

Library Board of Trustees
Regular Meeting – Virtual Meeting
June 21, 2022
Approved as amended July 19, 2022

Regular Board Meeting Call to Order: Chair Constance Euerle called the June 21, 2022, regular meeting of the Lopez Library Board of Trustees to order at 10:17 am. The meeting was via zoom.

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

Staff Present: Director Darren Hoerner

Guests Present: Friends of the Library representative David Paynter joined for the first hour of the meeting.

Agenda: No amendments were proposed for the agenda for June 21, 2022, except to label the first Tuesday in the month meeting the ‘Special Meeting’.

MSP: Mindy Richardson moved, and Connie Holz seconded the motion to approve the agenda for June 21, 2022.

Friends of the Library Report: David Paynter reported on preparations for the Fourth of July book sale; there are more volunteers and fewer books than previous years, but the books are of better quality. On 24 June, the Friends held their first “Meet and Greet the Director” evening with consistent donors. The Friends will renew their membership in the American Library Association (ALA) which has resources to help with transitions to new leadership. Several long time and valuable members are planning to resign leadership roles. The Friends approved all three requests from Director Hoerner for funding: \$30,000 for the Community Alchemist; ≤ \$10,000 for youth services; ≤ \$10,000 toward the fire alarm system.

Prior Month’s Minutes Approval: Two versions of the minutes were compared, with and without the Director’s Report imbedded in the minutes as done by the Orcas Library.

MSP: Mindy Richardson moved, and Connie Holz seconded the motion to approve the minutes with the imbedded Director’s Report for May 17, 2022. The motion passed unanimously.

Routine Matters:

- *Vouchers:* Two vouchers [\$2,341.58 (May 31) and \$5581.52 (June 13)] were submitted.
- *Payroll and benefits:* Total personnel expenses of \$36,516 (Apr 25) were submitted for payroll (\$28,128) and benefits (\$8,388*).
- *Surplus items:* 224 items (117 periodicals) were removed from the collection in May. Weeding in the Ss of adult fiction has started.

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

- *Financial Report:* Spreadsheets for the revenue and expenses of the last month were sent to Board of Trustees members. Ending cash of \$364,098 does not reflect the ~\$13,000 invoice remaining to be paid. Tax revenue was as predicted. Investments

through the Seattle Foundation did not do well in the first quarter. The Board of Trustees needs to find a dedicated contact person at the Seattle Foundation to eliminate confusion about where reports are sent etc.

Director's report: Director Darren Hoerner's report included ways the library team is welcoming people back to the library (or for the first time!) as well as connecting with community in fun ways.

The [Summer brochure](#) gives a taste of the bigger events planned for summer.

•*Upcoming Calendar*

- June 21, Chalk Graffiti the Library! (noon)
- June 21 – August 15, Take-N-Make STEAM (Science Technology Engineering Art Mathematics) Kits (every other week); 23 elementary age and 11 preschool age children have signed up.
- June 21 to August 20, Summer Reading Challenge, "Oceans of Possibilities"
- June 22, Dolly Parton Imagination Library Special Story Time (11am). The group (46 families are enrolled) will bring their favorite book to an in-person time of music and a special story. This gathering will occur just before Patron Appreciation Day.
- June 22, Patron Appreciation Day! (11:30am – 2pm) Hotdogs and lemon bars will be available.
- June 24, Crafternoon: Framing Flowers (noon)
- June 27, DIY tote bags (noon)
- June 27, BINGO night (5:30pm, Library)
- June 29, Story times (10:30am and 11am, Community Room and Children's Room)
- June 30, Nature Journaling (5:30pm, Library)
- July 4, Friends of Libraries Used Book Sale (9am – 2pm, Community Center)
- July 6, Never Too Old Book Club (5pm, Fireside)
- July 7, Writers' Open Mic (5:30pm, Fireside)
- July 13, Literary Salon Book Club (5pm, Fireside)
- July 14, Outdoor Discovery: Intertidal Zone at Spencer Spit (10am)
- July 15, Crafternoon: Color Theory Basics (noon)
- July 18, BINGO Night (5:30pm)
- July 19, Family Book Club (11am)
- July 20, Story times (10:30am and 11am)
- July 21, Date Night! (7 – 9pm, Library)

•*Team member reports:* Team members also shared their piece(s) in the big, fun summer puzzle, from coordinating and running the Summer Reading Program to installing a neon "OPEN" sign to writing a monthly column for the Senior Signals Newsletter to keeping long-running programs such as book clubs and the Spanish literacy program on track.

- *The summer reading challenge* begins June 21st and ends August 21st. An exciting new app called **Beanstack** tracks reading progress. The library is testing out this application through a 3-yr grant from the State Library.

- *Youth programs:* In June, the format for the Wednesday story time changed to two sessions: 3 yrs. at 10:30am in the community meeting room, and then 4 years + at 11am in the children's area. Each program can now be much more age-appropriate and easier

for children and parents to engage with the content. Staff members also visited the Lopez Island School to encourage participation in the summer family reading (kindergarten and 1st graders) and youth (especially middle and high schoolers) programs. Lopez Library staff and volunteers are also helping with Reading Rangers, a summer literacy program that is in conjunction with the Lopez Island Family Resource Center and the Lopez Island school.

- *Collections*: The **Poetry** collection will be easier to access as staff members and volunteers narrow it down to three designations as opposed to the current eight. Changing call numbers on spines and in the catalog and re-organizing shelving is ongoing. This past month book orders totaled 159, many to support summer programs and the STEAM kits.

• *Public Library Survey*: The 2021 WA Public Library Survey which examines when, where, and how library services are changing to meet the needs of the public was submitted. These data are submitted to the Institute of Museum and Library Services annually by public libraries across the country and provide information which policymakers and practitioners can use to make informed decisions about the support and strategic management of libraries. The Lopez Library protocol for collecting monthly program statistics was changed to make the programming section of the report easier to do next year.

• *Literacy program*: The Family Resource Center submitted a proposal to Washington State's Office of Superintendent of Public Instruction (OSPI) grant program, "[21st Century Community Learning Centers](#)" that is now posted on their website. The Lopez Library components for this proposal are focused on ongoing literacy efforts so no additional funding is needed.

• *Visitor*: A brain storming session with Deborah Jacobs, formerly a librarian for Seattle and working in the Gates Foundation global library program is likely to be scheduled for September, potentially in conjunction with the Friends.

• *Program attendance and expenses to date*: Total program attendance in May/early June was 328; total program attendance year-to-date is 1525; total program expenses year-to-date is \$5210.72.

• *Director's Goals*:

- Goal 1 (Strategic Planning) – Status: Timeline to be revised. After discussion with the Board of Trustees, it was agreed to try to strike a balance between the Director's daily obligations and the need for strategic planning. Director will adjust the timeline to allow for more time and flexibility.

- Goal 2 (Role Clarity) – Status: In process. On June 7, met with BoT and presented a framework of the top categories for the Trustee manual based on a landscape analysis of good examples from other libraries and states. BoT agreed on the top categories and Director will pull draft language into the document for the next conversation.

- Goal 3 Status: Delayed, but considerable progress made. Work on this sub goal will be in the portfolio of the Community Alchemist, a new, temporary position. We have shortlisted 3 of the top candidates for interviews which will commence 6/16.

- Goal 4 (Staff) – Status: In progress, slight refinement. On June 7, the Board of Trustees held a 90-day performance review with the Director.

• *Library Use Trends 2018 – present:* Figures were presented of circulation by month, electronic circulation by month, and door count by month. Door count, circulation and electronic circulation are like early months in 2022.

Old Business:

• *Facilities:* Both units of the HVAC system in the library were installed in 2007, with anticipated 15 yr. life spans. Puddling is now seen near the one functional HVAC unit. The next step is to ask Barron’s about records for these two units, and to talk to the engineers about why two were installed and if that was necessary.

• *Director’s Goals:* See Director’s Report. No significant update on goals; a lessening of pressure on the timing for the strategic plan has several advantages given the community outreach during the summer.

• *Update on Community Alchemist position:* Seven applications were submitted by the deadline. Director Hoerner and two staff members identified the three interviewees, all of whom were very qualified. Interviews will occur this week, with a decision soon and a start date in early or mid-July. Non-interviewees were contacted in the hope they will stay involved in the library.

• *Liaison with Friends of Library Schedule:* Mindy Richardson will be the liaison in July (online), Lea Ann Rolla in August (online) and Connie Holz in September (online)

New Business:

• *Trustee onboarding process:* Discussion centered on when to consider recruiting new board members and how to introduce applicants to the functions of the Board. There will be opportunities in the future for new people to join both the Board of Trustees and The Friends of the Lopez Library; it will be important for potential volunteers to understand what the two groups do and how they work together as part of the Lopez Library ecosystem.

• *Library staff focus:* Ingrid Vliet joined the meeting temporarily to educate the Board of Trustees in Beanstack, a new app that tracks reading. Beanstack can be for an individual or a family and can be used to join a summer reading challenge (and get a free book when one signs up) and to share reading lists with a friend. Input and interaction with the school and its educators may come later.

• *Director’s work week:* The original Director’s job description was for 30 hr./wk., although there was significant concern at the time of the advertisement that 30 hr. would be insufficient. During the discussion, it became clear that a 30 hr./wk. was proving to be insufficient to cover not only the stated goals for the new Director, but also the constant flow of requests and tasks that necessitated input and time from the Director.

Executive Session: Chairman Constance Euerle opened the executive session at 11:55am. Personnel issues were discussed. No decisions were made; no actions were taken. The executive session was closed at 12:07pm.

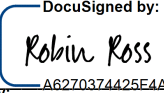
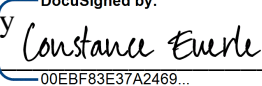
MSP: Mindy Richardson moved, and Connie Holz seconded the motion to increase the hours of the Director of the library from 30 to 40 hr./wk, including appropriate pay increase. Motion passed unanimously.

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

MSP: Connie Holz moved, and Lea Ann Rolla seconded the motion to adjourn.
Motion passed. The meeting adjourned at 12:12 am.

Next **Special Meeting: July 5, 2022** (First Tuesday of the Month)

Next **Regular Meeting: July 19, 2022** (Third Tuesday of the Month)

Respectfully submitted: 
Board Secretary 
Approved: _____
Board Chair

DocuSigned by: A6270374425E4AE

DocuSigned by: 00EBF83E37A2469...