

Lopez Island Library Board of Trustees
Regular Meeting-Virtual Meeting
May 19, 2021

Approved as amended June 16, 2021

Regular Board Meeting Call to Order: Chair Constance Euerle called the regular session of the May 19, 2021 meeting of the Lopez Library Board of Trustees to order at 11:01 am.

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

Staff Present: Staff member Claudia Rempel was also present.

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

Agenda:

MSP: Connie Holz moved and Mindy Richardson seconded the motion to approve the agenda. The agenda for May 19, 2021 was unanimously approved.

Friends of the Library Report: Barbara Orcutt reported that the 4th of July Booksale will be going ahead, with logistics to be discussed at the next meeting of the Friends.

Prior Month(s) Minutes Approval:

MSP: Michael Moore moved and Connie Holz seconded the motion to approve the minutes for the March 17, 2021 and April 21, 2021 meetings. The minutes were unanimously approved.

Routine Matters:

- *Vouchers and payroll:* Claudia Rempel reported on vouchers of \$41,395 and payroll expenses of \$24,622 for April, and a slight March payroll revision (now \$24,545). Vouchers for expenses included the interior painting of the building and roof repairs. .
- *Surplus:* 621 items were deleted in the month of April.

MSP: Mindy Richardson moved and LeeAnn Rolla seconded a motion to approve vouchers and payroll expenses, the March payroll revision and surplus deletions. Motion passed.

- *Financial Report:* Chair Constance Euerle reported that about 55% of the tax revenue has been received as of the end of April. Expenses are under control; the personnel costs to date have been less than anticipated due to positions not yet filled. Chair Euerle expects \$20,000 to be moved to the Seattle Foundation this month. She also recommends that \$25,00 be moved into both the capital reserve and operating reserve accounts.

MSP: Mindy Richardson moved and Connie Holz seconded a motion to approve the recommended movement of funds. Motion passed.

Director's report: Claudia Rempel reported that the highlights of the past month have been the cleaning and preparation of the library building for re-opening. The basement has seen the biggest transformation. School programs have finished for the year; the virtual poet program was well attended; plans continue for the summer programs. Circulation and over-drive use remain steady. Back to Browsing is slow, but improving. Slight alterations to the logistics of Back to Browsing were discussed. Claudia Rempel also mentioned the staff are working on a mission statement. The mission statement is part of the Board of Trustees purview as it relates to the strategic plan; discussion of the staff mission statement will be scheduled for the June 16, 2021 meeting.

New Business:

- Staff hiring: The library assistant position for front desk and grab n go duties was advertised. Six applications have been received. Interviews will begin shortly. Also Claudia Rempel discussed the potential of sharing a staff person with other San Juan Co libraries to help with adult programs. The Salish Sea program is an example of a successful shared resource program.
- Employee Handbook draft: Brian Auckland gave an update on progress in revising the Employee Handbook; he has been consulting with Claudia Rempel. The update will clarify expectations, responsibilities and rights of employees. He is also working on emergency procedures in consultation with the staff. An update on the policy for competitive bids is recommended. Most of the check-in meeting June 2 will be spent working on the Employee Handbook draft as a group.

Old Business:

- Facilities update: Claudia Rempel shared thoughts on both the pavilion and for a fence on the Hummel Road side to help make the rear of the library more family friendly and help with outdoor programs. Help from the Friends of the Library for outdoor furniture would be beneficial.
- Programs: Money may also be needed to purchase items for a special collection for bilingual and Spanish materials for the Latino Literacy Program. Lopez Library will run the program, with help from the school for promotion of the program and identification of those most in need of the program.
- COVID-19 reopening issues: Claudia Rempel reported that not many are showing up for Back to Browsing. Masks are still mandated in San Juan County until the end of June. Right now the 3 days open for browsing appear to be sufficient, although the staff are beginning to think about how to expand.

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

MSP: Connie Holz moved and LeeAnn Rolla seconded the motion to adjourn.
Motion passed.

The meeting adjourned at 12:00 pm.

Next **Regular Meeting: June 16, 2021**

Respectfully submitted: DocuSigned by:
Robin Ross
A6270374425F4AE...

Board Secretary

Approved: DocuSigned by:
Constane Euerle
74DCFE8A61EC4BB...

Board Chair