

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

Approved as amended May 19, 2021

Regular Board Meeting Call to Order:

Chair Constance Euerle called the regular session of the March 17, 2021 meeting of the Lopez Library Board of Trustees to order at 11:08am.

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

Staff: Staff members Claudia Rempel was also present.

Guests: Barbara Orcutt, Friends of the Library President, and Robin Ross were also present.

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

Friends of the Library Report: Barbara Orcutt updated the Board on the Friends' thoughts about the possibility of a 4th of July book sale. The Friends meet March 18, 2021 to further discuss the possibility. One suggestion is to make bookmarks for Grab & Go to ask for donations, perhaps with suggestions about what books are most desired. Donations may be placed in the basement for an adequate period (6 months?) in order to avoid the need for quarantine. In order to follow COVID-19 protocols for avoiding large crowds, the possibility of restricting the sale to islanders was discussed. The library would be closed for donations day. A second topic was that the web page needs updating so that to ensure that all donations go to the Friends. Currently the Donate button on the web page indicates that donations go to the Lopez Library whereas the Friends' page indicates that donations go to the Friends. This is a technical tax deduction issue.

Routine Matters:

- *Vouchers and payroll:* Claudia Rempel reported on vouchers and payroll expenses for February. Salaries (\$19,936.14) and benefits (\$5,058.98) totaled a payroll of \$24,995.12. Expenses totaled \$3822.53.

MSP: Connie Holtz moved and Mindy Richardson seconded a motion to approve the expenditures for payroll and vouchers.

- *Surplus:* 468 items were deleted in the month of February.

MSP: Mindy Richardson moved and Connie Holtz seconded a motion to approve the surplus deletions.

- *Financial Report:* Detailed financial reports were sent to all BOT.

- *Approval of prior month's minutes:* Chair Constance Euerle asked for a motion to approve minutes from February 17, 2021.

MSP Connie Holz moved and LeaAnn Rolla seconded the motion to approve the minutes from February 17, 2021.

Director's report:

- Operations report highlights: Claudia Rempel gave the Director's report. Weekly staff meetings focused on readying the library to reopen: declutter the basement, shred documents and remove trash from sun room and other free spaces. Circulation has dropped, due to travel to the outside and also more requests for virtual offerings. Hot spots are in high demand. Hetty (teen intern) is helping with weeding the collection.
- Library projects: The staff decided to table virtual programs, citing zoom fatigue from patrons, and focus on summer programs. The trenching and upgrades needed for the switch to Century Link for the internet provider are complete, and the Lopez Library now has the infrastructure to get to K20 (state internet).

New Business:

- Friends request for donations for sale: discussion under Friends of Library report.
- Board secretary election: In the future Robin Ross volunteered to take minutes during BOT meetings.
- Seattle Foundation transfer resolution: The motion was to move \$20,000 to the bank to join the \$104,000 plus in the account.

MSP: Michael Moore moved and Connie Holz seconded the motion to move \$20,000 to the Seattle Foundation from Lopez Library funds.

- Use of Seattle Foundation funds and patron's donations: Two discussion items: 1) should funds be used for projects and/or left for a rainy day fund; 2) staff should be encouraged to think about how to treat these funds differently so that people can be thanked specifically for bequests or donations. One suggestion was buying into the new community solar bank, helping to fulfill the promise to be more 'green' made for the levy left. Another was to set aside funds for the Raising Readers costs, with a possible start in September 2021.

Old Business

- Facilities update: During the inspection and upgrade to MERV13 filters for the HVAC system, it was discovered that the library was only running on one of two furnaces. The issue was fixed, with a cost of \$2000. Work continues on developing the facilities manual, with the facilities committee and Brian Auckland. Blueprints of the library were found, a useful addition to the facilities manual.

- COVID-19 reopening announcement: The status of the staff of the library re COVID-19 shots was discussed. Currently only two of the five are not vaccinated. Having all staff vaccinated would be ideal for opening. Additional personnel needs and safety factors were discussed.

Executive Session: Chairman Constance Euerle opened the executive session at 12:04. No actions were taken, no decisions were made. The executive session was closed at 1:10pm.

Adjournment:

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

MSP: LeeAnn Rolla moved and Michael Moore seconded the motion to adjourn.
Motion passed

The meeting adjourned at 1:10 pm.

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

Respectfully submitted: 
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Board Secretary

Approved: 
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Board Chair