

Library Board of Trustees
Regular Meeting – Virtual Meeting
February 15, 2022
Approved as amended March 15, 2022

Regular Board Meeting Call to Order: Chair Constance Euerle called the February 15, 2022, regular meeting of the Lopez Library Board of Trustees to order at 10:03 am. The meeting was via zoom.

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

Staff Present: Director Darren Hoerner and Operations Manager Claudia Rempel.

Guests Present: Robin Ross (Secretary) and Barbara Orcutt (Chair of Friends of the Library) were present.

Agenda: No amendments were proposed for the agenda for February 15, 2022.

MSP: Mindy Richardson moved, and Michael Moore seconded the motion to approve the agenda. The agenda was unanimously approved.

Friends of the Library Report: Chair Barbara Orcutt reported that the Board retreat is scheduled for March 17, with the goal of examining how the Friends of the Library functions. Library Director Darren Hoerner will attend.

Prior Month's Minutes Approval:

MSP: Mindy Richardson moved, and Michael Moore seconded the motion to approve the minutes for January 18, 2022. The minutes were unanimously approved.

Routine Matters:

- *Vouchers and payroll:* Vouchers of \$4660.53 (Jan 19) and \$3503.53 (Jan 31) were submitted.
- *Payroll and benefits:* Total personnel expenses of \$28,602.04 were submitted for payroll (\$21,299.72) and benefits (\$7,302.32).
- *Surplus items:* 394 items were removed from the collection. No recent checkouts were the main criteria for deeming a volume surplus; however, volumes that are part of a series or that could be considered classics were retained. The books deemed surplus are usually donated to TIOLI or the Friends of the Library.

MSP: Michael Moore moved, and Mindy Richardson seconded the motion to approve voucher and personnel expenses, and to approve disposal of the surplus items. Motion passed unanimously.

- *Financial Report:* The December 2021 information is not yet available from San Juan County. At the end of January, about \$153,000 was in the operations account, decreasing to about \$99,000 on February 15. The capital reserve account has \$102,000. Care will need to be taken with expenditures during 2022.

Old Business:

- *Facilities – Drains and HVAC:* Drain repairs have been completed on the north side of the library. Trenching on the south side will be delayed due to the potential of construction in the area. The biggest issue is that the compressor for the HVAC system

has failed; the library is operating with an energy compressor and using expensive electric heat. The cost to fix the current compressor is \$3579; the cost of a replacement unit would be \$15-20,000. Although HVAC units last 5 years, the broken compressor was replaced in 2019. One advantage of replacing the unit now is that the library would receive a drawing of the wiring. Discussion followed about the two options, remembering that about \$30,000 has yet to be allocated from capital expenditure funds. A new roof is 5 years away if the gutters are routinely cleaned.

Operations Report: Claudia Rempel reported on staff activities and library usage. During the past month, staff workspace has been de-cluttered, and space created for Director Darren Hoerner whose first official workday was February 14. Claudia Rempel only awaits the 13th report for 2021 from San Juan County to be prepared for the audit. However, the audit may be delayed due to omicron. Connie Holz has completed all the evaluations for the year.

• *Library usage:* Recently the library began to open on Monday. On the first Monday 50 patrons entered the library, increasing to 81 patrons the second Monday. Reserves have decreased, but physical checkouts have increased to about 4000, with about 5500 e-check outs in addition. There has also been an increase in the number of patrons entering the library.

• *Programs:* The theme of Children's Storytime was Valentine's Day, in collaboration with LIFRC's Mothers and Tots. The Seattle Arts and Lectures series is going well, although there was a covid-19 related cancellation.

Director's Report: Darren Hoerner had questions about what types of information would be needed from him for the Board of Trustees. He plans to spend most of his first 60 days listening and learning, building, and strengthening relationships, and working with the Board of Trustees on setting his priorities. Activities to date include:

- *Community Outreach:* The Chamber of Commerce, the Museum, the Family Resource Center, The Hamlet, The Land Trust, Woodmen Hall, the Lopez Island School, and the Children's Center have been contacted. Meetings with the heads of these organizations either have been or will be scheduled.
- *Professional networking:* Both San Juan and Orcas libraries were very welcoming and open to a visit.
- *Staff meetings:* One on one meetings will be set up with each staff member to learn how they see themselves and their work, and what each would need from the director to do their jobs better. One important question is 'what excites you about the library.'
- *Facilities walkaround:* Claudia Rempel has been great about sharing facilities information in digestible bits and pieces. A goal is to delve into the Facilities and Policy Manuals.
- *Budget:* Understanding how the budget is generated and functions is a work in progress.

New Business:

Director priorities and goals: Darren Hoerner requested that each board member think about "what are the most important things for him to be focused on" during the next year. He stated that there are no boundaries, and he would appreciate any thinking outside-the-box. He requested responses by email before 1 March. At the next check-in meeting he will collate and digest the input and bring a plan back to the Board for discussion.

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 unanimously. The meeting adjourned at 10:54 am.

Next **Check-in** Meeting: **March 1, 2022** (First Tuesday of the Month)

Next **Regular** Meeting: **March 15, 2022** (Third Tuesday of the Month)

Respectfully submitted: 
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Board Secretary

Approved: 
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Board Chair