

Lopez Island Library Board of Trustees  
Regular Meeting-Virtual Meeting  
December 16, 2020  
Approved as Amended January 20, 2021

**Regular Board Meeting Call to Order:**

Chair Constance Euerle called the regular session of the December 16, 2020 meeting of the Lopez Library Board of Trustees to order at 11:06am.

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

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

**Guest:** Barbara Orcutt, Friends of the Library President and Robin Ross.

**Agenda:** The agenda for the December 16, 2020 was unanimously approved.

**Approval of Minutes:** Chair Constance Euerle asked for a motion to approve minutes from November 18, 2020. A draft was sent out prior to the meeting and suggestions and edits were made.

**MSP** Michael Moore moved, and Connie Holz seconded the motion to approve the minutes from November 18, 2020. Motion passed.

**Friends of the Library Report:** Barbara Orcutt updated the Board on the Friends annual fundraising letter. Donations have been received and are continuing to come in through the end of the year.

**Vouchers and Payroll Approval:**

Payroll: \$24,930.24 HCA: \$4,775.80

Vouchers: \$14,155.92, \$6,411.49

Chair Constance Euerle called for a motion to approve vouchers from November and December of 2020.

**MSP** Connie Holz moved and LeaAnn Rolla seconded the motion to approve November and December 2020 expenses. Motion passed.

**Surplus:**

Items to approve for surplus from November 2020 (210 items).

Chair Constance Euerle called for a motion to approve all surplus items.

**MSP** Michael Moore moved, and Mindy Richardson seconded the motion to approve surplus items November 2020. Motion passed.

**Operations Report:**

Ingrid Vliet updated the board on the operational activities for November of 2020. Grab and Go hours were expanded in November. We are now at fifty percent of our regular circulations for this time of year, as the library remains closed. Over 50 new patrons have used grab and go this month and we anticipate circulation numbers to continue to grow. The library was awarded a grant from the Washington State Library for hot spots. They are currently catalogued and ready for circulation. We began a new Graphic Novel Club with Elementary Students, a tween Movie club, and a games library (in partnership with the Lopez Island PTSA).

**Executive Session:**

The minutes will show that an executive session began at 12:20pm to discuss the personnel budget. The meeting was scheduled to last 45 minutes. No decisions or actions were to be taken during this meeting.

The minutes will show that the executive session ended at 1:03pm. No decisions were made, and no actions were taken.

**Wage Adjustment:**

Chair Constance Euerle called for a motion to approve a wage adjustment for staff based on extra duties and special projects due to the COVID19 Pandemic for the year 2020. This adjustment is effective for the December 2020 pay period.

**MSP** Connie Holz moved, and Mindy Richardson seconded the motion to approve the one-time wage adjustment for the December 2020 pay period. Motion passed.

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

**MSP** Michael Moore moved and LeaAnn Rolla seconded the motion. Motion passed.

The meeting adjourned at 1:06pm.

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

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