

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56

**Lopez Island Library Board of Trustees
Regular Meeting
February 9, 2010**

Approved on March 9, 2010 with correction

Members present: Bob Buchholz, Tina Katzenberger, Penny Gilde, Ilene Unruh. Deborah Bundy was excused.

Staff: Lou Pray, Judy Welker

FLIL: Ann Behan

Call to Order: Bob Buchholz called the meeting 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.

Friends of the Library: Ann Behan reported the last regular meeting was held on January 21st with barely a quorum present. The Annual Friends of the Library meeting will be held on April 15th at 5:00 pm. The volunteer appreciation program is well under way. The books requested by the volunteers will be on display at the meeting. The new board will be installed. They are still looking for possible board members. New board members suggestions are welcome, especially if they are new to the island.

Librarian Report:

Facilities: Lou met with the Wardells to tour the inner workings of the building, including furnace and electrical and provided them with the drawing of the previous remodel. The heating problem in the meeting room has been rectified. West Mechanical reported it was a dead sensor that was at the root of the problem. The pathway work has been completed, all the stone used up and lights in place.

Technology: The teleconferencing equipment and software have all been received. Lou has set up a time to run a test with George Johnson, the IT person with San Juan Community Foundation. The next step will be to connect the equipment to the projector for a large viewing screen and to buy a dedicated monitor for smaller meetings. The new Food Handling Certification computer is getting more use as patrons find out that certification can be done here at the library.

Staffing: The hiring process for the part-time library assistant is nearly over. Lou and Karen used a hiring matrix to narrow down the field and now have the top three for board members to review. The board recommended that interviews be conducted with each of the finalists before Lou made the final hiring decision.

Conference: Lou attended the Winter WA Library Director's Conference on January 28-29. Many interesting speakers including an urban/city executive who teaches about how to talk to city/county managers in a language they can understand and other usable resources. Ways to reach out to the business community by introducing the many business resources already

57 available at the library. Lou recently did a staff training to raise awareness of our databases for
58 WA to address. There were more presentations on the round two infrastructure areas that are
59 not hooked up with fiber optics.

60
61 **Assistant Librarian Activities:** Karen recently prepared handout materials for the early learning
62 programs. She attended the Senior Class fundraiser and won the winning bid for a beautiful
63 painting by Ellen Fisher. Lou and Karen attended a webinar on current grant cycle tips which
64 should be helpful in meeting this year's requirements, if Mark decides to proceed.

65
66 **Financial Report:** Expenditures through January 2010 were 6.14% of budget. The revenue
67 report had not yet been received.

68 **MSP** Penny Gilde moved and Ilene Unruh seconded to accept the financial report as
69 presented. Passed.

70 71 **OLD BUSINESS**

72
73 **Building Updates:** The Wardells went through the building mechanical drawings. The
74 architectural contract will be reviewed over by Diana Hancock. The Wardells will help with the
75 bidding process. The project is currently being referred to as the Lopez Library Courtyard
76 Addition.

77 78 **NEW BUSINESS:**

79
80 **Washington Public Library Director's Meeting:** The subject was already discussed.

81
82 **Sustained Agriculture:** The library currently pays for several databases that have dozens of
83 journals regarding farming, grains, animals, and are rich in agricultural information will be
84 promoted to the island's major sustainable agriculture entities.

85
86 **Changes to the meeting room policy:** The subject of making reservations for the meeting room
87 was discussed. The current policy does not define the number of groups that will have access to
88 the room when the library is closed. Since there are only three extra keys available, the number
89 will be limited to three groups. Lou will finalize the wording and it shall be voted on at the next
90 meeting. The agreement signed by those responsible for the room will be modified to include a
91 checklist of items that need to be attended to. A similar checklist shall be posted by the backdoor
92 as a reminder. Items on the checklist will include: bathrooms, furniture, equipment, lights, and
93 liquor.

94
95 **Circulation Policy:** The subject of who may obtain a free resident library card was discussed.
96 The application currently states that a property owner, long-term renter, student or worker in
97 county qualifies, yet the library policy does not list the worker in county. A decision was made by
98 the board to change the application so that it is in line with the policy, by removing the "worker in
99 county".

100
101 Also discussed was the making the patron show proof of residency, when in question. The types
102 of documentation that will be accepted are driver's license, tax parcel number, letter from
103 landlord, and utility bill in their name.

104
105 **Event Signage:** The movable lawn sign that we used to announce movies disappeared. The
106 need for a more permanent sign now that the road and entry have been finished was discussed.
107 Lou will research companies who offer permanent signage.

108
109 **Approval of Bills:** Vouchers to pay bills, payroll and health insurance were submitted and
110 reviewed by the board.

111
112

113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150

Approval of Vouchers:

Bill Voucher of 1/13/2010 – 13 th month 2009	\$1,606.85
Bill Voucher of 1/23/2010 – 13 th month 2009	\$2,841.98
Bill Voucher of 1/26/2010 -2010	\$6,376.66
Bill Voucher of 2/9/2010 – 2010	\$4,425.60
Healthcare Voucher of 2/9/2010:	\$2,256.88
Payroll voucher of 2/9/2010:	\$14,323.52
Total Expenditures:	\$ 31,831.49

MSP A motion to approve all vouchers for a total of \$31,831.49 was made by Penny Gilde and seconded by Tina Katzenberger. Passed.

Surplus: 2 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 Penny Gilde. Passed.

The next meeting is scheduled for March 9, 2010.

Adjournment: Adjournment: With no other items to discuss, Bob Buchholz called for a motion to adjourn.

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

The meeting adjourned at 5:48 pm.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair