

Library Board of Trustees
Regular Meeting – Virtual Meeting
December 15, 2021
Approved January 19, 2022

Regular Board Meeting Call to Order: Chair Constance Euerle called the December 15, 2021, regular meeting of the Lopez Library Board of Trustees to order at 10:13 am. The meeting was via zoom.

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

Staff Present: Interim Director Claudia Rempel was present. Malia Sanford joined for a brief presentation on library programs.

Guests Present: Robin Ross was also present. Barbara Orcutt joined after the executive session.

Executive Session: Chairman Constance Euerle opened the executive session at 10:14am. Personnel issues were discussed. No decisions were made; no actions were taken. The executive session was closed at 10:32 am.

Agenda: The agenda for December 15, 2021, was amended with the addition of Facilities to Old Business and the Facilities Manual to New Business. The agenda was then accepted.

MSP: Connie Holz moved, and Lea Ann Rolla seconded the motion to approve the agenda for December 15, 2021

Friends of the Library Report: Chair Barbara Orcutt reported that the annual fund raising is going well. The usual annual November book sale was not held due to the covid19 pandemic. The Friends of the Library is planning a board retreat and is exploring facilitators and costs.

Prior Month's Minutes Approval:

MSP: Mindy Richardson moved, and Connie Holz seconded the motion to approve the minutes for November 17, 2021. The minutes were unanimously approved.

Routine Matters:

- *Vouchers and payroll:* A voucher of \$2,113.19 (Nov 30) was submitted. Total personnel expenses of \$29,378.20 were submitted Nov 25 for payroll (\$22,363.38) and benefits (\$7,014.82).

MSP: Connie Holz moved LeaAnn Rolla seconded the motion to approve voucher and personnel expenses. Motion passed.

- *Surplus items:* 66 items were removed in November

- *Financial Report:* Claudia Rempel reported that San Juan County is reviewing all W9 forms for vendors and requiring the W9s to be up to date before payment. Thus, payment to some vendors is delayed. As requested by Chair Constance Euerle, Malia Sanford constructed specific budgets for the various programs to give the Board a better idea of the actual costs of programs.

Director's report:

Interim Director Claudia Rempel is spending time preparing for the 2022 audit.

- *Library reports:* Fewer patrons were in the library in November, but an increase in reserves suggested that the lower number of visits was not due to decreased use of the library's collections. Patrons appear to have adjusted to the new hours, and visits come in clusters so visits per day are about equal. Tuesday evenings have yet to become popular. The number of Hoopla borrows was increased to 10 per month for December, a boon for the holidays.

Many items were added to the collection in November, including 48 for after school programs and about 45 audio books for juveniles. Various programs were as well attended as in the record August, e.g., 90 for Louise Erdrich's Seattle Arts and Lectures program and 3 book launches for local authors (about 100 for Kip Green).

Two interns have worked in the library this fall, primarily shelving books one afternoon a week.

- *Library projects* (as presented by Malia Sanford): The Seattle Arts and Lectures (SAL) program concluded the fall presentations, with about 300 Lopez participants. The Lopez Library was the first library to participate in this outreach, and SAL was pleased with the spread of the program. At this juncture the Lopez Library is not turning away anyone who wants to participate, which would not be the case for larger libraries. Although the library programs will be quiet in December and January, a card making set up is in the sunroom, Peter Kavanaugh's bird photographs are on the walls and Japanese style pottery repaired with gold, called kintsugi, is in the display case. Reading programs for January include a January reading inspiration sheet geared toward grownups, the continuing Spanish book club Monday evenings and work developing the Latina literature program at the school to start in January or February. Discussion of the suggestion that all San Juan County libraries promote the reading of the same book is beginning, with each library constructing programs around the book. Funds from the National Endowment for Arts might be available.

- *Facilities manual:* Feedback is requested for the Facilities Manual recently sent out. For example, the Facilities Manual should include a policy for contracts and bids needed for work proposed for audits. Also, although a proposal was made that there be a sign out sheet in case of emergency, this would not be feasible in a fire. One alternative is a check-in in the parking lot when an emergency forces evacuation.

Old Business:

- *Facilities:*

- 1) The heavy rains have clogged the library drains. Although a preliminary cleaning of the drains occurred, the drain near the back door is still not draining well. During inspection it was also learned that all the drains are either collapsed or full of roots from the apple trees. Several options to solve the situation were discussed, including re-routing one drain by the reading room. The north entrance is a significant concern as that drain appears to go under the parking lot and out to the street near the sewer pipes. Since the parking lots would need to be closed during some of the repair the digging could happen between Christmas and New Year's, with a cost of about \$10,000. Some advice on a longer-term solution is needed, but more information is clearly necessary as no diagrams exist detailing where the different pipes and fiber optics lines are located. To start, Claudia Rempel will call the sewer district and find out when the sewer pipes were last inspected, then meet with Michael Moore and plan.
- 2) Discussion continued about the use of capital funds for various improvements in facilities. The fire alarm system is a priority and awaits a visit to Lopez from the

fire alarm company.

New Business:

• *Leave balances:* Leave balances for the staff of the library are currently substantial. The old policy was that vacation time needed to be used within 1 year and 5 months into the new year. This policy was not followed in the past, and created a significant financial hardship when staff departed. The Board of Trustees needs to look at leave balances once a month, and make sure the leave policy is enforced. Chair Constance Euerle and Mindy Richardson are working on the personnel portion of the policy manual and hope to have a better digital version in January or February that will clarify some of the personnel policies.

• *Meeting times for 2022:* Starting in January the regular Board of Trustees meeting will be on the third Tuesday of the month, from 10:00 am to noon. At this point check-in meetings are not likely to be needed.

Executive Session 2: Chairman Constance Euerle re-opened the executive session at 11:47am. Personnel issues were discussed. No decisions were made; no actions were taken. The executive session was closed at 12:08pm.

• *Year-end discussion:* Sincere and hearty thanks were extended to all the Board, the staff and the Interim Director for their input and support as we navigated another pandemic year and recruited a new director.

MSP: Mindy Richardson proposed, and Connie Holz seconded the motion that all staff members receive a year-end wage adjustment. Chair Constance Euerle will write the letter for each staff member. The motion passed.

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

MSP: Mindy Richardson moved, and Michael Moore seconded the motion to adjourn. Motion passed. The meeting adjourned at 12:15 pm.

Next **Update** Meeting if necessary: **TBD** (First Tuesday of the Month)

Next **Regular** Meeting: **January 18, 2022** (Third Tuesday of the Month)

Respectfully submitted:
Board Secretary

DocuSigned by:
Robin Ross
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Approved:
Board Chair

DocuSigned by:
Constance Euerle
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