

Lopez Island Library Board of Trustees  
Regular Meeting  
August 17 2010  
Approved as amended on Sept 14, 2010

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

**Excused:** Bob Buchholz

**Staff:** Lou Pray, Judy Welker

**Guest:** None

**FLIL:** No representative.

**Call to Order:** Co-chair Deborah Bundy called the meeting to order at 4:01 pm after it was determined that a quorum was present.

**Agenda approval:** The agenda was reviewed. The board wanted to change "Meeting Room policy changes" to "Policy changes" since there were several sections in the policy that would be discussed and/or reviewed.

**MSP** Sarah Eppenbach moved and Ilene Unruh seconded to approve the agenda as amended. The motion passed.

**Approval of July 13, 2010 Regular Board Minutes:** Minutes were reviewed with corrections to clarify that the Friends emailed report would be read in lieu of a Friends representative. Another correction was to clarify that the library policy on Display Areas would be changed based on their discussion with a clean copy to be presented at the August meeting.

**MSP** Tina Katzenberger moved and Sarah Eppenbach seconded to approve the July 13, 2010 minutes. Motion passed.

**Friends of the Lopez Island Library:** There was no meeting or report.

**Librarian Report:** July was a busy month. We had a lot of positive feedback about our programs, our helpful staff and volunteers, and the red Adirondack chairs around the grounds have been a big hit.

**Financial Snapshot:** As of July 31, 2010, 45% of the revenues have been received, 46% of the budgeted expenditures have been spent. Funds remaining for the year included \$112,717.96 in the General Library Fund (2<sup>nd</sup> half of property revenues are due in October). \$154,384 was in the Capital Improvement Fund, and the value of the Seattle Foundation Endowment Fund was \$59,687.26 which included the recent \$50,000 donation. Total available funds totaled \$326,823.

**Acquisitions:** 724 items were added to the collection from July 10 through August 17<sup>th</sup>. Of those, 146 were adult fiction, 99 non-fiction, 136 DVDs, 7 biographies, 7 music CDs, 94 young adult books, 93 children's books, 20 audio books, and 132 periodicals.

**Statistics:** Use of the library facilities showed a 48% increase in walk-ins over the previous month, a 13% increase from a year ago. Circulation for the month of July 2010 increased 20% over the previous month, 23% increase for books checked out, and an 8% increase for non-book checkouts. Internet sign-ups increased 37% over the previous month and overall computer hours increased 14% over the previous month. Another interesting statistic is the patron holds shot up in July.

**Event totals for summer:** Teddy Bear picnic – 84 total children & adults; summer reading program – 49 participants; yoga for children – 72 over 7 sessions; marine identification program – 10; story hour – 189 children & adults; literary salon – 20 over two months; read to a dog program – 15; make a puppet workshop – 19; author readings (Laila Lalami and Jim Lynch) – 44; movies – 32.

58 **Overdrive:** The second eAudiobook and eBook vendor just debuted – no statistics yet. Staff has been  
59 encouraged to use it to help patrons download the new selections.

60  
61 **Addition:** The permit was submitted on August 15, 2010, a week later than planned. The bid went out to  
62 the sites discussed on Aug. 9<sup>th</sup>, except for the local paper which will come out this week.

63  
64 **Discussion on approval of financial report:** Judy Welker asked if there needed to be a motion to  
65 approve the financial report. Even though, this was something that Bill Evans, past chair, automatically  
66 did during his tenure, some board members felt it wasn't required. Judy offered to look at the outer island  
67 library minutes to see how they handle acknowledgement of the financial reports.

## 68 69 **OLD BUSINESS**

70  
71 **Meeting Room Policy Change:** Lou prepared a draft with changes to the meeting room policy for  
72 discussion and action.

73  
74 Section 5.2 Meeting Room – the board discussed and made the following changes to the policy:

75  
76 Section 5.2.3.B.3) Library Parking is limited. Users of the meeting room are ~~expected~~ encouraged to  
77 utilize the designated overflow parking at Community Church.

78  
79 Section 5.2.3.C.1) The board wanted to add consistency to the phrasing and made the following changes:

80  
81 Section 5.2.3.C.1) An authorized person from the group reserving the meeting room must be present  
82 during the meeting. This person is responsible for ~~opening the room~~ opening, ~~clean-up~~ cleaning, turning  
83 off the lights, ~~wipe down tables~~ wiping and ~~return~~ returning tables and chairs to original configuration,  
84 checking that all equipment is accounted for and locking the room after the meeting and returning the key.  
85 The key holder will be held responsible for the condition of the room, and any missing or damaged  
86 equipment or furnishings.

87  
88 Section 5.2 – The board discussed the inconsistent use of capitalizing the “L” in library. The board  
89 decided it was not necessary capitalize the “l” in library. This section will be corrected to reflect this  
90 decision, as well as the rest of the policy. Judy agreed to make these changes.

91  
92 In years past, there was only one key available for late night or early morning meetings and this section  
93 was adopted to deal with this. Since then, the library has 3 meeting room keys so after some discussion  
94 the board agreed to delete the entire paragraph.

95  
96 ~~Section 5.2.3.C.6) Only one user will have access to the room on any one evening or during the period~~  
97 ~~from Saturday night through Sunday night. If the key is not returned, the user will be responsible for the~~  
98 ~~cost of replacing the lock and key.~~

99  
100 **MSP** A motion was made by Sara Eppenbach to adopt the changes to Section 5.2. regarding the  
101 unnecessary use of the capital L in library, Section 5.2.3.B.3 regarding the use of the meeting  
102 room and parking, and 5.2.3.C.1 to simplify the phrasing of the responsibilities by the person  
103 signing for the meeting room key. The motion was seconded by Tina Katzenberger. Motion  
104 passed.

105  
106 Policy Section 4.4 Policy on Discrimination: Draft was discussed. The numbering has an error. It should  
107 read 4.4. Also the wording has to be consistent with the other sections that deal with discrimination. The  
108 board agreed to amend the policy as follows:

109  
110 ~~Section 4.3~~ 4.4 Policy On Discrimination  
111 No person shall, on the grounds of race, ethnicity, national origin, age, gender, sexual orientation,  
112 disability, religion, political or social views, be excluded from participation in or be subjected to illegal  
113 discrimination in any program or activity of the Lopez Island Library District.

114

115 **MSP** Ilene Unruh moved to approve the changes to 4.4 Policy on Discrimination. Sarah  
116 Eppenbach seconded the motion. Motion passed.

117  
118 Sections with reference to religion: This was discussed during the last board meeting. Lou supplied the  
119 board with a clean copy and the second reading. The board agreed to remove all references to religion in  
120 sections of 5.3 of the policy, and to make each section consistent.

121  
122 5.3.2 Recognizing that the library was created to serve all the people within the  
123 district, regardless of ~~age, race, creed, national origin or political or social views~~ race, ethnicity, national  
124 origin, age, gender, sexual orientation, disability, religion, political or social views, the policy should guide  
125 decisions on the merits of an exhibit. Library sponsorship of an exhibit does not constitute an  
126 endorsement of the content or views expressed by the artists.

127  
128 **MSP** A motion to approve changes to 5.3.2 was made by Sarah Eppenbach and seconded by  
129 Tina Katzenberger to remove the "religion" references in 5.3 of the policy and to make each  
130 section consistent with each other. Motion passed.

131  
132 5.5 Policy on Bulletin Boards and Display areas – the board discussed eliminating the word "display" from  
133 this heading and to remove the reference to religion in this section. The following changes were made to  
134 the policy:

135  
136 5.5 Policy on Bulletin Boards

137  
138 B. Materials not accepted for distribution:

- 139 1) Campaign literature for candidates or issues  
140 2) ~~Material promoting a certain religion or sect.~~  
141 3) Commercial material or advertising by profit-making agencies, groups or individuals

142  
143 **MSP** Tina Katzenberger moved and Ilene Unruh seconded to approve the changes to 5.5 Policy  
144 on Bulletin Boards. Motion passed

145  
146 Entry area (near front door) discussion: Lou confirmed that she goes through there to weed out old or  
147 inappropriate materials from the give-away magazine shelf.

148  
149 **Safety Policy:** A safety policy is to be drafted and brought to the next meeting as well.

150  
151 **Reading Room Update:** The Wardells are approximately one week behind of their intended  
152 schedule, giving more time to potential contractors to turn in a bid. The subject of the pergola was  
153 discussed since the board had previously thought they could get their friends or family involved to  
154 remove it, thus saving the library some money. After some discussion with the Wardells, the board  
155 decided that the winning contractor would be the one to take it down since they would be  
156 contracted to re-construct it.

157  
158 **Check-Out the Music Program:** It has been one year since the board agreed to try the program  
159 out. Dean Jacobsen had agreed to launch the program, purchase the instruments and take care of  
160 repairs for the first year. The time has arrived to review the program and consider if this is a viable  
161 program for the library. Lou and the board discussed patron feed-back, storage issues,  
162 maintenance and repair. Earlier in the year, there weren't any repairs, but one year after the start,  
163 repair and part replacement issues are starting to surface. The board asked Lou to gather  
164 information from circulation and from the rest of the staff to re-visit this program at the next meeting.

165  
166 **NEW BUSINESS:**

167  
168 **2011 Budget Draft:** The board discussed the first draft of the budget, and certain line items with  
169 Lou providing rationale behind the starting figures. The board wanted more time to review and  
170 revisit the budget draft during the next meeting.

171

172 **Lopez Village Market request for use of return box:** Aaron Dye of Lopez Village Market had  
173 contacted Lou, asking if would be possible to share the drop box somehow. A customer had given  
174 the suggestion to him and he was following through. After some discussion, the board and Lou  
175 came to the same conclusion that was that the drop box would remain exclusively for the use of the  
176 library.

177  
178 **Endowment fund donation discussion:** A recent donation of \$50,000 to the Seattle Endowment  
179 Foundation for the **Lopez Island District Designated Endowment Fund** was discussed. The  
180 endowment fund which had been started in 2002 with a donation of \$2,500 has been growing  
181 slowly through the years, but the recent jump in value now warrants more attention by the board to  
182 review the intent of the endowment, guidelines and future uses of the funds. The funds have not  
183 shown up on any revenue sheet, since this is a privately held endowment fund. In addition to  
184 reviewing this during the next meeting, there was a discussion on how to thank the donor. Lou  
185 indicated that the donor did not want a huge fanfare in the way of public acknowledgement. The  
186 board agreed that a well constructed thank you would be appropriate. Sarah Eppenback agreed to  
187 draft the thank you from the board and would meet with Judy Welker to obtain some background  
188 information about the donor.

189  
190 **APPROVAL OF BILLS:** Vouchers to pay bills, payroll and health insurance were submitted and reviewed  
191 by the board.

192  
193 **Approval of Vouchers:**

194		
195	Bill Voucher of 8/17/2010:	\$ 26,440.66
196		
197	Healthcare Voucher of 7/13/2010:	\$ 2,256.88
198		
199	Payroll voucher of 7/13/2010:	\$ 15,959.94
200		
201		
202	<b>Total Expenditures:</b>	<b>\$44,657.48</b>
203		

204 **MSP** A motion to approve all vouchers for a total of \$35,992.92 was made by Sarah  
205 Eppenback and seconded by Ilene Unruh. Motion passed.

206  
207 **Surplus:** 21 library items valued at less than \$500 were presented for surplus.

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

210  
211 The board is scheduled to meet with the architects, Bob and Lois Wardell on Friday, August 27<sup>th</sup> at 3:00  
212 pm to discuss the contractor bids. The next monthly board meeting is scheduled for September 14, 2010  
213 at 4:00 pm.

214  
215 **Adjournment:** With no other items to discuss, a motion was made to adjourn.

216 **MSP** A motion to adjourn the meeting was made by Tina Katzenberger and seconded by Ilene  
217 Unruh. Motion passed.

218  
219 The meeting adjourned at 6:22 pm.

220  
221 Respectfully submitted: \_\_\_\_\_  
222 Board Secretary

223  
224 Approved: \_\_\_\_\_  
225 Board Chair

226