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Lopez Island Library Board of Trustees
Regular Meeting
September 8, 2009

Approved on October 13, 2009

Members present: Deborah Bundy, and Penny Gilde, Tina Katzenberger, Bill Evans and Bob Buchholz.

Staff present: Lou Pray and Judy Welker

FOL: MaryLynn Whitley

Call to Order: Vice-President Deborah Bundy determined there was quorum with Tina Katzenberger, Penny Gilde and herself present as board members. The meeting was called to order at 3:30pm. Bill Evans, Bob Buchholz would arrive at 3:45 pm

Agenda approval: The agenda was reviewed by those present.

MSP Penny Gilde moved and Tina Katzenberger seconded to approve the agenda.
Passed.

Approval of August 11, 2009 Regular Board Minutes: Minutes were reviewed. Minor spelling corrections were made.

MSP Penny Gilde moved and Tina Katzenberger seconded to approve the August 11, 2009 minutes as amended. Passed.

Friends of the Library: Mary Lynn Whitley reported that Barbara Marsh is now in charge of Desk Sales, replacing Barbara Carver. FOL is looking for new book sorters. Currently most of the sorting is done by Florence Wagner and she could use some help. Ginger has offered to help train anyone, anytime. FOL is looking at other sources for selling donated books. They are working with Pystal Books, who do not take fiction, and pay 20% of resale price. The new used book store next to Isabel's will take books that do not sell at the book sales. Sales through Better World Books has netted \$375 so far this year through the efforts of Nancy Givens, FOL's past secretary, who mailed 8 boxes to Better World.

Librarian Report: Operational statistics showed attendance was high despite the road work outside the entrance. Approximately 24,000 walk-ins during the months June through August, compared to 18,000 for the same time period a year ago. Cumulative circulation totals were up 5,091 for the year compared to last year. The 2009 Summer Reading Program succeeded in having 50 young people complete the program after starting with 68 sign-ups, a 74% completion rate. This compares to a 65% completion rate and 36 young people who completed the program last year. Even though we had 20-30 attendees during mid-summer, cumulative attendance for Story Hour was 720 for the year compared to 845 at the same time last year. The theory is that there were less tourists traveling/visiting this year. This year's Teddy Bear Picnic also had less participants – a total of 77 over last year's total of 100. Charley Thweatt will be performing in a family concert again this year at the library. Saturday matinees brought in 21 attendees, while the teen movie night had 13 in attendance.

Collection Highlights: 509 items were added to the collection, 291 books, 95 DVDs, 93 periodicals, 14 audio books, 5 music CDs, 5 videos, 3 Playaways and 109 e-books from the Learning Express Database.

Karen Rogers will be giving information to seniors on using Learning Express to practice for SAT tests.

Facilities: Pedestrian pathways are in place prior to the completion of the road widening and the signage is all in place.

53 **Financial Reports:** Lou will be moving \$20,000 from Capital Improvements in order to maintain
54 \$100,000 through April 2010. She has reached a point in the year where she has started ordering less,
55 buying only the essential supplies, to get through the year. The August Revenue Report is not out yet,
56 but she understands homeowners have been paying their taxes on a continued regular basis. August
57 expenditures totaled 63.84% of budget used. We have \$130,000 at the end of August in the fund.

58 **MSP** A motion was made by Penny Gilde and Tina Katzenberger seconded the motion to
59 accept the financial reports as presented. Passed.

60
61 **OLD BUSINESS**

62
63 **Update on building addition:** Lou has asked architects Bob & Lois Wardell, who are part-time islanders
64 and designers of Morgantown, to submit a design plan for the addition.

65
66 **Musical Instrument Check-Out:** Lou has received word from Carolyn Jacobsen, that Dean Jacobsen
67 has obtained 1 violin, 2 ukuleles, 3 guitars, and 2 keyboards. They will be available to patrons with no
68 distinction between adults and children. Dean is working on availability of lessons for a reduced fee. Lou
69 will be talking with Dean to re-emphasize the library's role which will be limited to housing the instruments,
70 cataloging, circulating, and marketing. The program is unique enough on the west coast that Dean
71 believes we can look for opportunities to get grants or donations of instruments. Any donated instruments
72 would belong to the library, whereas the initial instruments purchased belong to Dean's non-profit.
73 Repairs will be handled by Dean or those people that Dean makes an arrangement with. The marketing
74 at the school will be done by Dean or Carolyn. The board was enthusiastic about the program.

75
76 **Parking Lot Agreement:** Pastor Smith agreed with the new and improved wording which has been
77 simplified. The insurance company is giving the Church up to \$10,000 of coverage and the signage is all
78 in place.

79
80 **Building and Grounds Improvements:** Great Floors now has the replacement carpet squares and is
81 scheduled to come to the library to look at the squares under the book stacks to see if they will have to be
82 replaced or if the color match is close enough. A decision to replace the squares under the stacks would
83 require special machinery and crew.

84
85 The pedestrian pathways are in but will not be entirely completed, until the road widening is finished.

86
87 **NEW BUSINESS:**

88
89 **Review of 2010 Budget draft:** The budget must be turned in to the county by November 15th. Currently
90 the property revenue request is \$385,000 with revenue from other sources added for a total of \$401,000.
91 It is recommended to estimate on the high side because often the county does not give what is asked for.
92 The board discussed various line items including expected power increases and medical insurance
93 increases. Additional adjustments to the line items will be made over the next few weeks. Finalization of
94 the budget will be on the October meeting agenda.

95
96 **Director's Annual Appraisal:** The board will meet in an executive session for the purpose of evaluating
97 Lou's performance. The director wrote a summary of year from August to August. The Executive
98 Session was scheduled for Monday, September 14th at 4:00 pm. Board will be able to give Bill Evans
99 feedback and he will write up a summary of the meeting.

100
101 **Approval of Bills:** Vouchers to pay bills, payroll and health insurance were submitted and reviewed by
102 the board.

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104
105

106 **Approval of Vouchers:**
107
108 Bill Voucher of 8/26/2009: \$ 7,080.32
109 Bill Voucher of 8/27/2009: 825.00
110 Bill Voucher of 8/28/2009: 152.50
111 Bill Voucher of 9/8/2009: 12,842.25
112 Healthcare Voucher of 9/8/2009: 2,182.44
113 Payroll voucher of 9/8/2009: 14,760.79
114
115 Total Expenditures: \$ 38,143.30
116

117 **MSP** A motion to approve all vouchers for a total of \$38,143.30 was made by Tina
118 Katzenberger and seconded by Penny Gilde. Passed.
119

120 **Surplus:** 33 items valued at less than \$500 were presented for surplus.

121 **MSP** A motion to approve the items presented for surplus was made by Bob Buchholz
122 and seconded by Deborah Bundy. Passed.
123

124 The next meeting is scheduled for October 13, 2009. Deborah Bundy will be gone for the December and
125 January meetings. Tina Katzenberger will miss the October 13th meeting. Bob Buchholz is not certain
126 about his attendance at the December meeting.
127

128 **Adjournment:** With no other items to discuss, the chair called for a motion to adjourn.

129 **MSP** A motion to adjourn the meeting was made by Penny Gilde and seconded by Tina
130 Katzenberger. Passed.
131

132 The meeting adjourned at 5:47 pm.
133

134 Respectfully submitted: _____
135
136 Board Secretary

137 Approved: _____
138
139 Board Chair