

Lopez Island Library Board of Trustees  
Regular Meeting- Virtual Zoom Meeting  
April 21, 2020

Approved as Amended May 21, 2020

**Regular Board Meeting Call to Order:**

Chair Constance Euerle called the regular April 21, 2020 meeting of the Lopez Library Board of Trustees to order at 10:00 AM. This meeting was held virtually as a result of the COVID 19 Pandemic Lockdown Order.

**Members Present:** Trustees Bob Buchholz, Constance Euerle, Connie Holz, Michael Moore and LeaAnn Rolla.

**Staff:** Library Staff Members Claudia Rempel and Ingrid Vliet were also present.

**Agenda Approval:** The agenda was presented for approval.

**MSP** Michael Moore moved and Connie Holz seconded the motion to approve the April 21st meeting agenda as amended. Motion passed.

**Approval of February 11th, 18th, and 27th, and March 17, 2020 Board**

**Minutes:** Minutes were sent out prior to meeting, where edits, suggestions and comments were edited.

MSP Bob Buchholz moved and Michael Moore seconded the motion to approve the February 11<sup>th</sup>, 18<sup>th</sup>, and 27<sup>th</sup>, and March 17, 2020 Board Minutes.

**Friends of the Library Report: N/A**

**April 21, 2020 Expenditures**

**Expenditures Summary**

*Payroll Worksheet*

**February 2020**

Staff and Admin Payroll \$15,212.12  
HealthCare Authority \$ 4,814.48

**March 2020**

Staff and Admin Payroll \$16,508.46  
HealthCare Authority \$4,821.08

**Expenditures**

2/24/2020 \$5, 252.13  
3/2/2020 \$5,644.43  
3/18/2020 \$3,762.01  
4/13/2020 \$8,484.35

Chair Constance Euerle called for a motion to approve all vouchers.

**MSP** A motion was made by Connie Holz and seconded by Michael Moore to approve all vouchers totaling \$64,499.06. Motion passed.

**Discussion:**

Chair Constance Euerle gave a short report about the library's operations during closure. Staff are meeting weekly with Constance to discuss staff assignments during closure as well as any library business and planning continuing during the lockdown of the building. A short summary is below:

- Claudia Rempel is working on vouchers, payroll, acquisitions, audit reports and reviews of various library digital offerings. Claudia is also working with substitute staff to offer telephone "check ins" with patrons.
- Ingrid Vliet is working on reports, children's programming, circulation management and website offerings.
- Beth St. George is working on the website, staff databases, and virtual program offerings.
- Malia Sanford is working on community partnerships and virtual program planning. She is collaborating on various committees and spearheading our virtual "Village Square."
- Sam Bernardi is the voice of the library. He is answering all calls, troubleshooting new virtual offerings, and offering tech support.

**Next Meeting: Regular Library Board of Trustees Meeting – May 19, 2020.**

**Adjournment:** With no other business on the agenda, Chair Constance Euerle called for a motion to adjourn.

**MSP** A motion was made by Bob Buchholz and seconded by Connie Holz to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:03 am.

Respectfully submitted: \_\_\_\_\_  
Board Secretary

Approved: \_\_\_\_\_  
Board Chair