

Lopez Island Library Board of Trustees  
Regular Meeting-Virtual Meeting  
June 16, 2021

Approved as amended July 21, 2021

**Regular Board Meeting Call to Order:** Chair Constance Euerle called the regular session of the June 16, 2021 meeting of the Lopez Library Board of Trustees to order at 11:10 am.

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

**Staff Present:** No staff were present at this meeting.

**Guests Present:** Robin Ross was also present.

**Agenda:**

**MSP:** Mindy Richardson moved, and Michael Moore seconded the motion to approve the agenda. The agenda for June 16, 2021, was unanimously approved.

**Friends of the Library Report:** Barbara Orcutt did not join the meeting. The Friends are busy with the 4<sup>th</sup> of July Booksale. Malia has spoken to the Friends about support for the program Raising Readers, and the Friends responded positively.

**Prior Month(s) Minutes Approval:**

**MSP:** Mindy Richardson moved, and Michael Moore seconded the motion to approve the minutes for the May 19, 2021, meeting. The minutes were unanimously approved.

**Routine Matters:**

- *Vouchers and payroll:* Claudia Rempel reported on vouchers of \$10,724.81 and payroll expenses of \$24,544.62 for May (payroll of \$19494.24 and benefits of \$5,049.38).  
**MSP:** Connie Holz moved, and Mindy Richardson seconded a motion to approve vouchers and payroll expenses. Motion passed.
- *Surplus:* 530 items were deleted in the month of May.  
**MSP:** Connie Holz moved, and Michael Moore seconded a motion to approve surplus deletions. Motion passed.
- *Financial Report:* Chair Constance Euerle reported that expenses are on track, given that Lopez Library will be hiring three new people. The costs for the building were greater than projected and will increase due to the need for a fire alarm system. However, taking care of deferred maintenance during the past months was necessary, and a maintenance schedule will be added to the facilities manual.

**Director's report:** Claudia Rempel reported that summer planning is well underway, both for programs centered in the library and for programs at other locations: summer reading for kids; book bingo for adults; take and make kits for 30 families (coordinated

with state); outreach reading activities at the school, plus Moms and Tots in the library; the Teddy Bear picnic; participating in summer camp with LIFRC; science literacy program at the school; and citizen science activities. New staff members are critical to several of these programs. The staff is moving ahead with the imagination library program that the library hopes to launch in September. Also, the outreach to Latino families will begin with an invitation to families to attend an ‘introduction to the library’ night conducted in Spanish.

**New Business:**

- Staff hiring: Two new part time positions have been filled. Janna Wiscomb is the new library assistant position for front desk and grab n go duties; she has clerical experience and in the future of about 10 hr. per week of Claudia Rempel’s current clerical responsibilities will be shifted to Jana to allow Claudia to focus on Director responsibilities. Rosie Sumner will be involved in outside reading activities for the library (story time, Teddy Bear picnic etc.). Claudia Rempel and Constance Euerle are working on the job descriptions/hours/budget impact of the two new hires. As the library reopens, the Director will analyze needs for the upcoming months. Also, the library is amid hiring two new teen interns, in addition to the current intern who will stay through the summer. A new youth advisory board would include at least one intern, with the other doing library assistant tasks.
- Branch library at school: At a citizen’s action committee meeting for the school, Claudia Rempel and Constance Euerle floated the idea of a establishing a branch library at the school, an idea enthusiastically received by the school board. Details remain to be worked out by a committee. However, implementation of the concept would be deferred until the 2022/2023 school year.

**Old Business:**

- Facilities update: Claudia Rempel will follow up on the propane ‘leak’ to confirm the cause; the propane is currently turned off as the fireplace is not used during the summer.
- Programs: A focus group with the school recently identified the way forward for the Latino Literacy Program. The first activity will be a book club for Latina moms, with the literacy program to start later in the fall. The concept is to first do activities to establish relationships and a buy-in to the program before full launch, likely in the October/November time frame. The ‘introduction to the library’ night is one step to establish these relationships.
- COVID-19 reopening issues: Claudia Rempel described the possible plans for re-opening the library once Governor Inslee announces loosening restrictions as expected at the end of June. Hours will be Tues-Sat 11am-5pm, grab n go will continue, the time allowed and number of computers available will be limited (two with a one-hour limit plus an express computer available for 15 min). The conference room will be unavailable. The question of a mask requirement was discussed. Since children under 12 cannot be vaccinated, masks could help keep them safe.
- Personnel manual: Constance Euerle received San Juan County’s personnel manual; the language is clear and can easily be used for Lopez Library with some modifications. Chair Euerle stripped out the material that is not applicable to the Lopez Library, e.g., information about the Family Medical Leave Act, meant for those with more than 50

employees. Lopez Library also does not have a human resource department; alternate ways to fulfill those tasks will be discussed. The focus of most of the discussion was on sick leave and vacation time, how the amounts changed with length of service, when the hours were available and whether or for how long they could accumulate and whether to add Juneteenth to the list of holidays. Chair Euerle called for a volunteer to work with her on continuing to eliminate the non-relevant material and think about human resource department options. Connie Holz is willing to help after July 1.

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

MSP: Connie Holz moved, and Michael Moore seconded the motion to adjourn.

Motion passed.

The meeting adjourned at 1:26 pm.

Next **Regular Meeting: July 21, 2021**

Respectfully submitted:   
A6270374425F4AE...  
Board Secretary

Approved:   
74DCEF8A61EC4BB...  
Board Chair