

Lopez Island Library Board of Trustees
Regular Meeting - In Person Meeting
July 21, 2021

Approved as amended August 18, 2021

Regular Board Meeting Call to Order:

Chair Constance Euerle called the regular session of the July 21, 2021, meeting of the Lopez Library Board of Trustees to order at 11:10 am.

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

Staff Present: No staff members were present.

Guests Present: Robin Ross was also present.

Agenda:

MSP: Mindy Richardson moved and LeeAnn Rolla seconded the motion to approve the agenda. The agenda for July 21, 2021, was unanimously approved.

Friends of the Library Report: Barbara Orcutt sent the Friends of the Library Report in an email. The 4th of July book sale was an unqualified success, both in terms of net income (~\$4200) and goodwill. The board will send a note of appreciation. In June, the Friends unanimously voted to support the Dolly Parton Imagination Library Program and sent funds to begin the program. Two library staff members and two Friends of the Library board members met to clarify when and how to access funds from the Friends of the Lopez Island Library, i.e., type of costs and coordination of funding. Malia will attend FOLIL meetings to update them on the programs supported.

Prior Month(s) Minutes Approval:

MSP: LeeAnn Rolla moved, and Mindy Richardson seconded the motion to approve the minutes for the June 16, 2021, meeting. The minutes were unanimously approved.

Routine Matters:

• *Vouchers and payroll:* Vouchers of \$19,719.68 for June and \$8,493.29 for early July and personnel expenses of \$27,210.48 for June (payroll (\$20,054.66) and benefits (\$7155.82)) were submitted.

MSP: Michael Moore moved and LeeAnn Rolla seconded a motion to approve vouchers and payroll expenses. Motion passed.

• *Financial Report:* Chair Constance Euerle reported that San Juan County requested that copier expenses be reported separately. Also, SJC has not yet set up either the operations reserve account or the capital funds reserve account. Once funds can be transferred, care will be taken to retain enough funds for unexpected expenses such as the fire alarm system now needed.

Director's report: The Director's Report from Claudia Rempel documented an eventful June. Two new positions were filled: Janna Wiscomb (Library Assistant) and Rosie Sumner (Children's Programs Assistant). Both are proving to be wonderful assets. Four interns are also present for the summer. The interns both work at the desk and on a newly formed youth council that addresses such issues as ideal teen spaces in the library. Claudia Rempel also applied for another American Recovers Plan Act Grant of over \$6000. No word yet on funding. New outdoor furniture is now installed throughout library grounds and is often being used.

Promotional materials for the Dolly Parton Imagination Library, as funded by the FOLIL, are starting to appear, and sign-ups are underway. Additional programs will be developed around the Imagination Library. The patrons are delighted that the library is now open five days a week; as a result, circulation is up. Adult book clubs began meeting in person in July, some outside and some inside due to mosquitos. Those inside wore masks and windows were open. Overall, about 70% of patrons are still wearing masks.

New Business:

- Meeting room policy: There will be interim rules for the use of the meeting room due to concerns about covid19. Interim rules: 1) all attendees will wear masks; 2) no food allowed; 3) drinks will be in a person's own container brought from home; 4) the number of attendees will be limited to fifteen. A \$25 refundable cleaning deposit will be enforced. Meetings can be scheduled online when the library is open, and in the evenings between 5 and 9 pm on the days the library is open; reservations can be made up to two months ahead. At 12:28 Beth was asked to join the meeting to discuss the rules. The amended meeting room policy will be reviewed by the rest of the staff before final approval.
- Day and time of BOT meetings: The BOT meetings in the future will be scheduled for the third Wednesday in the month from 10-noon, with the meeting room reserved from 10a – 1p. The meeting room will also be reserved for the check-in meeting (the first Wed of the month), even if it is not needed. In October, more time may be required for budget discussion.

Old Business:

- Emergency procedures: The emergency procedures flyer was passed around and enthusiastically approved.
- Personnel manual: Constance Euerle and Mindy Richardson are working their way through the Personnel Manual, refining the manual to reflect the realities of a small library. The task is time consuming.

Executive Session: Chairman Constance Euerle opened the executive session at 12:50. Personnel issues were discussed. 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: Michael Moore moved, and Mindy Richardson seconded the motion to adjourn. Motion passed. The meeting adjourned at 1:52 pm.

Next **Regular Meeting: Aug 18, 2021**

Respectfully submitted: 
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Board Secretary

Approved: 
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Board Chair