

Lopez Island Library Board of Trustees
Regular Meeting
April 15, 2011

Approved as submitted on May 13, 2011

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

Staff: Lou Pray, Judy Welker

Guest: Bob Wardell, Addition project architect; Deane Lundquist, sales representative Technical Furnishings, makers of library and office seating and furniture.

Call to Order: Co-chair Bob Buchholz called the meeting to order at 2:02 pm after it was determined that a quorum was present.

Agenda approval: The agenda was reviewed. Added to the agenda was the Technical Furnishings demo.

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

Approval of March 11, 2011 Regular Board Minutes: Minutes were reviewed and approved as submitted.

MSP Sarah Eppenbach moved and Ilene Unruh seconded to approve the March 11, 2011 minutes as submitted. Motion passed.

Addition Update: Bob Wardell reported that in spite of a slow down due to inclement weather, the project is still on track. The roof is on with no damage to the mill work (because of the rain). The exterior doors are being made, with delivery and installation expected by mid May as planned. Several monetary changes were reported and discussed. The first involved two added electrical outlets to increase wireless broadcasting in the room. The outlets were added after the electrical inspection and the inspector had to be brought back before the dry walling could be finished. Bob estimated the cost to be approximately \$500 that the library would have to pay. The second was an underground spring that uncovered during excavation phase which required extra drain work that contractor has agreed to absorb \$400 of additional materials and labor. The other change would be more costly. The room design was to have tongue and groove on the ceiling. The contractor bid the job with a plaster board ceiling. That detail was included only on one of the drawings, but not included in the specs. There may have been a verbal discussion about it, but it is difficult to say where the fault lies. The change order may cost up to \$2,000, but perhaps less after labor and materials are considered. The other contractor's bids may have also not included the T&G. One way or another, the added cost is assumable, since the board wants the T & G finish. Bob finished his report with a discussion about the wall sconce lighting that was to be ordered for the two corners of the addition. The board wanted to do some research on alternative lighting. Bob left the Progress Lighting catalog with the board and excused himself from the meeting. After he left, the board agreed to have Lou continue to look for a more suitable sconce. Ilene Unruh said she would be available to accompany Lou on a shopping outing to search for the right sconce.

Room addition furniture demo: Deane Lundquist, sales rep from Technical Furnishings brought samples of club chairs. The meeting moved outside to the parking lot where her van containing the chairs was parked. The chairs were uncrated and the board members and a few of the staff had an opportunity to try the chairs out judging their functionality and comfort. The sales rep left Lou and the board various catalogs to help with their decision making. The meeting reconvened in the meeting room and the board discussed their impressions. The board made their recommendations but asked Lou to make the final purchasing decisions in collaboration with members of the Friends of the Library.

Friends of the Lopez Island Library: There was no representative from the Friends. The board commented on the extent of the Friends work. In light of cuts at other libraries, the Friends of the Lopez Library continue to sponsor events. The annual meeting held on April 28th was a great event with a lot of effort going into it. Next year an effort will be made to get more people to attend the meeting.

Librarian Report: Lou shared her librarian's report with following highlights and additions:

- The number of public meetings held via a video-conference went up last month to 7.

- Lou shared highlights of the WLA conference in Yakima including the session about the Evergreen Open Source ILS which is the system King County Libraries are on. The three San Juan County libraries briefly discussed the possibility of bearing the cost together.

OLD BUSINESS

Basement Committee Report: The basement access committee met for the 5th time. They are still looking at dumbwaiters, and still researching alternative options. They have several informal ball park figures for purchasing and installation. Now they will be looking more closely at the county permitting process. They also looked at a conveyor belt at the Camas Library. Current conveyor belt designs not quite suited for our building configuration. Book donation headquarters will be moved into the hallway where the best placement for a dumbwaiter was recommended.

NEW BUSINESS

Resolution for Budget Adjustment: Adjustment of the beginning balance was postponed until the May meeting.

Upcoming Summer Programs: Included in librarian’s report.

Volunteer Programming Committee: Discussed creation of a local living well volunteer coordinator.

APPROVAL OF BILLS: Vouchers to pay bills and payroll were submitted and reviewed by the board.

Approval of Vouchers:

3/30/2011	Bills Voucher – Fund 6331:	9,666.12
4/9/2011	Bills Voucher - Fund 6331:	5,016.96
4/9/2011	Bills Voucher – Fund 6337 – Capital Improvements	65,824.09
	Total Bills	80,507.17
4/15/2011	Payroll – April	15,685.02
4/15/2011	Health Care	2,590.20
	Total Expenditures:	\$ 98,782.39

MSP A motion to approve all vouchers for a total of \$98,782.39 was made by Ilene Unruh and seconded by Sarah Eppenbach. Motion passed.

Surplus: 40 items withdrawn from the collection valued at less than \$500 were presented for surplus.

MSP A motion to approve the items presented for surplus was made by Sarah Eppenbach and seconded by Deborah Bundy. Motion passed.

Next scheduled meeting: Thursday, April 21st, 3:00pm – Exit Conference with state auditor has been posted as a public meeting. Next board meeting scheduled for Friday, May 13, 2011 at 2:00pm.

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

MSP A motion to adjourn the meeting was made by Sarah Eppenbach and seconded by Ilene Unruh.

The meeting adjourned at 3:55 pm.

Respectfully submitted: _____
Board Secretary

Approved: _____
Board Chair

Lopez Island Library
Librarian's report to Board to Trustees
April 15, 2011

Financial Snapshot:

Budget expenditures as of 4/01/2011 - \$118,732 (22.78% used)

Revenues as of 4/01/2011 – \$54,707.89(10.50% received)

General Library Fund as of 4/01/2011 : \$70,891.00

Capitol Library Fund as of 4/01/2011: \$151,573.92

Acquisitions- total from March 10, 2011 – April 12, 2011 – new items - 575

New item format: 286 books; 289 non-books

New items by collection:

95 adult fiction, 126 non-fiction, 118 DVDs, 18 teen books, 44 children's books, 39 recorded books, 1 music CDs, 1 NOOK e-reader and the rest periodicals and equipment.

Walk-in traffic for March 2011: 6,994 34% increase from last month

Circulation of items for Mar 2011: 8,019 (200+ down from last year at this time) year)

Circulation breakdown: 2,891 books checked out in March 2011: 5,066 non-books

Computer Usage: 1,348 signups (18% increase from last month & roughly the same as last year; laptop time almost doubled due to usage in computer classes

Video-conferencing: 7 in March

Update on Addition: Moving apace. Roof is on. The doors and windows will be shipped on April 15th. The electrical inspection happened on April 7, 2011 and went well. Today they are doing the duct work. Wardells will give more details at the meeting. Lou met with the Deane Lunquist of Technical Furnishings to talk about interior design of the new space.

Update on Library History Project:

Karen led a field trip to Port Stanley School to examine artifacts and listen to Mark talk about copyright and permissions needed for the research project. There are 18 children and some did interview long-time residents about historical projects.

Some kids are done (~50% completed articles). Karen helped with the 3 stragglers to get a better focus on their topics. Charles Givens is hard at work on the layout of the completed stories and working with Colleen on getting better images. Karen will check back after Spring break to see if the library can offer more support. In June, the book presentation to the public library will take place to honor the hard work of the children and adults involved in this collaborative community project.

Upcoming Events

April 29th at 7pm - Celebrating Poetry! (see Lorna Reese's article below)

May 14th at 2pm – Courtyard Reading room unveiled, musical guests

June 4th at 3pm - Grow a Garden, Change the World – author Jeremy N. Smith

June 6th at 5pm – Writing in a Changing World – writing workshop

June 11th at 2pm – Best-selling YA author Deb Caletti to speak at HS graduation

June 20th at 2pm– Summer Reading Program kick-off party - "One world, Many stories" is this year's theme

June 21st at 1pm Yoga for kids begins (weekly for the summer)

SHARK REEF Literary Magazine and the Lopez Island Library invite islanders to a poetry reading on Friday, April 29, at 7 pm at the library. Seven poets will read their own poetry and attendees are welcome to bring a favorite poem to read after the program if time permits. "This event will be a fun way to conclude National Poetry Month," says Lopez librarian, Lou Pray.

Poets scheduled to read include Linda Barton, Ande Finley, Karen Fisher, Elizabeth Landrum, Molly Swan-Sheeran, Faith Van De Putte and Gretchen Wing. Several of them have already been published in SHARK REEF, the online literary magazine launched ten years ago by the Lopez Writers Guild and now published by Heron Moon Press. Some have chapbooks they will offer for sale after the reading.

SHARK REEF (sharkreef.org) recently opened its editorial doors to serious writers and visual artists everywhere, not just those from the San Juans. "Submissions more than quadrupled for the upcoming summer issue," says SHARK REEF editor, Lorna Reese. "We're looking forward to having the selected pieces and art work online in June." Archival issues are stored on the website, and readers already familiar with SHARK REEF will be able to search easily for favorite writers and artists without having to open every past issue.

Lou met with cleaning guru, Deb Rhoades of "Details by Deb" DVD fame. Deb offered a free consultation on areas of the library that needed more attention. Lou took notes and discussed them with the current janitorial staff.

Update on Computer upgrades – Willem is working through the bugs in Windows 7 with the plan to move the library to it if we can get it to work with the pc management software.

Session Highlights of WLA meeting in Yakima

Personnel Law – This was not taught by lawyers but by personnel people in libraries. This really cleared up issues on lunch hours, medical leave and what “firing at will” really means. It was interesting to hear the stories from other libraries and ways that unions work (or not) with these issues. A key component of supervision is knowing the laws that affect staff in areas such as scheduling, accommodations, documentation, and all the other aspects. Since I have no human resource experts to consult with this was very valuable to me.

Performance Appraisals - Everybody likes to know where they stand and want to feel valued but. Appraisals that just include a few check boxes are a disservice to your customers and your employees. This workshop included lots of performance appraisal tips and scenarios for the overachiever/lone ranger/or underachiever. We learned lots of phrases to NOT use when offering counseling.

Programming with a Boom! Fellows from the IMLS-funded, Transforming Life After 50 project discussed ideas on programming for adults over 50. As the Baby Boomer generation reaches retirement age, they are looking for ways to engage in their communities and continue their own educations. Programming is a great way to reach this segment of your population – such as life-long learning, moving on to new careers, language acquisition, hobbies, sports, and funding for non-profits (a biggy with boomers). Let’s be realistic THIS is our demographic in the islands. As much as we love our children’s programs we need more on the biggest chunk of our market.

Boomers in Your Community - Another companion session was volunteerism and the boomers. During the session we brainstormed ways, the uber-talented boomers can help the library way beyond shelving and checking out books. I’ll talk more about it at the meeting.

Fund Raising for Libraries - During the recent recession, libraries have had to endure significant budget cuts. Funding continues to go down at the same time the cost of materials and staff continues to increase. This has created an untenable situation of annual reductions to acquisitions budgets and the layoff of library staff. Not surprisingly, libraries have looked at other ways to fund their budgets. One of these is an increasing emphasis on fund raising. Dr. Lorensen presented techniques he’s used in soliciting funds from prospective donors and basically the care and feeding of donors.

Moving to Evergreen Open Source ILS: If We Knew Then What We Know Now

This Open Source product is currently being used by King County Library System and at my recent ferry meeting with the island director we discussed if we might move as a group to this system in the future. King County Library System talked about the lessons they learned in their implementations and migrating from preparing the patrons, to training the staff. It wouldn't be cheap or easy, and we don't have the technical support staff that they have but it could be done.

Conservation Kitchen, Recipes for disaster -Attics, basements, garages, and outdoor sheds are not good environments for your collections. Temperatures and relative humidity levels are too extreme, adequate circulation of air is lacking, and insects can thrive in these places, undisturbed by regular cleaning activities.

“Environmental Guidelines for Book Storage” by William K. Wilson, a National Information Standards Organization (NISO) technical report (NISO TR01-1995), a maximum temperature of 70°F for combined stack and user areas, a maximum temperature of 65°F for closed stack areas, and an optimum temperature of between 35°F and 65°F for preservation stacks. This got me to thinking about our own basement and ideas for what we could do better down there and also given all the flooding of basements due to equipment malfunctions and extreme rainy conditions. The Northeast Document Conservation Center (NEDCC) offers a free online disaster-planning tool called dPlan, available in a “Lite” version (disaster response only) and an in-depth version (prevention, preparedness, and response).

Read more about dPlan at:

<http://www.dplan.org> that I would like to bring to the next board meeting. As you know San Juan and Orcas have had flooding in their basements and I talked to other librarians around the state who had as well. I'll also look into our insurance coverage in regards to flooding and tsunamis. It is just worrisome.