

Lopez Island Library Board of Trustees  
Regular Meeting  
January 21, 2020  
**DRAFT**

**Regular Board Meeting Call to Order:**

Chair Bob Buchholz called the regular January 21, 2020 meeting of the Lopez Library Board of Trustees to order at 10:00 AM.

**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. Under Old Business, the follow-up to the Library's Energy Audit was added.

**MSP** Connie Holz moved and LeaAnn Rolla seconded the motion to approve the January 21st meeting agenda as amended. Motion passed.

**Approval of December 9, 2018 Board Minutes:** Further review of the December 9th meeting minutes is needed. Approval of these minutes will be moved to the next meeting.

**Friends of the Library Report:** Barbara Orcutt gave a short report regarding the activities from the Friends in December. The annual letter campaign was very successful, with donations that came in above the projected revenue. The Friends will continue to move forward with plans for their annual meeting.

**January 21, 2020 Expenditures**

**Expenditures Summary**

*Payroll Worksheet*

**December -2019**

Staff and Admin Payroll	\$14,291.96
HealthCare Authority	\$7,686.31

## **Expenditures**

11/26/2019	\$2,145.86
12/17/2019	\$5,704.02
1/6/2020	\$15,647.04

Chair Bob Buchholz called for a motion to approve all vouchers.

**MSP** A motion was made by Connie Holz and seconded by Constance Euerle to approve all vouchers totaling \$45,475.04. Motion passed.

**Surplus:** 389 items weeded (valued less than \$500.00)

Chair Bob Buchholz called for a motion to approve all surplus items.

**MSP** A motion was made by Constance Euerle and seconded by Connie Holz to approve all weeding of surplus items. Motion passed.

## **December 2019 Financial Reports and Operations Report:**

- The library's final financial reports from the county were not available at the time of the meeting. The report will be postponed until the February meeting.
- In Library Checkouts for December 2019 - 4,970 items.
- Washington Anytime Overdrive Library- 891 checkouts
- Hoopla- 282 checkouts
- Walk-ins for December 2019- 3,696 patrons
- Library Program participants for December 2019 - 111 patrons
- Computer Usage- 543 sign-ins

## **Old Business:**

**Energy Audit Report-** Michael Moore updated the Board on the Energy Audit Report conducted in the library in December. The Energy Audit made several suggestions for the board to consider in updating the library's energy usage. The full report will be emailed to the board members and incorporated into the library's future planning.

**New Business:**

Board Officer Elections- The Board's annual officer elections rotated this year. Constance Euerle will take over as Board Chair. LeaAnn Rolla will take over as Vice-Chair.

Acting Chair Bob Buchholz called for a motion to approve the new officer elections.

**MSP** A motion was made by Michael Moore and seconded by Connie Holz to approve Constance Euerle as the Chair and LeaAnn Rolla as the Vice Chair for the Board of Trustees.

**Friends of the Library Invoicing and Reimbursements:** The Board evaluated its policy on invoicing and reimbursing expenses from the Friends of the Library. Staff member Claudia Rempel, will be in charge of invoicing the Friends for expenses based on guidelines provided by the Friends.

**Contract Review:** Staff Member Claudia Rempel and New Board Chair will work on updating contracts from the Library's independent contractors. This was a recommendation from the Washington State Auditor's Office during the 2019 audit.

**Hiring Procedures:** Board of Trustee member Connie Holz will assist with interviewing and hiring a new Library Assistant for the library.

**Next Meeting: Regular Library Board of Trustees Meeting – February 18, 2020.**

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

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

The meeting adjourned at 12:15 pm.

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

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