

Lopez Island Library Board of Trustees
Regular Meeting
March 9, 2010

Approved with corrections 4/13/2010

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

Staff: Lou Pray, Judy Welker

FLIL: Ann Behan

Call to Order: Deborah Bundy called the meeting to order at 4:00 pm after it was determined that a quorum was present.

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

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

Approval of February 9, 2010 Regular Board Minutes: Minutes were reviewed.

MSP Penny Gilde moved and Tina Katzenberger seconded to approve the February 9, 2010 minutes with one minor correction. Passed.

Friends of the Library: Ann Behan reported the last regular meeting was held on February 18th. Two new FLIL members are Joan Long and Gayle Blair who will start in April. The board membership count will now be 15. Funding approval for the library included \$500 for the Teddy Bear Picnic and \$420 for the Parasol Puppets. The Annual Friends of the Library meeting will be held on April 15th at 5:00 pm. The board hopes that the volunteers have made their book selections and that they will consider coming to the meeting. The new board members will be installed. Nancy Butte and Barbara Carver may be serving as co-president; Jeanne Allen and Anne Behan will be serving as co-secretaries and Ginger Lowell will stay on as treasurer. A mailing will be sent out in a few weeks asking Friends to consider increasing their contributions and the reason Friends are helping with the building addition. The FLIL committed \$20,000 and took \$19,000 out of their savings in order not to have to change their budget. FLIL are looking for ways to increase their sales. One way suggested was to increase the number of books for sale at the ferry landing. Dick Behan volunteered to build an extra shelf for paperbacks at the ferry landing.

Librarian Report:

Facilities: The recent meeting with the architects, Robert and Lois Wardell, produced a construction timeline which can begin at the end of the summer rather than at the beginning. On March 15th the architects and some of the board will visit the San Juan Library to garner ideas of their reading room. Adrian Cameron has been doing the last of the grounds spring clean-up. He and Lou discussed adding a handrail to the entry pathway, placement of solar lights for the hedge walkway and possible placement of the Japanese lantern.

Staffing: The new part-time library assistant, Kathy Holliday, is cross-training with the rest of the staff. She will be working on Friday and Saturday and will do all the check-ins on those two days. Rosie's tasks include checking in all the materials Monday through Thursday. The move to do all the check-ins in the back will hopefully restore confidence from the patrons.

Circulation: In order to make browsing for DVDs easier, the DVDs are now classified by genre in the adult section with only a few grumbles about the change. Most patrons like the

57 improvement. Two new instruments were added to the collection: a child size violin and a child
58 size guitar. Instrument checked-in are coming back with all the parts and storage has not been a
59 problem because they are always checked out. One board member gave kudos to Dean
60 Jacobsen and the board for seeing the value in this pilot program. The downloadable audio book
61 program starts the second week in March. The initial selection is limited to the OCLC collection,
62 but will be expanded later in the spring.

63
64 **Events:** Deborah Rhoades will repeat an earlier presentation about her year in Alaska training
65 sled dogs on Saturday, March 20th – 10AM. The ‘Thrive by Five’ event featuring the singing of
66 Emily Metcalf was a huge success, with 20 children and 25 adults. The free books were
67 especially welcomed. The ‘Here’s to Women’ presentation sponsored by a Washington’s
68 Humanities grant was an emotional, tear-filled, but well-received program about many our unsung
69 heroines. Linda Allen did a fabulous job of making learning fun. The Caterpillar Circus puppet
70 workshop on Sunday, February 21st was enjoyed by young and old alike.

71
72 **Acquisitions:** At total of 373 included: Non-fiction-70; Biography-7; CD Music-8; DVDs-65;
73 Easy-14; Adult Fiction-41; Juvenile-41; Periodicals-100; Audio Books-8; Young Adult-11.

74
75 **Statistics:** February numbers show both walk-ins and circulation down from January, which
76 were probably impacted by the shorter month and the extra holiday.

77
78 **Financial Report:** Revenues ending 2/28/201 showed .58% of our budget received.
79 Expenditures through the end of February showed 13.20% of the budget spent. Bob Buchholz
80 commented that those figures seemed in line with past years.

81 **MSP** Tina Katzenberger moved and Ilene Unruh seconded to accept the financial report
82 as presented. Passed.

83 84 **OLD BUSINESS**

85
86 **Building Update:** In addition to the timeline discussed earlier, a copy of the architect’s contract
87 has been signed. The architect’s fee, which is a visible, quantifiable amount, is a good way to
88 accommodate the Friends of the Library with documentation they require for reimbursement.

89
90 **Video conferencing Update:** Lou has done some testing with the new equipment. There are
91 still some connection issues (IP address) which are being addressed.

92
93 **Policy change:** The subject changing the policy to define the number of groups that will have
94 access to the room when the library is closed was discussed at the last meeting. Since there are
95 only three extra keys available, the number will be limited to three groups. After the suggested
96 wording and placement in the rules was discussed and agreed upon, a motion was called for.

97 **MSP** A motion was made by Penny Gilde and seconded by Bob Buchholz to amend the
98 Lopez Library Policy. The motion passed. A.2 of the Rules for Reservations and
99 Responsibility was amended to read:

100 101 5.2.3 RULES FOR RESERVATIONS AND RESPONSIBILITY

102 103 A. Reservations:

- 104 1. No group may consider the library ...
- 105
- 106 2. The room may be reserved up to three months in
107 advance for a single meeting or meetings not exceeding two
108 per month. **No more than three groups will have access
109 to the room during a period when the library is closed.**
- 110

111 3. If the meeting room has not been booked ...

112

113 4. Cancellations: If a meeting is canceled ...

114

115 **Review of Long-Term Plan – technology plan items:** The library is eligible and is participating
116 in a Federal reimbursement program which will effectively lower our telecommunications costs by
117 as much as 70%. Paperwork needs to be filled out and our payment receipts for telephone and
118 fiber optic costs for the first half of the year will be submitted in July in order to qualify for
119 reimbursement of approximately \$2, 640.00. Gary Bortell, our K-20 fiber optic contact has been
120 helpful in distributing information about the program through USAC – Universal Service
121 Administrative Company. USAC is an independent, not-for-profit corporation designated as the
122 administrator of the federal Universal Service Fund by the Federal Communications Commission
123 (FCC). USAC administers Universal Service Fund (USF) programs for high cost companies
124 serving rural areas, low-income consumers, rural health care providers, and schools and libraries.
125 The Universal Service Fund helps provide communities across the country with affordable
126 telecommunications services.

127 **NEW BUSINESS:**

128

129 **Gift of the Japanese lantern:** David Smith, a resident on Lopez Island has offered to donate a
130 12th century Japanese lantern to the library. This lantern has been passed on from owner to
131 owner without the exchange of money, the story goes, and David thought the library would be a
132 worthy place to display it, benefitting the people of Lopez. Photos of the lantern were shown to
133 the board. The board was informed that David was leaving the island in five years and the gift of
134 the lantern would be without any conditions attached. The board discussed if the lantern was
135 appropriate for the library, and agreed that it supports the long range plan by making the library
136 grounds a more comfortable and peaceful place that would increase usage of the outdoor areas.
137 The associated cost of moving the lantern which weighs close to 2,000 pounds was discussed as
138 well as placement and preparing the area prior to moving it. It was suggested that moving it
139 could occur after the construction activity of the new addition was over, since David Smith was
140 not in a hurry to get the lantern moved. A motion to accept the gift was called for.

141 **MSP** Bob Buchholz moved and Penny Gilde seconded to inform David Smith that the
142 library board is thrilled to accept his generous offer by accepting stewardship of the ancient
143 Japanese lantern. Passed.

144

145 **Downloadable Audio Books:** With the eAudiobook program now available, Lou gave a demo
146 on the NetLibrary's interface, where to go to establish a user account and how to browse the
147 Media Center for available eAudiobooks. She explained that a patron would need to come into
148 the library and establish their user and password on one of the library computers. Once the
149 account was authenticated, the patron could log on to their account, browse and download from
150 their own computer. Willem Scholten, our IT, still needs to install the application on the desktops.
151 The initial discounted cost of the program, the unlimited access capabilities and the annual
152 renewal were reviewed.

153

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

156

157

158 **Approval of Vouchers:**

159

160 Bill Voucher of 2/23/2010 – \$5,570.96

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162 Bill Voucher of 3/9/2010 \$9,011.65

163

164	Healthcare Voucher of 3/9/2010:	\$2,256.88
165		
166	Payroll voucher of 3/9/2010:	\$15,941.61
167		
168	Total Expenditures:	\$32,781.10
169		

170 **MSP** A motion to approve all vouchers for a total of \$32,781.10 was made by Penny
 171 Gilde and seconded by Tina Katzenberger. Passed.

172
 173 **Surplus:** 12 library items valued at less than \$500 were presented for surplus.

174 **MSP** A motion to approve the items presented for surplus was made by Bob Buchholz
 175 and seconded by Ilene Unruh. Passed.

176
 177 The next meeting is scheduled for April 13, 2010. Deborah Bundy will not be present.

178
 179 **Adjournment:** Adjournment: With no other items to discuss, a motion was made to adjourn.

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

182
 183 The meeting adjourned at 5:55 pm.

184
 185 Respectfully submitted: _____
 186 Board Secretary

187
 188 Approved: _____
 189 Board Chair

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