

Lopez Island Library Board of Trustees
Regular Meeting - Virtual Meeting
August 18, 2021
Approved as Amended September 15, 2021

Regular Board Meeting Call to Order: Chair Constance Euerle called the regular session of the August 18, 2021, meeting of the Lopez Library Board of Trustees to order at 10:08 am. The meeting was via zoom.

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

Staff Present: Interim Director Claudia Rempel was present.

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

Agenda: Claudia Rempel requested the addition of discussion of the volunteer policy to the agenda.

MSP: Connie Holz moved and LeeAnn Rolla seconded the motion to approve the agenda. The agenda for August 18, 2021, was unanimously approved.

New Business:

• **Children’s Internet Protective Act (CIPA) – public discussion.** The first 30 minutes of the meeting was reserved for public discussion of the policy the Lopez Island Library District proposed to adopt to comply with CIPA. The meeting was advertised on Lopez Rocks and on the library website with links to the CIPA document, the draft policy and frequent questions and answers (FAQs) about CIPA. No members of the public joined the zoom meeting or sent written questions. No other opposition to the addition of the CIPA policy has been received.

MSP: Mindy Richardson moved, and Connie Holz seconded the motion to approve the policy to comply with CIPA.

• **Resolution to add additional staff member, Malia Sanford, as a signer for the Lopez Island Library credit card.**

MSP: Michael Moore moved, and Connie Holz seconded the resolution to add Malia Sanford to the Lopez Island Library credit card.

Friends of the Lopez Island Library (FLIL) Report: Barbara Orcutt reported that the FLIL did not have a meeting last month, due to the 4th of July book sale. 1) Currently the income for the Friends’ budget is far behind previous years, partially due to downturns in donations and in the sales of books in the ferry terminal and library lobby. Claudia Rempel mentioned that the library is out of merchandise, and patrons would like to purchase bags and aprons. During the upcoming annual meeting, thought will be given about ways to increase the income from the annual campaign and even a November book sale. Highlighting the Friends funding of the Dolly Parton Imagination Library Program

for Lopez families would be important. The expectation is that fifty families will sign up this year. Discussion ensued on ways to incorporate into library programs the books that will be sent out to the 0–5-year-old children enrolled in the program. 2) Elections will be held during the annual meeting, with 2-3 new board members anticipated.

Prior Month Minutes Approval:

MSP: Connie Holz moved and LeeAnn Rolla seconded the motion to approve the minutes for the July 21, 2021, meeting. The minutes were unanimously approved.

Routine Matters:

• *Vouchers and payroll:* Vouchers of \$3592.90 (Aug 2) and \$30,994.32 (Aug 16) and personnel expenses of \$29,707.14 for July (payroll (\$20987.40) and benefits (\$8719.74)) were submitted.

MSP: LeeAnn Rolla moved, and Connie Holz seconded a motion to approve vouchers and payroll expenses. Motion passed.

- A total of 389 items were deemed surplus in July.
- *Financial Report:* Chair Constance Euerle reported on the status of the budget.

Director's report: Claudia Rempel and Malia Sanford are working on a new policy for the use of volunteers. The new policy specifies that volunteers cannot do work that the paid staff does but should be used to enhance library programs. This is a necessary clarification and enforcement of existing Library policy. Discussion about the tasks or programs that would benefit from volunteer participation, but not replace staff, included a few that would require training and programs such as movie night that did not need that commitment. Weeding of book donations as part of the FLIL program was also mentioned.

Old Business:

• **Meeting room policy:** Claudia Rempel reported that questions about whom and for what purposes the meeting room can be used under the overall goal of 'public benefit' have emerged. For example, the meeting room has been used by those needing better internet access to take depositions, and for work, college orientations, job fairs and testing of ham radio operators. A few uses have entailed fees. The question is whether the meeting room can be used on a fee basis, and if so, can the library charge a fee. The ensuing discussion focused on the idea of public benefit, whether the entity needed to charge a fee for the activity, and the use of the smaller meeting room for individuals or groups not needing the larger space. The policy will also include the concept that the director will go to the Board of Trustees with any questionable requests. In all cases the library needs take precedence.

• **Facilities:** Recently staff discovered that there is not water shutoff inside the building when they turned the water fountain off and it started leaking profusely. The cost to install a shutoff valve inside the building at the bottom of the stairs was estimated to be \$350. Claudia Rempel will also proceed with contacting fire alarm companies, to protect the library's \$7-8 million in assets.

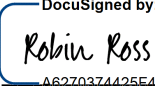
Executive Session: Chairman Constance Euerle opened the executive session at 11:39 am. Personnel issues were discussed. No actions were taken, no decisions were made. The executive session was closed at 11:58 am.

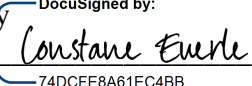
Adjournment: With no other business on the agenda, Chair Constance Euerle called for a motion to adjourn the meeting.

MSP: Connie Holz moved Michael Moore seconded the motion to adjourn. Motion passed. The meeting adjourned at 12:11 pm.

Next **check-in** Meeting if necessary: **September 15, 2021**

Next **Regular** Meeting: **September 15, 2021**

Respectfully submitted:  DocuSigned by:
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Board Secretary  DocuSigned by:
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Approved: _____

Board Chair