

Library Board of Trustees
Regular Meeting – Virtual Meeting
January 18, 2022

Approved as amended February 15, 2022

Regular Board Meeting Call to Order: Chair Constance Euerle called the January 18, 2022, regular meeting of the Lopez Library Board of Trustees to order at 09:00 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 from 10:01am. Incoming Director Darren Hoerner was present after the executive session.

Guests Present: Robin Ross was also present. Friends of the Library Chair Barbara Orcutt was present after the executive session.

Executive Session: Chairman Constance Euerle opened the executive session at 09:01am. Personnel issues were discussed. No decisions were made; no actions were taken. A recess was taken between 09:45 am and 10:02am. The executive session was closed at 10:08am.

Agenda: No amendments were proposed for the agenda for January 18, 2022.

MSP: Connie Holz moved, and Lea Ann Rolla seconded the motion to approve the agenda for January 18, 2022.

Friends of the Library Report: Chair Barbara Orcutt reported that several significant donations to the annual fund-raising appeal ensured that the needed funds were raised. The Friends of the Library is moving forward with a board retreat, in late March, to examine how the Friends of the Library functions.

Prior Month's Minutes Approval:

MSP: Mindy Richardson moved, and Lea Ann Rolla seconded the motion to approve the minutes for December 15, 2021. The minutes were unanimously approved.

Routine Matters:

• *Vouchers and payroll:* Vouchers of \$6604.44 (Dec 13), \$11,525.22 (Dec 20), \$5912.63 (Dec 27) and \$13,944.05 (Jan 10) were submitted.

• *Payroll and benefits:* Total personnel expenses of \$34,180.54 were submitted for payroll (\$27,165.72) and benefits (\$7,014.82).

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

• *Surplus items:* 152 items were removed from the collection in December. In addition, 6 old conference room tables were removed to make room for new tables and will be offered to the public on Lopez Rocks.

MSP: Connie Holz moved, and Michael Moore seconded the motion to approve the disposal of surplus items. Motion passed unanimously.

- *Financial Report:* The December information is not yet available from San Juan County. After the funds transfer requested for December, the balance currently available is \$212,058.29.

Director's report:

Interim Director Claudia Rempel recently sent out the delightful illustrated 2021 Year in Review report for the Lopez Library. Both 'Caste' by Isabel Wilkerson and 'The Vanishing Half' by Brit Bennett were among the top checked out titles. Also in high demand were the 10 mobile wi-fi hot spots, Apple iPad, 'The Economist', Time magazine and the keys to the conference room. There was a total of 37,868 checkouts of the above plus 16,565 e-checkouts. In addition, 3447 items were added to the collection, and 158 programs were offered with a total attendance of 5,172.

- *Library reports:* There is an upward trend in digital checkouts compared to physical checkouts, due to patrons not wishing to enter the library. A board member suggested placing a message in Lopez Rocks and the senior newsletter to alert people to the additional hours and to remind them that Grab n Go continues.

- A plan is being developed to open on Monday beginning the first week in February, hoping to coincide with the anticipated downturn in the public health emergency. Although discussions have occurred about limiting the number of patrons in the library or asking for a change in the mask requirements to reflect the better protection of N95 masks, the advice has been "to do what you think is best". One suggestion was to put a sign on the door comparing the effectiveness of cloth vs N95 masks. The staff has N95 masks.

Old Business:

- *Facilities:*

- 1) The water bill in December 2021 was much larger than the same month for last year: 9,000 gal (\$1600) as compared to 2,000 gal (\$200) in 2020. The sewer inspector looked at the meter. Currently water usage is being monitored as suggested by Mr. Hobi, a plumber, to identify when the greatest usage occurs and identify the possible leak. The water district does not believe there is a leak. To date no times of large usage have been detected.
- 2) The flow from the clogged drains has been stemmed and some pipes replaced. To move forward with a long-term solution for the clogged and broken drain pipes the sewer district will ask San Juan County to trace where the various lines are located. No permits have been found to identify where the drains were placed when the library moved. Preventative maintenance will be needed to make sure tree needles do not enter the drain near the pergola and block that drain.

New Business:

- *Library Director:* An extended discussion occurred on how the Board of Trustees should launch Darren Hoerner as the new Director: Which groups are intended audiences? What are the key messages? How does the Board get the message out? The intent is also to keep the planned public thank you to the staff separate to stay focused on the introduction of the new director.

- 1) Audience: The audience for the announcement should include partners and stakeholders. Darren will meet with some key partners (Friends of the Lopez Library, identified Lopez School teachers and administrators, the Family Resource Center) before the more general announcement. He also plans to build connections with his peers in the local library community, both within the San

Juan Islands and on the mainland. Connections with other groups of import (including the Dump/Trash and Recycle group, Senior groups, the Transitions group, and the agricultural community) will occur at the same time as the general announcement. This announcement is also an opportunity to involve new people from the community. Two stakeholders identified for a targeted effort are families with children in alternate or home-school situations and those who are native Spanish speakers.


- 2) **Message:** The announcement should include Darren Hoerner's qualifications and experience with libraries and his past activities in the community as a Lopez resident, e.g., the Saturday market and volunteering in the library, and emphasize the ways his addition adds to the library team. In addition, the community may need assurances that the library will still have the same services treasured by many, but that plan will add strengths and hopefully services that will serve currently underrepresented groups in the island community. A heartfelt 'thank you' will also be extended to Claudia Rempel for her exemplary work during her time as Interim Director, assuring the community that she is remaining in the library and will be involved with her preferred tasks.
- 3) **Where:** The announcement should appear in the library's 1st of month newsletter with 'news flash coming'; newsletter to library patrons (prior to placement on the website); Lopez Library website; newspapers (Islands Weekly, Sounders etc.); senior newsletter; Lopez Rocks.
- 4) **Tasks:** The announcement will be drafted, and a timeline proposed. Both will be reviewed on Feb 1, 2022. In a future meeting the Board and the new Director will discuss the goals and objectives for the upcoming year.

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

MSP: Connie Holz moved, and Mindy Richardson seconded the motion to adjourn. Motion passed. The meeting adjourned at 11:24 am.

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

Respectfully submitted: 
Board Secretary

Approved: 
Board Chair