

Lopez Island Library Board of Trustees
Regular Meeting-Virtual Meeting
February 17, 2021

Approved as Amended March 17, 2021

Regular Board Meeting Call to Order:

Chair Constance Euerle called the regular session of the February 17, 2021 meeting of the Lopez Library Board of Trustees to order at 11:07am.

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: Robin Ross

Agenda: The agenda for the February 17, 2021 meeting was unanimously approved.

Approval of Minutes: Chair Constance Euerle asked for a motion to approve minutes from January 21, 2021. A draft was sent out prior to the meeting and suggestions and edits were made.

MSP Connie Holz moved and Michael Moore seconded the motion to approve the minutes from January 21, 2021. Motion passed.

Friends of the Library Report: Barbara Orcutt reported that the Friends are considering the possibility of a future book sale. She also reported that the fund drive in the fall was successful.

Vouchers and Payroll Approval:

Payroll: To be approved in March 2021 meeting.

Vouchers: \$6,452.28

Chair Constance Euerle called for a motion to approve vouchers from February of 2021.

MSP Connie Holz moved and Mindy Richardson seconded the motion to approve February 2021 expenses. Motion passed.

Surplus:

Items to approve for surplus from January 2021 (398 items).

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

MSP Connie Holz moved and Mindy Richardson seconded the motion to approve surplus items from January 2021. Motion passed.

Operations Report:

Ingrid Vliet updated the board on the operational activities for January 2021. A new Reader's Advisory option was added to the catalog. Puzzles are a new popular item during the pandemic and several new puzzles have been added to the collection. The After School Enrichment Program partnership with the Lopez Island School District has resumed after a break in January. The Library will be hosting a virtual program on March 7, 2021 about the history of the bra in America.

Financial Report:

An Operations Reserve account is being set up by the San Juan County Auditor's Office. The library will then be able to transfer money to this account to begin a Reserve Fund for operating expenses. The transfer of funds from the General Fund to the Capital Reserve account is in process.

Old Business:

Facilities Update:

Painting:

Bernardo Velazquez's has finished painting the interior of the library! A heart felt thanks to Bernardo and his assistant Elder for doing a wonderful job in refreshing our library space!

Porch Design:

Local architect, Serina Adams submitted a drawing for a possible outdoor porch design. The design will be used to solicit bids from contractors for a small covered space on the library grounds.

Chair Constance Euerle called for a motion to approve the design. The facilities committee will also be approved to solicit bids.

MSP Connie Holz moved and Mindy Richardson seconded the motion to approve initial design and to authorize facilities committee to seek bids for construction of outdoor patio. Motion passed.

COVID-19 Facility Guidelines Update:

Chair Constance Euerle called for a motion to approve updates to the COVID-19 Facility Guidelines.

MSP Mindy Richardson moved and Michael Moore seconded the motion to approve updates to the COVID-19 Facility Guidelines. Motion Passed.

New Business:

Electronic Signature Policy:

Chair Constance Euerle called for a motion to approve the use of Electronic Signatures for Board documents.

MSP Michael Moore moved and Connie Holz seconded the motion to approve the use of Electronic Signatures for Board documents. Motion passed.

Executive Session:

The minutes will show that the board went in to Executive Session at 12:23 pm to discuss a patron issue and two personnel matters. The meeting was set to last no more than 1 hour. No decisions would be made or actions taken during this Executive Session. The Executive Session ended at 1:11pm. No decisions were made or actions taken.

Chair Constance Euerle called for a motion to approve the Board Chair to request a trespass letter from the Sheriff's Office for patron Ben Reece effective 2/3/2021.

MSP Michael Moore moved and LeaAnn Rolla seconded the motion to authorize the Board Chair to request a trespass letter from the Sherriff's Office. Motion passed

Chair Constance Euerle called for a motion to approve Brian Auckland to work with the Library's facilities committee to revamp and update the Facilities Manual and Emergency Response Manual.

MSP Connie Holz moved and LeaAnn Rolla seconded the motion to approve Brian Auckland's contract. Motion passed

Chair Constance Euerle called for a motion to approve Claudia Rempel as Interim Director of the Library.

MSP Connie Holz moved and LeaAnn Rolla seconded the motion to name Claudia Rempel as Interim Director of the Library.

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

MSP Connie Holz moved and Michael Moore seconded the motion. Motion passed.

The meeting adjourned at 1:17pm.

Respectfully submitted: _____

Board Secretary

Approved:

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Constance Euerle
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Board Chair