

Lopez Island Library Board of Trustees  
Regular Meeting-Virtual Meeting  
October 21, 2020  
Approved as Amended November 18, 2020

**Regular Board Meeting Call to Order:**

Chair Constance Euerle called the regular session of the October 21, 2020 meeting of the Lopez Library Board of Trustees to order at 11:04am.

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

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

**Guest:** Barbara Orcutt, Friends of the Library President. Robin Ross and Mindy Richardson were also present.

**Agenda:** The agenda for the October 21, 2020 was unanimously approved.

**Approval of Minutes:** Chair Constance Euerle asked for a motion to approve minutes from September 16, 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 September 16, 2020. Motion passed.

**Friends of the Library Report:** Barbara Orcutt updated the Board on the Friends activities. The Friends hosted their annual meeting on October 8, 2020 via zoom with guest author Ben Goldfarb. They have also added 3 new members and new officers to their board. Their annual fundraising letter will be going out this month.

**Vouchers and Payroll Approval:**

September Expenses:  
Payroll: \$19,928.66, HCA: \$4,986.64, Vouchers: \$24,514.42= \$49,429.72

October Expenses:  
Payroll: \$19,404.90, HCA: \$4,986.43, Vouchers: \$46,398.73=\$70,790.28

Chair Constance Euerle called for a motion to approve vouchers from September and October of 2020.

**MSP** Connie Holz moved and Michael Moore seconded the motion to approve September and October 2020 expenses. Motion passed.

### **Surplus:**

Items to approve for surplus from August (380) and September (205).

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

**MSP** Connie Holz moved and Michael Moore seconded the motion to approve surplus items from August and September 2020. Motion passed.

**Operations Report:** Ingrid Vliet updated the board on the operational activities for September and October of 2020. E-circulation numbers are still holding steady. DVD checkouts are trending down. This may be due to our new streaming service options. The library will also be expanding grab and go hours in beginning in November.

### **New Business:**

**Visitor Cards:** The library staff recommended the board eliminate temporary visitor cards. These cards for visitors has resulted in a loss of materials to the library and an attempt to have materials returned is time consuming and costly.

Chair Constance Euerle called for a motion to eliminate visitor cards.

**MSP** LeaAnn Rolla moved and Michael Moore seconded a motion to eliminate visitor cards from our library offerings. Motion passed.

### **Old Business:**

**Library/School Partnership:** Based on the continuing ambiguity of an in-school option, we continue to be on hold to finalize plans for the library branch MOU.

**Facilities Report:** We are still waiting for bids on interior painting and flooring for bathrooms. A covered outdoor area was discussed as a possible small addition to the library.

**MSP** Connie Holz moved, and Michael Moore seconded a motion to approve Claudia Rempel, Operations Manager, to pursue more information for an outdoor covered area. Motion passed.

**2021 Budget Preliminaries:** Planning has continued for the 2021 budget. Projections and adjustments have been made by board and staff and a 2021 budget will be presented at the next budget meeting for approval.

**Executive Session:**

The minutes will show that an executive session began at 12:55pm to discuss the personnel budget. The meeting was scheduled to last 20 minutes. No decisions or actions were to be taken during this meeting.

The minutes will show that the executive session ended at 1:11pm. No decisions were made and no actions were taken.

**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 1:13pm.

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

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