

Library Board of Trustees  
Regular Meeting – Virtual Meeting  
April 19, 2022  
**Approved as amended May 17, 2022**

**Regular Board Meeting Call to Order:** Chair Constance Euerle called the April 19, 2022 regular meeting of the Lopez Library Board of Trustees to order at 10:04 am. The meeting was via zoom.

**Members Present:** Trustees Constance Euerle, Connie Holz, Lea Ann Rolla and Mindy Richardson. Trustee Michael Moore expects to submit his resignation

**Staff Present:** Director Darren Hoerner

**Guests Present:** Robin Ross was present.

**Agenda:** No amendments were proposed for the agenda for April 19, 2022.

**MSP:** Mindy Richardson moved and Connie Holz seconded the motion to approve the agenda for April 19, 2022.

**Friends of the Library Report:** No formal report this meeting. However, Director Darren Hoerner who attended the retreat in March reported on the discussion. The goals were ambitious, but were achieved with the capable help of the facilitator. The Friends plan 1) to deepen and strengthen relationships with the member base, possibly with ‘house salons’ of 8-10 people, and 2) to clarify the processes and relationships among the Friends, the Board of Trustees and the Lopez Island Library.

**Prior Month’s Minutes Approval:** No corrections proposed.

**MSP:** Mindy Richardson moved and Connie Holz seconded the motion to approve the minutes for March 15, 2022. The motion passed unanimously.

**Routine Matters:**

- *Vouchers:* Three vouchers [\$10,445.73 (Mar 15), \$4514.94 (Apr 1), \$10,999.75 (Apr 12)] were submitted.
- *Payroll and benefits:* Total personnel expenses of \$33,850.95 (Mar 25) were submitted for payroll (\$25,956.90) and benefits (\$7894.05).
- *Surplus items:* Weeding of the collection continues; 272 items were removed from the collection in March.

**MSP:** Connie Holz moved and Lea Ann Rolla seconded the motion to approve the voucher, payroll and benefits expenses and disposal of surplus items. Motion passed unanimously.

- *Financial Report:* One invoice expected to be around \$13,000 is outstanding. Spreadsheets for the revenue and expenses of the last month were sent to Board of Trustees members. Slightly less remains in ‘operating expenses’ at the end of March 2022 than at the end of March 2021.

**Director’s report:** Director Darren Hoerner plans to send out the information packet and a written Director’s report the Friday before the monthly Tuesday meeting to give the trustees time to read the information before the meeting and increase time for more detailed discussion.

- *Library Programs and Activities:* Several fantastic events (Unicorn Day and the Egg Hunt) occurred in March, allowing families to use the library for ‘fun’ and to promote early checkouts for children. During the summer, the focus will be on literacy and reintroducing the wonder and surprise inherent in library use to the community.

- For the egg hunt, library staff and many volunteers put together ‘eggs’ which were toys wrapped in tissue paper. The event was so successful that eggs were running out, necessitating a quick run for materials to make more eggs.
- Andrew Robin, the author of ‘Stray Birds’, performed a hybrid poetry reading, with live attendance at capacity and zoom participants at 20. The new lectern worked flawlessly for the reading.
- The current art display includes touchable art from Bruce Richardson and art from the Lopez Island School District. As the policy manual is revised, there needs to be a policy change and standards added for decisions on the appropriateness of possible art displays. One suggestion is that the Art Guild could resume a role in selecting art for display.

- *Library Operations:* New hours will be announced in May and be consistent across the days: Monday through Friday 10-5 and Saturday 10-2.

- Patterns in month-by-month library usage data are being analyzed. Materials circulation in 2019 was slightly lower than in 2018, but of greater concern is that 2022 circulation and the door count are far below either 2018 or 2019. “Grab n Go” users were not included in the door count because patrons could access their materials without passing the counter. Electronic circulation increased from 2018 to 2020, the first year to the covid pandemic. For 2021 and 2022 to date electronic usage was either average or a bit higher. Usage habits have changed, presumably in response to the pandemic, and one question is how to encourage folks to come back into the library to take advantage of multiple offerings.

- Some programs originally planned for summer will be shifted to fall or winter to allow for better development of summer programs. Finding the library team member with the best natural fit for each program is in progress.

- *Library Personnel:* Director Hoerner proposed a revised Interim Staffing Plan that would better support developing the strategic plan, one of the top four goals for Director Hoerner. The proposed Interim Staffing Plan includes both increased hours for one current staff member and hiring a temporary (6-mo) staff member in order to keep the library on a good footing while some current staff members help with the strategic plan. As volunteers return to the library, a volunteer coordinator will be needed to set up the structure and coordinate the use of volunteers in outreach programs this summer.

- *Library Long-Term Funding:* Director Hoerner is considering possible ways to set up long-term funding for unplanned expenses, such as the need for a fire alarm system that unexpectedly became clear during 2021.

### **Old Business:**

- *Facilities:* Director Hoerner met with IT consultant Bill Clemons. As a result they determined that several old servers in the basement should be sent to surplus, and that a brand-new server (2021) had yet to be installed. Also an alternative to the current clunky email client will be explored.

- Two fire alarm/security system companies have visited Lopez Island Library recently. The San Juan County Fire Marshal and Lopez Island Fire Chief inspected the library during one of the visits. The pre-incident planning form from 2016 the Lopez Fire Department has for the library states that no fire alarm system was in place. The fire alarm bid from Convergent was \$45,652 and that for security was \$16,150. Bids from ADT have not been received.
- The bid for a HVAC system from Barron’s states that a new system will be

necessary, as the refrigerant in the current system is no longer approved. A second bid will be needed. Also the question was raised as to whether two new systems (currently setup) are needed or if one new system would be preferable.

•*Director’s Goals:* After some consideration an extra month has been added to the timeline for each deadline in Strategic Planning. The timelines for the other three goals (Role Clarity (Board, Director, Staff, Friends of the Library), Community Presence and Relationship Building, Staff) remain the same.

**MSP:** Mindy Richardson moved Connie Holz seconded the motion to approve the stated Director’s Goals. The motion passed unanimously.

**Executive Session – Personnel.** No executive session was held as a recommended Interim Staffing Plan was discussed during Director Hoerner’s report. Research and exploration on possible funding for the plan will occur, and possibilities will be reported to the Board of Trustees. The Friends of Lopez Island Library organization was mentioned as a possible source.

**MSP:** Mindy Richardson moved and Connie Holz seconded the motion to approve the Interim Staffing Plan, subject to a satisfactory plan developed for funding. The motion passed unanimously.

**New Business:** A resolution is needed to add Director Darren Hoerner to all bank accounts.

**MSP:** Connie Holz moved and Lea Ann Rolla seconded the motion to add Director Darren Hoerner to both the Banner Bank checking account and the Banner Bank credit card account. The motion passed unanimously.


**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 11:55 am.

Next **Update Meeting:** **May 3, 2022** (First Tuesday of the Month) Will include reading lists for ‘best practices’ for the roles of the Director and Staff, Board of Trustees and Friends of the Library.

Next **Regular Meeting:** **May 17, 2022** (Third Tuesday of the Month)

Respectfully submitted:   
Board Secretary

Approved:   
Board Chair