

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

Approved with corrections on August 17, 2010

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

**Staff:** Lou Pray, Judy Welker

**Guest:** None

**FLIL:** MaryLynn Whitley prepared and emailed a report for the Friends but was not present for the meeting. The report follows.

**Call to Order:** Co-chair 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.

**MSP** Tina Katzenberger moved and Bob Buchholz seconded to approve the agenda as presented. The motion passed.

**Approval of May 11, 2010 Regular Board Minutes:** Minutes were reviewed with corrections noted.

**MSP** Bob Buchholz moved and Sarah Eppenbach seconded to approve the May 11, 2010 minutes. Motion passed.

**Approval of June 18, 2010 Regular Board Minutes:** Minutes were reviewed. Corrections were made to the Friends of the Library report.

**MSP** Ilene Unruh moved and Bob Buchholz seconded to approve the June 18, 2010 minutes. Motion passed.

**Friends of the Lopez Island Library:** (As reported by MaryLynn Whitley) The FLIL did not meet in June and the next scheduled meeting will be August 19, 2010 at 9:00am. The book sale was a huge success. Sales totaled \$7,631.00, of which \$5,461 was from book sales, \$2,127.05 from merchandise, and \$42.95 from the History of the Library book. There appeared to be more people than usual attending the book sale, perhaps due to the 3-day weekend, with July 4<sup>th</sup> falling on a Sunday. 65 book bags were sold, selling out before 11:00 am. We could have sold more, but we didn't have a key to the library. We sold sweatshirts for \$10 and had more sales in sweatshirts than we ever had at a book sale. We brought a very large amount of books to the sale, and at the end of the sale, our tables were emptier than in past years. Setup and clean up went very smoothly, we had enough help, including the Spanish Club, who contributed to the success of the book sale. Linda Zerst arranged for all the advertising with the newspaper and also made and posted flyers around the island. Nancy Butte displayed sandwich board signs a week before the sale. It was well-advertised.

We have a new treasurer for this year up until April, 2011. It is me. I will be signing my name to the checks and depositing the money into our Islander Bank Account. I have never used QuickBooks, so this is a learning experience for me. I will try to work with the library and provide them a copy of those items approved by the Friends of the Library. I hope this will help the Friends and the Library resolve the "bills". My 2nd term ends in April, so we will be looking for another "good treasurer".

57 **Librarian Report:**

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59 **Financial Snapshot:** As of June 30, 2010, 57% of the revenues have been received, 47% of the  
60 budgeted expenditures have been spent. Funds remaining for the year included \$147,082 in the  
61 General Library Fund (2<sup>nd</sup> half of property revenues are due in October). \$154,384 were in the  
62 Capital Improvement Fund, and \$12,839 in the Seattle Foundation Endowment Fund. Total  
63 available funds totaled \$314,305.  
64

65 **Statistics:** Use of the library facilities showed a 15% increase over May 2010, and early July  
66 attendance rocketed to over 600 visits per day (3 times the average day in summer). Circulation  
67 for the month of June 2010 increased 21% over the previous month, 18% increase for books  
68 checked out, and a 5% increase for non-book checkouts. Internet sign-ups were up 24% over the  
69 previous month and overall computer hours increased 12% over the previous month.  
70

71 **Events:** Llewellyn Arden, a yoga teacher, was contracted to do a series of classes for young  
72 children over seven weeks which will be free to the patrons, and paid for by the Friends of the  
73 Library. Russell Barsh, professor and researcher will do a Marine identification program on July  
74 16<sup>th</sup>, also free to young patrons. Two author readings are scheduled in July: Laila Lalami, author  
75 of *Secret Sun*, will read on July 16<sup>th</sup> at 2:00pm. Jim Lynch, author of *The Highest Tide* and  
76 *Border Songs*, will come to the library on July 26<sup>th</sup> at 7:00pm. Both of these events are free to  
77 patrons and free to the library. We'll have two "Read to a Dog" sessions for young patrons on  
78 Tuesday, July 27<sup>th</sup> and a second session on August 3<sup>rd</sup>. The Friends of the Library are picking up  
79 the dog trainer's lunches after each event.  
80

81 **New service: Overdrive**, the second eAudiobook and eBook vendor is close to being ready for  
82 check out. The cost will be reasonable for a library of our size. There is a \$1500 startup fee, but  
83 the program is subsidized 100% with LSTA funds, so we don't have to pay for it, initially. Later,  
84 our library will share in annual platform fee of \$21,000 annually with the entire group, of which our  
85 share will be \$96.38. Also each library has agreed to contribute to the collection. Our share of the  
86 cost for one year is \$144.94. The total cost is only \$241.32, but because the launch was  
87 postponed, we can expect to pay half of that for 2010, and the full amount in 2011. The URL is:  
88 <http://search.overdrive.com/>  
89

90 **Addition:** We will have plans to show us in the next 2 weeks. The structural engineer will be  
91 reviewing the plans the first week of July. Building permits will be applied for while the project is  
92 going out to bid in the first week in August.  
93

94 **New policy on processing fees for lost or damaged items:** The new policy is being  
95 advertised by flyers, web page, radio, and in the newspaper column. Willem will be adding it to  
96 the overdue notices, both print and electronic.  
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99 **Assistant Librarian's Report:** Karen Rogers reported doing several researches for patrons,  
100 continued work on the Washington Rural Heritage cataloging, helped with the summer reading  
101 program kickoff, both Lou and Karen met with the Allen Family Foundation representative  
102 regarding a grant proposal. She also participated in a RDA Toolkit Webinar (sponsored by ALA),  
103 which is the new, unified standard for **resource description and access**, designed for the digital  
104 world and an expanding universe of metadata users. The Teen Movie night had only 3 attendees  
105 this month.  
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113 **OLD BUSINESS**

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115 **Meeting Room Policy Change:** Sara Eppenbach brought up the subject of a safety policy for  
116 the library. The current library policy refers to a safety policy, yet the library does not have an  
117 official Safety Policy to refer to. There needs to be a policy which clearly states what is not  
118 allowed, such as alcohol, drugs, whether open flames are allowed. Sections of the policy  
119 regarding Usage of the Building (5.0) were discussed, (the word Uses was changed to Usage).  
120 Changes to the policy wording were suggested. The board asked Lou to draft the changes and  
121 bring it to the next board meeting for finalization.

122

123 **Safety Policy:** A safety policy is to be drafted and brought to the next meeting as well.

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125 **Religious service in meeting room:** The meeting room policy was reviewed at the July 13th  
126 meeting. The board discussed the need to change sections in the current library policy regarding  
127 discrimination in the library and use of the meeting room. The intent of the changes would be to  
128 conform with recent interpretations of the American Library Association's Library Bill of Rights  
129 which states that such facilities should be made available to the public served by the given library  
130 "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting  
131 their use". The board reviewed samples of meeting room policies from ALA's office of Intellectual  
132 Freedom.

133

134 The board discussed sections 4.4 Policy on Discrimination and 5.2 Meeting Room Policy  
135 and possible changes to the content. The board asked Lou to draft the changes and bring  
136 them to the board. The portion restricting religious groups from using the room will be  
137 removed. Language will be finalized at the August Library Board meeting.

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139 **5.5.2 Display areas:** After some discussion, the section stating "material promoting a certain  
140 religion or sect" will be deleted. A clean copy is to be presented at the next meeting.

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142 **Long-Range Plan Updates:**

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144 **Stimulate Imagination/Satisfy Curiosity - #1 service priority –**

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146 Goal #2 Library will provide resources and educational opportunities to support non-profit groups:

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Activities: Formation and creation:

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149 The San Juan Community Foundation is working on a non-profit database, but they need help  
150 populating the database. We will be collaborating by scheduling our part-time staffer, Kathy  
151 Holliday, to work for them on this project.

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154 Goal #3 Library will provide resources for Small Business activities:

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Section B: Have the resources to support small business growth and success:

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157 Lou is collaborating with the Lopez Family Resource Center by co-hosting an 8-week course on  
158 Small Business training. The Resource Center has the teacher, Jamie Stephens, for the training,  
159 but did not have a room large enough to conduct the classes.

160

161 **Visit a Comfortable Place - the #3 service priority –** Plans for the addition have already been  
162 discussed.

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164

165 **NEW BUSINESS:**

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167 **Collaboration with Lopez Family Resource Center:** This was already discussed.

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169 **APPROVAL OF BILLS:** Vouchers to pay bills, payroll and health insurance were submitted and  
170 reviewed by the board.

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172 **Approval of Vouchers:**

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174 Bill Voucher of 7/13/2010: \$ 17,864.13

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176 Healthcare Voucher of 7/13/2010: \$ 2,256.88

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178 Payroll voucher of 7/13/2010: \$ 15,871.91

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181 **Total Expenditures: \$ 35,992.92**

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183 **MSP** A motion to approve all vouchers for a total of \$35,992.92 was made by Bob  
184 Buchholz and seconded by Tina Katzenberger. Motion passed.

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186 **Surplus:** 152 library items valued at less than \$500 were presented for surplus.

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188 **MSP** A motion to approve the items presented for surplus was made by Tina  
189 Katzenberger and seconded by Ilene Unruh. Motion passed.

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190 The next meeting is scheduled for August 17, 2010 at 4:00 pm.

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

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194 **MSP** A motion to adjourn the meeting was made by Bob Buchholz and seconded by  
195 Tina Katzenberger. Motion passed.

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196 The meeting adjourned at 5:29 pm.

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198 Respectfully submitted: \_\_\_\_\_

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Board Secretary

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201 Approved: \_\_\_\_\_

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Board Chair

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