

Lopez Island Library Board of Trustees
Regular Meeting
May 11, 2010

Approved with corrections on July 13, 2010

Members present: Deborah Bundy, Bob Buchholz, Tina Katzenberger, Ilene Unruh, and Sarah Eppenbach

Staff: Lou Pray, Judy Welker

Guest: None

FLIL: Nancy Butte

Call to Order: Deborah Bundy called the meeting to order at 3:55 pm after it was determined that a quorum was present.

Agenda approval: The agenda was reviewed and approved.

MSP Tina Katzenberger moved and Bob Buchholz seconded to approve the agenda as presented. Passed.

Approval of April 13, 2010 Regular Board Minutes: Minutes were reviewed and corrected. Line 49: Book titles need to be italicized; Line 54 changed to: ... and have a bigger; Line 79 changed to: ... Wardell will be in attendance; Line 139: Total Expenditure total corrected to \$39,516.41.

MSP Bob Buchholz moved and Ilene Unruh seconded to approve the April 13, 2010 minutes as corrected. Passed.

Demo of Video conferencing Equipment: The video conferencing equipment purchased and installed in April was demonstrated to the board members. Lou said there would be a ferry meeting with other county entities to discuss video-conferencing issues and coordinating meeting dates. After the demo, the board discussed the need to assess the use of the equipment and to implement some kind of security measures. Lou said she would create a check-off list for patrons signing for the key that would create an awareness of the equipment and furnishings in the room that they would be responsible for.

Friends of the Library: Nancy Butte reported for the Friends. The annual FLIL meeting had the usual amount of attendees, about 30. Their next focus is the July 4th book sale. There are already a lot of books starting to fill up the downstairs storage area. Asked about volunteers who want to work at the book sale, Nancy said to have potential volunteers contact Nancy directly. Ginger Lowell resigned from her position as Treasurer. They are currently seeking a replacement.

Librarian Report:

Video-conferencing: The first live tri-isle meeting was on April 26th, with excellent feedback from participants who said seven hours had been saved by not having to travel to neighbor islands. Lou reviewed the costs and known variables including internet fees, bandwidth issues, and annual support fees associated with bringing this technology to Lopez. Currently the library absorbs any costs, but time will tell whether costs will need to be subsidized. For now, we'll offer Lopezians this as a free service, unless costs become prohibitive. Lou has marketed this through the Islands' Weekly, radio PSAs, Chamber of Commerce, and Lopezrocks.com, bulletin boards and other places of business.

56 **Events:** Upcoming events include an author reading by Ana Maria Spagna, author of *Test Ride*
57 *on the Sunnyland Bus: A Daughter's Civil Rights Journey*, winner of the 2009 River Teeth Literary
58 Nonfiction Prize and *Now Go Home: Wilderness, Belonging, and the Crosscut Saw*, named a
59 Seattle Times Best Book of 2004. There will also be a puppet making workshop by Northwest
60 Puppet Center and the weekly Saturday movie matinees. In June, the Summer Reading Program
61 begins and a Marine ID program for children will be conducted. The Teddy Bear Picnic with
62 Charley Thweatt as musical guest is scheduled for July 14th followed by an author reading with
63 Jim Lynch, author of *Highest Tide* and *Border Songs*.

64
65 **Circulation/Statistics:** Overall, attendance was up while circulation numbers went down slightly.
66 This could be the quiet before the summer storm. The NetLibrary eAudiobooks had an increase in
67 the number of registered participants and checkouts.

68
69 **Acquisitions:** April acquisitions totaled 515 that included: Non-fiction-81; Biography-7; Music CD
70 -1; DVDs-104; Easy-10; Adult Fiction-99; Juvenile-39; Juvenile audiobooks-1; Periodicals-124;
71 Audio Books-6; Young Adult-16; YA audiobooks-2; Kindle titles-14; videos-2; Reference-1.

72
73 **Survey Results:** Patrons and residents were surveyed asking how what their preferences were
74 for the new addition. The top recommendations were: #1 Comfortable seating, #2 Quiet
75 atmosphere, #3 Connect with Nature.

76
77 **Public concerns and suggestions:** There have been renewed concerns about the dangers of
78 Wi-Fi. Several patrons wanted to place reams of flyers on the subject and Lou had to decline the
79 request as we have limited space and often have to recycle large amounts of paper left at the
80 library. Lou would like to amend the policy so library does not become a dumping ground.

81
82 The library was approached by Ron Hall and Robert Hermann about swapping properties with the
83 old grocery store. Lou quickly responded by expressing disinterest and explained the many
84 reasons why it would not be in the best interests of the library and its patrons to do so. The board
85 discussed this issue and commended Lou for acting quickly to squelch any rumors. However, one
86 board member felt left out of the loop and would like to discuss the procedure for such a situation
87 later in the agenda.

88
89 **Financial Report:** 45.64% of our annual revenue has been received as of 4/30/2010.
90 Expenditures through the end of April showed 31.76% of the budget spent. Current funds
91 available (as of 4/30/2010) are \$163,626.44 and \$154,326 in capital improvements. A discussion
92 followed regarding certain line items that appeared to be over the amount appropriated. A line
93 item adjustment will be made to reflect funds donated by Friends of the Library reimbursing those
94 line item overages.

95 96 **OLD BUSINESS**

97
98 **Overview of public meeting on addition:** The focus group meeting was not well attended with
99 only one patron in attendance. The results of the survey and patron comments were helpful to the
100 architects, Bob & Lois Wardell.

101
102 **Long-Range Plan Update –** We are moving ahead with the addition to provide comfortable
103 seating. Lou inventoried the seating, went online to search for comfortable seating with
104 dimensions that didn't exceed 30". Lou advised the Wardells of these dimensions.

105 106 107 **NEW BUSINESS:**

108
109 **Meeting date change for June:** Due to conflicting scheduling, the June board meeting was
110 changed to Friday, June 18th, from 1:30 – 3:00 pm.

112 **Wi-Fi concern from patrons:** Patron concerns were already discussed. Possible changes
113 in policy will discussed later on the agenda.

114
115 **Policy Change – Bulletin board** – A discussion regarding recent issues with patrons
116 demanding to place materials in the library was discussed. The board made changes to
117 the suggested wording to amend the portion of the library policy dealing with bulletin boards
118 and display areas. The following change to the 5.5 of the policy was adopted.

119 **MSP** A motion was made by Ilene Unruh and seconded by Bob Buchholz to amend
120 section 5.5 Policy on Bulletin Boards and Display areas as follows:

121
122 Library bulletin boards, display and exhibit areas are
123 intended primarily to promote the services of the library.
124 Consistent with the library's role as a community information
125 source, however, these areas may also be used by
126 community organizations and individuals on a space
127 available basis. The library staff shall have the prerogative
128 to remove items if they are not appropriate for the bulletin
129 board or if space usage is an issue. Items should be
130 reviewed by library staff prior to posting to make sure they
131 meet the guidelines.

132
133 Accepting items for posting, display or exhibit does not imply
134 endorsement by the library of the content of the item or the
135 organization submitting the material.

136
137 The motion to accept this change passed.

138
139 **Policy change – Overdue books** (discussion): A discussion on the current library policy section
140 4.2.2 regarding restrictions on borrower circulation privileges was entered. The issues
141 surrounding overdue items come up on a daily basis, but the current library policy takes care of
142 the majority of instances. We know that our rule-abiding patrons suffer when they cannot
143 checkout an item that never comes back. We know it takes extra staff hours of work each week
144 to try to get a patron to respond to multiple notices that for many reasons are not satisfied. It is
145 for the handful of patrons that choose not to fulfill their responsibilities of returning items that a
146 more stringent policy would be helpful in putting some bite into the consequences. Many libraries
147 have instituted reporting to credit agencies and invoicing patrons for book/item replacement, after
148 a certain length of time.

149
150 After much discussion, the board agreed they did not want to punish patrons by ruining their
151 credit. Instead, suspending, blocking and revoking card privileges would be better for our library.
152 A processing fee would be a possibility, but not reporting to a credit agency. As for parent
153 responsibility where a minor is concerned, stricter policy guidelines would certainly be
154 considered. Due to the amount of time left in the meeting, Sarah Eppenbach volunteered to meet
155 with Judy Welker to work on some possible changes to amend the current policy. She would
156 bring this draft to the next meeting.

157
158 **Policy change – Wireless Internet** (discussion): This issue of the dangers of WiFi usage has
159 come up many times in the Lopez community. The most current research remains inconclusive.
160 After some discussion, the board considered amending the Library Policy to add the following to
161 3.3 Wireless Internet Use:

162
163 3.3.4 At this time, studies of toxicology and cancer research surrounding
164 RF levels are inconclusive and therefore use of wi-fi is done so at
165 your own risk.
166

167 In rebuttal, for anyone with health issues and concerns, the library offers home delivery
168 services.

169
170 The board did not vote on this change and felt that they don't need to spell it out at this time.

171
172 **Timely Community Response:** As a follow-up to an earlier discussion regarding handling public
173 concerns in a timely manner, it was suggested that community requests be referred to the
174 monthly board meetings, unless they are an emergency in nature. Discussing important
175 community concerns via emails might leave out details and may not have the same impact as a
176 discussion in person with all parties involved. The board wanted the patrons to know that they
177 would be happy to hear their concerns.

178
179 **Approval of Bills:** Vouchers to pay bills, payroll and health insurance were submitted and
180 reviewed by the board.

181
182 **Approval of Vouchers:**

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184	Bill Voucher of 4/29/2010:	\$4,150.36
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186	Bill Voucher of 5/11/2010:	12,004.73
187		
188	Healthcare Voucher of 5/11/2010:	\$2,256.88
189		
190	Payroll voucher of 5/11/2010:	\$15,055.50
191		
192	Total Expenditures:	\$ 33,467.17

193
194 **MSP** A motion to approve all vouchers for a total of \$33,467.17 was made by Ilene Unruh
195 and seconded by Tina Katzenberger. Passed.

196
197 **Surplus:** 57 library items and 1 broken chair valued at less than \$500 were presented for
198 surplus.

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

201
202 The next meeting is scheduled for June 18, 2010 at 1:30 pm.

203
204 **Adjournment:** Adjournment: With no other items to discuss, a motion was made to adjourn.

205 **MSP** A motion to adjourn the meeting was made by Tina Katzenberger and seconded by
206 Bob Buchholz. Passed.

207
208 The meeting adjourned at 6:00 pm.

209
210 Respectfully submitted: _____
211 Board Secretary

212
213 Approved: _____
214 Board Chair

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