

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

Approved December 15, 2021

**Regular Board Meeting Call to Order:** Chair Constance Euerle called the November 17, 2021, regular meeting of the Lopez Library Board of Trustees to order at 10:01 am. The meeting was via zoom.

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

**Staff Present:** Interim Director Claudia Rempel was present.

**Guests Present:** Robin Ross was also present. Deborah Lynn Jacobs joined after the executive session.

*Executive Session: Chairman Constance Euerle opened the executive session at 10:03 am. Personnel issues were discussed. No decisions were made; no actions were taken. The executive session was closed at 11:07 am.*

**Agenda:** The agenda for November 17, 2021, was accepted.

**MSP:** Mindy Richardson moved and LeaAnn Rolla seconded the motion to approve the agenda for November 17, 2021

**Friends of the Library Report:** Barbara Orcutt sent the report via email. The end-of-the-year donation letter has been mailed. Barbara Orcutt will be stepping down as President of the Friends.

**Prior Month's Minutes Approval:**

**MSP:** Mindy Richardson moved, and Michael Moore seconded the motion to approve the minutes for October 20, 2021. The minutes were unanimously approved.

**Routine Matters:**

• *Vouchers and payroll:* Vouchers of \$9978.85 (Oct 22), \$2592.23 (Nov 2) and \$7120.05 (Nov 15) were submitted. Personnel expenses were not available; payroll will be done Nov 19.

**MSP:** LeaAnn Rolla moved, and Mindy Richardson seconded the motion to approve voucher expenses. Motion passed.

• *Surplus items:* Total surplus item will be given at the end of the year.

• *Financial Report:* Chair Constance Euerle deferred the financial report until the budget discussion.

**Old Business:**

*Library Director Discussion:* Two applicants for the library director were interviewed.

The Board of Trustees conducted their interviews Nov 11 via zoom: the staff conducted their interviews Nov 16 in person. Both candidates were viewed positively; the interviews and resumes revealed that one candidate was better qualified for the position. The pending offer will not be announced until accepted. Deborah Jacobs gave an incredibly positive evaluation for Darren Hoerner.

**MSP:** Mindy Richardson moved and LeaAnn Rolla seconded that pending reference checks and due diligence that an offer would be presented to Darren Hoerner.

**Budget 2022:** Chair Constance Euerle reported that the current cash balance is about \$331,000, that there are no updates on tax revenue being deposited, and that funds remain in personnel due to hiring that did not occur due to the pandemic.

For 2022 the Friends will be asked for additional financial support for programs such as Storytime, to help supplement tax revenue and fund raising. Budget details were discussed, differences between the 2022 budget and expenses for a line item the previous year. For example, professional services were higher in 2021 due to work done to create a Facilities Manual. A COLA of 3% was applied to salaries. In the future the COLA for the LILD will follow San Juan County. A 6-mo assistant position will be added in summer 2022, with time spent in both the library and at the school.

**MSP:** Mindy Richardson moved and LeaAnn Rolla seconded that the 2022 annual budget as presented be approved and sent to San Juan County. Motion passed unanimously.

Discussion continued about ideas that have been proposed for capital expenditures. Some funds could be moved from the current budget surplus into the capital reserve to fund some projects. Below is a list of potential projects:

- outside pavilion: Seattle Foundation funds could pay for this addition
- furnishings, particular computers for staff
- fire alarm and monitoring system
- flooring in the main hallway and bathrooms
- improvements to the website
- improvements to staff workspace
- designated space for Friends, especially as Grab 'n Go displaced the Friends' space in the lobby

Chair Constance Euerle proposed that \$20,000 originally from the Seattle Foundation and \$20,000 to \$30,000 from the budget surplus be moved to the capital reserve fund.

**MSP:** Mindy Richardson moved and LeaAnn Rolla seconded that \$50,000 be moved into the capital reserve fund. Motion passed unanimously.

**San Juan County certification and Ordinance Resolution:** The tax revenue stated on the Ordinance Resolution allows for a 1% increase over last year's levy amount of \$623,155.74. To collect unpredicted tax revenue (new construction) the amount stated on the Levy Certification was \$675,000.

**MSP:** Mindy Richardson moved and LeaAnn Rolla seconded that both the

Ordinance Resolution and the Levy Certification be approved as presented by Chair Constance Euerle. Motion passed.

**Director's report:** Interim Director Claudia Rempel reported that both the local authors' program and the Seattle Arts and Lectures program have been well received, and even generated a generous donation to the Friends. Plans are being made for a patron appreciation effort in December. A staff member is out for the week due to covid-19 exposure from the pre-school. Performance evaluations will be conducted in December.

*Facilities:* During the recent rain, it was discovered that most of the drains had not been cleared in recent memory. The drains were cleared. Water was accumulating at the corners of the sunroom and the staff room. A potential flooring installer came to the library for a separate reason but can give an estimate on flooring repair or replacement in the main hallway and bathrooms.

*Audit:* In preparation for next year's audit, Interim Director Claudia Rempel is focusing on year-end closing out tasks.

**New Business:**

*New Board Term for LeaAnn Rolla:* Board Member Rolla replaced a person mid-term, with only three years to go. That term has expired, and LeaAnn has asked for more time to think about extending her term.

**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 12:16 pm.

Next **check-in** Meeting if necessary: **December 8, 2021**

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

Respectfully submitted:   
Board Secretary

Approved:   
Board Chair