

Lopez Island Library Board of Trustees
Regular Meeting
June 18, 2010

Approved on July 13, 2010 with corrections

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

Excused: Tina Katzenberger

Staff: Lou Pray, Hannah Garcia

Guest: Cynthia Dilling

FLIL: MaryLynn Whitley

Call to Order: Co-chair Bob Buchholz called the meeting to order at 1:31 pm after it was determined that a quorum was present.

Guest speaker: Cynthia Dilling spoke to the board on the subject of cell towers and WiFi, expressing concern over possible health risks associated with these technologies. She passed out information on the topic and invited the board to attend an upcoming talk by Dr. Sam Milham on this topic since WiFi is such a presence now in the village, at the school, library and many homes and businesses. Date to be announced. She also donated a film on the topic, "Full Signal" that is now available in the library for checkout.

Agenda approval: The agenda was reviewed and amended to include under Old Business: Policy change for lost or damaged library materials.

MSP Sarah Eppenbach moved and Deborah Bundy seconded to approve the agenda as amended. Motion passed.

Approval of May 11, 2010 Regular Board Minutes: Minutes were reviewed and corrections were to be emailed to Judy Welker. The board wanted to suspend approval until the next meeting on July 13, 2010.

Friends of the Library: MaryLynn Whitley reported for the Friends. They still need to fill the vacant Treasurer position. She asked that board members keep an ear out for possible candidates. Ginger Lowell will continue to provide the duties and train the new treasurer. FLIL will not have a regular meeting in July. They are currently busy getting ready for the annual July 4th book sale. MaryLynn encouraged board members to come early for the best selection. They will also have discounted library t-shirts, note cards, etc available on that Sunday. The next FLIL meeting is August 19, 2010. FLIL would like labels to be put on the items purchased through Friends funds, such as the videoconferencing equipment. Lou Pray has some gold labels that will serve this purpose. MaryLynn Whitley said Ginger continues to report issues with the invoices they received from Judy Welker for pre-approved requests. Lou brings a paper copy of the request to the FLIL meetings but a signed and dated FLIL approval is never forwarded to the library. Lou requested the secretary make a copy of the approved paperwork with the date and signatures on it and forward it to the library office.

Librarian Report:

Laura Tretter, the San Juan Island Library director, has resigned and is moving to Durango, CO. The island library directors had a ferry meeting to discuss videoconferencing possibilities, the island non-profit database, and salary step plans. The Paul Allen Foundation representative gave the library a site visit to discuss a recent grant submission. Insurance replacement coverage of the building needs to be increased. We have two summer interns, Marne Cook and Lyra Dalton for the summer, provided by the Friends of the Library. Willem Scholten will be coordinating the

57 4th of July parade. 16% increase in juvenile book checkouts in the last month; about even in
58 circulation compared to last month; 23% increase over last year at this time. The chamber of
59 commerce met to discuss traffic pattern changes; WiFi in the village; Nancy Greene reported on
60 the village planning progress. It was generally thought it was too early to determine tourist traffic
61 patterns before summer truly begins.

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63 **Acquisitions:** April acquisitions totaled 447 that included: 252 new books; 7 music CDs, 63
64 DVDs, 117 new periodical issues; instruments continue to be popular and well-received.

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66 **Self-Renewals:** Board members suggested we add that to our statistics gathering and that we
67 continue to promote it in the paper, during patron interactions.

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69 **Financial Report:** 55% of our annual revenue has been received as of 5/30/2010. Expenditures
70 through the end of May showed 39% of the budget spent. Current funds available (as of
71 5/31/2010) are \$163,626.44 and \$154,326 in capital improvement fund.

72 73 **OLD BUSINESS**

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75 **Budget Resolution 10.1:** new signatures were needed as the previous document went missing
76 after the meeting. A resolution was signed with today's date.

77 78 **Long-Range Plan progress:**

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80 **Stimulate Imagination/Satisfy Curiosity** - #1 service priority – overview of summer programs;
81 including the marine animal identification class in July and upcoming author readings from Jim
82 Lynch and Laila Lalami. The "Yoga for kids" weekly session on Thursday will be funded by the
83 librarian's discretionary money from the Friends of the Library.

84 85 **Connect to the Online World** - #2 service priority –

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87 - Renewal of Lynda.com, to enhance local training opportunities for patrons and staff

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89 -Technology long-range plan to 2013 was certified by the state and is up on the web page under
90 "Find it Fast"

91
92 -The director is investigating business databases/class possibilities

93 94 **Visit a Comfortable Place** - the #3 service priority –

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96 -Outside seating established and being used are the red chairs arranged around the library
97 grounds. Grounds and pathways were trimmed and spruced for the summer crowds.

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99 -Wardells were contacted about progress but no reply thus far.

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101 **Lopez Island Library Policy 4.2.2 – Lost or Damaged Items:** Sarah Eppenbach revised the
102 wording to give our policy a bit more consequence, including adding a \$15.00 processing fee per
103 replaced item to start July 1, 2010.

104 **MSP** Ilene Unruh moved and Deborah Bundy seconded to approve the policy as
105 amended. Motion passed.

106 107 108 **NEW BUSINESS:**

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110 **Insurance replacement costs:** Renewal of the Enduris insurance policy was due and after
111 reviewing the replacement values, Lou Pray recommended they be increased due to the

112 increased costs per square foot and supplies. The increased premiums were still within the
113 budgeted amount for the year so the board members were supportive of the idea.

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115

116 **Renewal of Lynda.com:** Board members felt it fell within the director's operational duties to
117 choose to renew this or not. They did agree it supported the Long Range Plan and should be
118 marketed more heavily in the coming year.

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120 **Religious service in meeting room:** A discussion regarding a recent letter challenging
121 the "no religious service" rule in the library meeting room. The director queried various
122 libraries and no one that she contacted within the state had this clause in their meeting
123 room policy. More research will be done on this issue before the next meeting.

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

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128 **Approval of Vouchers:**

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130 Bill Voucher of 6/11/2010: 11,260.76

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132 Healthcare Voucher of 6/18/2010: \$2,256.88

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134 Payroll voucher of 6/9/2010: \$15,713.06

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136 **Total Expenditures: \$ 29,230.70**

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138 **MSP** A motion to approve all vouchers for a total of \$29,230.70 was made by Ilene Unruh
139 and seconded by Tina Katzenberger. Passed.

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141 **Surplus:** 322 library items valued at less than \$500 were presented for surplus.

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143 **MSP** A motion to approve the items presented for surplus was made by Deborah Bundy
144 and seconded by Ilene Unruh. Passed.

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145 The next meeting is scheduled for July 13, 2010 at 4:00 pm.

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

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149 **MSP** A motion to adjourn the meeting was made by Deborah Bundy and seconded by
150 Sarah Eppenbach. Passed.

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151 The meeting adjourned at 3:18 pm.

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153 Respectfully submitted: _____

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Board Secretary

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156 Approved: _____

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Board Chair

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