

Lopez Island Library Board of Trustees
Regular Meeting
April 13, 2010

Approved with corrections on May 11, 2010

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

Staff: Lou Pray, Judy Welker

Guest: Sarah Eppenbach, candidate for appointment as a Lopez Library Trustee

FLIL: Nancy Butte

Call to Order: Bob Buchholz called the meeting to order at 4:02 pm after it was determined that a quorum was present.

Agenda approval: The agenda was reviewed and amended. Under old business, a discussion to recognize the years of service of Penny Gilde; under new business, a discussion of experiences encountered while downloading eAudiobooks from Netlibrary were added.

MSP Tina Katzenberger moved and Ilene Unruh seconded to approve the agenda as amended. Passed.

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

MSP Ilene Unruh moved and Tina Katzenberger seconded to approve the February 9, 2010 minutes with two corrections. Line 14: Deborah Bundy, not Bob Buchholz presided over the March meeting. Line 170: The dollar amount of vouchers was corrected to \$32,781.10. Passed.

Friends of the Library: Nancy Butte reported for the Friends. The annual FLIL meeting will be held on Thursday, April 15, at 5:00 PM. Jeanne Allen has been in charge of the organization and is doing a great job. Nancy Butte and Barbara Carver will be introduced as co-presidents. Jeanne Allen and Anne Behan will be serving as co-secretaries and Ginger Lowell will stay on as treasurer. MaryLynn Whitley will conduct the meeting and Lou Pray will be the guest speaker.

Librarian Report:

Circulation: The downloadable eAudiobooks have been available for three weeks through NetLibrary.com. Lou and Judy attended an all day training session given by OCLC and NetLibrary to learn more about accessing NetLibrary and about various marketing techniques that have worked for other libraries. OCLC sent the eAudiobook MARC records and Karen has imported them to our catalog. Karen also added is a link from our Facebook page and has been getting questions about it from high schoolers. We will be adding a 1-hour eAudiobook training each Saturday at 1:00pm and we'll have 2 iPods and 5 SanDisk Sansa MP3 players for checkout as well. So far there have been 58 registered users, 67 check-outs, 21 renewals for a total of 88 accesses to the NetLibrary.

Events: Janet Thomas, author of *Battle in Seattle* and *Day Breaks over Dharamsala* will be at the library on Saturday, April 24 to discuss her new book at 4PM. On Wednesday, April 27th, a free calligraphy class will be taught by Joyce Lyster. The library submitted a proposal to the Paul Allen Foundation to receive funds for a joint project between middle schoolers and the library to write a history book on Lopez Island. The focus would be a bit broader to include more of the geological history of the region and have a bigger emphasis on its First People and what life was like for the young Lopez residents. Karen is also working with other publications such as the

56 LIFRC "Back Page" and the Islands' Weekly gardening section to add events and book resources
57 that are appropriate.
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59 **Acquisitions:** March acquisitions totaled 493 that included: Non-fiction-64; Biography-8; Music
60 CD -1; DVDs-148; Easy-30; Adult Fiction-58; Juvenile-26; Periodicals-98; Audio Books-18; Young
61 Adult-33; Audio Players-8; Instruments-1.
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63 **Statistics:** Attendance was up 76% from March a year ago. Circulation was up 53% from the
64 previous month. Patrons are coming back from their winter homes and March had a number of
65 larger community meetings at the library as well.
66

67 **Financial Report:** 11.53% of our annual revenue has been received as of 3/31/2010.
68 Expenditures through the end of March showed 21.77% of the budget spent. Current funds
69 available are \$66,652 and \$154,299 in capital improvements. A discussion followed regarding
70 the revenues and expenditures as general questions arose from Ilene Unruh and trustee
71 candidate, Sarah Eppenbach.

72 **MSP** Tina Katzenberger moved and Ilene Unruh seconded to accept the financial report
73 as presented. Passed.
74

75 **Facility Highlights:** An online survey asking patrons to give their opinions on how they would
76 like to see the new addition utilized was sent to about 50 patrons and is on the homepage of the
77 website. There was an article in the newspaper, PSAs on the radio and flyers through the village
78 advertising the survey and upcoming focus group meeting. The comments and ideas will be used
79 for the April 16th meeting, where the architects, Bob & Lois Wardell will be in attendance.
80

81 **OLD BUSINESS**

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83 **Library Technology Plan Updates:** The Revised Library Technology Plan was reviewed and
84 discussed. The plan includes an introduction to the island and the population served, current
85 technology needs, a summary of the library's technology resources, future technology goals and
86 how they will be measured, and funding for new technologies and upgrades to our system.
87

88 **San Juan Library field trip notes:** Highlights of the recent trip to the San Juan Library were
89 discussed. Board members attending felt the library made good use of corner spaces and were
90 particularly interested in how the library dealt with noise and people interacting with other patrons
91 that want quiet spaces. Information gathered will be used during the upcoming focus group
92 meeting on Friday at 3:00 pm
93

94 **Downloadable Audio Books (discussion):** Board members discussed their experiences
95 downloading or trying to download eAudiobooks from NetLibrary. There are different methods of
96 downloading depending on whether you are using a PC or a Mac. These known issues were
97 reviewed and an additional phone number given for the NetLibrary help desk.
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99

100 **NEW BUSINESS:**

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102 **Recognition of Penny Gilde, past Library Board Trustee:** After a brief discussion, it was
103 decided to have Lou purchase a gift certificate for Penny after doing some research on what she
104 might like. The board members will reimburse her for the appreciation gift.
105

106 **New Board Trustee:** The board formally voted to submit Sarah Eppenbach as a nominee for
107 Board Trustee of the Lopez Island Library.

108 **MSP** Tina Katzenberger moved and Ilene Unruh seconded to approve Sarah as a
109 nominee for the Board Trustee position. Passed.

110 Sarah's papers have been submitted and we are waiting for the County Council to meet again for
111 approval.

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Beginning Cash Budget Adjustment & Budget Adjustment Resolution for the Library Capital Improvement Fund (action): A letter received from the county auditor showed the now known actual beginning cash balance for the 2010 budget. The difference on Line 308 was **(\$5,801)**. The board needs to approve a resolution to adjust the beginning cash figure as well as adjust the expenditures to maintain a balanced budget.

MSP A motion was made by Ilene Unruh and seconded by Tina Katzenberger to approve Resolution 10-1 to adjust the beginning cash figure for the Library Capital Improvement fund from the original \$160,000 to \$154,199. Passed.

PLA Meeting in Portland: Lou highlighted the various sessions she attended and other news and information she garnered at the two day event.

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

Approval of Vouchers:

Bill Voucher of 3/23/2010:	\$5,362.60
Bill Voucher of 4/13/2010:	16,449.02
Healthcare Voucher of 4/13/2010:	\$2,256.88
Payroll voucher of 4/9/2010:	\$15,447.91
Total Expenditures:	\$39,516.41

MSP A motion to approve all vouchers for a total of \$39,516.41 was made by Ilene Unruh and seconded by Tina Katzenberger. Passed.

Surplus: 32 library items valued at less than \$500 were presented for surplus.

MSP A motion to approve the items presented for surplus was made by Ilene Unruh and seconded by Tina Katzenberger. Passed.

The next meeting is scheduled for May 11, 2010.

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

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

The meeting adjourned at 5:45 pm.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair