February 28, 2008 FLIL Board minutes:** "Ginger provided members with a chart going  
58 back to 2003 that showed that our income has been similar year to year, except that the interest  
59 income went up dramatically after our CDs were put into a Merrill Lynch account. The money  
60 from other incomes has declined lately, while our donations to the library and our expenses have  
61 gone up. We budgeted for a deficit this year of \$9,015.00 and interest on the Merrill Lynch  
62 account will be less. She suggested that we establish a policy setting an amount below which we  
63 do not draw our savings and it was moved and seconded that FLIL will keep an amount equal to  
64 at least the previous two years' income in Merrill Lynch (or equivalent account). This motion  
65 passed unanimously."

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67 **Librarian Report:** End of the year highlights: 96% of the budget was expended by Dec. 31,  
68 2009, approximately 3% under budget for 2009. We added close to 6,000 items to the collection,  
69 walk-in traffic in 2009 increased 27% over 2008 (55% increase over 2007) with a total of 91,786.  
70 Circulation was up 20% over 2008 (a 40% increase over 2007).

71 **MSP** Tina Katzenberger moved and Penny Gilde seconded to accept the financial report  
72 as presented. Passed.

73  
74 **Programs:** The ornament-making party had 40 adults and children and the Holiday Storytelling  
75 event was attended by 14 children and 19 adults. Movies through December had excellent  
76 numbers of adults and children, but no teens. The Adult Winter Reading Program which started  
77 January 2<sup>nd</sup> and ends March 31<sup>st</sup> has already generated interest.

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79 **Facilities:** Energy requirements for the new addition are not an issue according to Bob  
80 Brewbaker, engineer with OPALCO. The upgrade to a 400 amp meter base last January will be  
81 sufficient for the additional 780 square feet. Lou purchased three new smoke alarms and had  
82 them installed in the meeting room, bathroom alcove and staff kitchen. The library had a surprise  
83 inspection by the Fire Marshall which generated only 1 minor infraction due to the temporary  
84 Xmas tree extension cord (which was run through the door and the door frame and was pinched).  
85 He was surprised that we had so few smoke detectors and would get back to once he checked on  
86 the regulations. Chief Ghiglione had reviewed our smoke detectors the month before and said  
87 we were in compliance. The meeting room continues to have issues warming up. West  
88 Mechanical is working on the problem.

89  
90 **Collaborations:** Off the Page – the statewide downloadable audiobook program has met the  
91 required number of participating libraries to qualify for the 10% discount (41 libraries signed up),  
92 so we'll receive that discount plus the first year subsidy from the state library's LSTA (Library  
93 Services and Technology Act) funding which is 50% off of our price.

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95 **Collection Highlights:** New acquisitions for the period 12-08-2009 - 01-03-2010:

96 Item Count Total Added – 334

97 Non-Fiction – 82

98 Biography – 3

99 Music CDs – 11

100 DVDs – 54

101 Easy reading – 19

102 Fiction – 41

103 Juvenile – 18

104 Juvenile audiobooks – 3

105 Periodicals – 64

106 Oversized Non-fiction – 5

107 Adult audiobooks – 10

108 Videos – 4

109 Teen – 20

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112 **OLD BUSINESS**

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**Filtering Public Computers:** The board discussed the problem, possible solutions and work-arounds. If filtering was a solution, then the preference would be to set up filtering at a minimal level, i.e., only the patrons with a "minor" status. No decision was made, but continued talks with Willem would be necessary.

**Architect Selection:** The board had time to study both proposals and discussed the pros and cons of each. Many factors were considered including the design, materials, the cost, ease of working and collaboration between architect, builder and board. At the end of the discussion, Deborah called for a vote. The Wardells were selected unanimously. Lou was asked to give regrets to the Greenes.

**Extended Library Hours:** Subject was discussed but most board members were not in favor of the idea. Deborah was not comfortable taking on expanded hours, because once established the chance of reducing the hours would be slim. Also, our current hours give the library the ability to save money on utilities.

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

**Approval of Vouchers:**

Bill Voucher of 12/8/2009:	\$5,619.85
Bill Voucher of 12/30/2009	\$4,876.76
Bill Voucher of 12/31/2009	\$2,945.77
Healthcare Voucher of 1/5/2010:	\$2,256.88
Payroll voucher of 1/5/2010:	\$14,419.01
<b>Total Expenditures:</b>	<b>\$ 30,118.27</b>

**MSP** A motion to approve all vouchers for a total of \$30,118.27 was made by Bob Buchholz and seconded by Penny Gilde. Passed.

**Surplus:** 7 library items valued at less than \$500 were presented for surplus.

**MSP** A motion to approve the items presented for surplus was made by Tina Katzenberger and seconded by Bob Buchholz. Passed.

The next meeting is scheduled for February 9, 2010. Deborah will not be able to attend.

**Adjournment:** Adjournment: With no other items to discuss, Deborah called for a motion to adjourn.

**MSP** A motion to adjourn the meeting was made by Penny Gilde and seconded by Tina Katzenberger. Passed.

The meeting adjourned at 5:45 pm.

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

Approved: \_\_\_\_\_  
Board Chair