

Library Board of Trustees
Regular Meeting – Virtual Meeting
May 17, 2022
Approved as amended June 21, 2022

Regular Board Meeting Call to Order: Chair Constance Euerle called the May 17, 2022, regular meeting of the Lopez Library Board of Trustees to order at 10:06 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 President Barbara Orcutt joined the meeting at 10:36.

Agenda: No amendments were proposed for the agenda for May 17, 2022.

MSP: Mindy Richardson moved, and Connie Holz seconded the motion to approve the agenda for May 17, 2022.

Friends of the Library Report: President Barbara Orcutt reported that the Friends are still digesting the results of the retreat. The consensus is that the Friends prefer not to support areas that should already be covered by the library's regular budget but are willing to consider requests for unexpected needs, e.g., the temporary 6-month person. There will be ongoing discussions with the Friends about the library budget and the tax revenue situation. Preparations for the 4th of July book sale are ongoing.

Prior Month's Minutes Approval: No corrections proposed.

MSP: Mindy Richardson moved, and Connie Holz seconded the motion to approve the minutes for April 19, 2022. The motion passed unanimously.

Routine Matters:

- *Vouchers:* One voucher [\$1,286.04 (April 25)] was submitted.
- *Payroll and benefits:* Total personnel expenses of \$35,074.06 (Apr 25) were submitted for payroll (\$26,578.96) and benefits (\$8,495.10).
- *Surplus items:* 172 items were removed from the collection in April. Most of the weeding this month (about 124 items) was from the 300's as shelves were too full to hold even one additional book. Other tight areas are YA fiction and parts of J fiction. Collection maintenance needs to be an ongoing activity

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

- *Financial Report:* One invoice of around \$13,000 is not yet registered. Spreadsheets for the revenue and expenses of the last month were sent to Board of Trustees members. Over \$327,000 was reported for tax revenue, more than 50% of the budgeted annual tax revenue, boding well for the overall budget.

Director's report: Director Darren Hoerner's report emphasized the many new and innovative programs this year, some in collaboration with community partners. The full

Director's Report is on the Lopez Library website. Of note was the larger than anticipated signup for the Neurodiversity Reading and Discussion Group on May 26. June will have a rich variety of activities, from a Mushroom Cultivation Workshop to BINGO as listed on the library website and in the newsletter. So far in 2022 there have been 1265 programming engagements, with 403 in April.

- Story time on/off site: Rosie Sumner's final day as the Lopez Library's incredible Youth Services Assistant is May 25. The Lopez Library welcomes Jane Marshall who will step into the role of the Youth Services Assistant and will have substantial crossover with Rosie between May 4 and May 25.

- *Operations:* The Annual Report to satisfy the Washington State Auditor's reporting requirement will be ready in time for the May 27 submittal deadline. There are three types of reports required of the library: 1) the Annual Report which reconciles the budget; 2) an audit every three years; and 3) a public library statistical report.

- *Facilities:* On April 22, a small community weeding party cleaned up the beds along Hummel Lake Road. The latch at the top of the flap pole is broken and needs to be repaired.

- *Collections:* 256 items have been added to the collections.

- *Technology:* Due in part to a grant through the American Rescue Plan (ARP) Act, additional technology has been added, all of which is available to checkout and/or use at the library. Our technology offerings now total 12 Wi-Fi Hot Spots, five Apple iPads, wireless mice and wireless keyboards that are compatible with these devices.

- *Director's Goals:*

- Goal 1 (Strategic Planning) – plans will be discussed at the next Board of Trustees special meeting on June 7.

- Goal 2 (Role Clarity) – The Board of Trustees now has sources for self-directed learning about Board roles and responsibilities, and further clarity will come through development of a Library Trustees Manual as well as refreshment of the Library Policy Manual. A similar process will occur with staff and Friends.

- Goal 3(Introduce and Re-Introduce Library to the Community) - Director worked with library staff to revisit the library's approach to engaging the community. As a result, new programs were brainstormed, existing ones were reconsidered in a new light, and potential activities were prioritized. Results are evident in the programs and activities listed on the website and in the newsletter. In addition, outreach is also being developed to meet people who do not know of the opportunities presented by the library where they are, such as the Farmer's Market or Lopez Village Market. Director Hoerner has been actively pursuing opportunities for 1:1 conversation with individuals and within groups such as the LIFRC board to understand the community's interests and needs. Also, with the new position that is part of the Interim Staffing Plan, the hope is to refresh and strengthen the Volunteer Program to better match volunteer experiences and skills to library needs and to create a rewarding experience for volunteers. Director Hoerner has worked with the Library Board and the Friends of the Library to obtain support and approval of funding for this position.

- Goal 4 (Staff) – Two sub goals (assess the current staffing plan and implement the Interim Staffing Plan) have been completed. A 90-d Director evaluation will occur on June 7 at the check-in meeting. Further changes in the Staffing Plan will be based on an approved Strategic Plan.

- *Library Use Trends 2018 – present:* Figures were presented of circulation by month, electronic circulation by month, and door count by month. Door count and circulation are lower in 2022 than pre-pandemic, but electronic circulation is higher.

Old Business:

• *Facilities:*

- Fire detection system: Mindy Richardson reported that the Lopez Fire Chief recommended that the Convergent bid be sent to Chad Kimball, the Fire Marshal for San Juan County, as he must approve whichever bid is accepted for the fire detection system. San Juan County Information Services has been asked to look for any blueprints on file for the library as both vendors submitting bids have requested such files. Chair Constance Euerle has not yet heard back from ADT, the second possible vendor.

- Sewer system – When a warning alarm went off for the sewer system, the sewer district inspected and found that although not an immediate concern, some wiring was not done in the safest manner. The inspector said that the sewer district would have recommendations for fixing aspects of the wiring and would like to contribute to the Facilities Manual as it develops.

- Priorities – Once the strategic plan is complete, the facilities list should be evaluated. For example, the cost of the pavilion, as designed by Serena Adams, needs to be estimated. Given the unexpected facilities costs encountered recently, the timing for the pavilion and other optional improvements should be evaluated in the context of staff priorities, costs, and construction delays. However, the fire detection system needs to move ahead before the strategic plan is complete as although the library does have fire extinguishers, there are no smoke detectors. One possible interim solution would be a NEST system of smoke detectors that would alert multiple individuals. This would be critical if the library is closed. Mindy Richardson will research battery operated NEST systems and costs as a potential 6-mo solution.

- *Director's Goals:* See Director's Report. The Board was impressed with how much has been accomplished in the brief time Director Hoerner has been with the Lopez Library.

- *Temporary Job Description:* The proposed advertisement for the 6-month temporary job that is part of the Interim Staffing Plan is non-traditional and meant to attract someone who will assist the Director and his staff to design and implement the community engagement plan, particularly a refreshed volunteer plan. The concept is that the temporary person will set up various plans, and then pass the plan onto staff members to run who currently have no time to create a plan given other commitment. This person will also assist in both determining what means of communication are most effective for the Lopez community and getting the information out to the community. For example, Director Hoerner has determined that the Lopez Community Board is much better than the Library Facebook page for reaching Lopezians. Suggestions were made to improve the job description, bulleting the key points about what is being asked for in the applicants. Director Hoerner will edit the description and post immediately as he would like to fill the position as soon as possible.

New Business:

- *New trustee:* Several incredibly good candidates responded to the request for applicants to fill the trustee position recently vacated by Michael Moore. Michael has been an outstanding Library Board trustee and he will be missed. Robin Ross was chosen to fill the trustee position, due to both her background and her work with the Board since September 2020. The Board hopes that ways can be found for the other applicants to contribute their enthusiasm and skills to the library.

- *Liaison with Friends of the Library:* In a change from the liaison always being the Chair, Mindy Richardson and Lea Ann Rolla are setting up a schedule to make sure the

Board of Trustees is always represented at the Friends of the Library meeting. They will take the meetings in turn and ask others if neither can attend. After January, the expectation is that all trustees will be involved for the members of the two groups to become better acquainted.

- *Tax Levy limit of 1%:* A bipartisan group of state legislators is charged with assessing counties and cities and how to make the tax code more favorable. They reached out to the Public Libraries of Washington, the associate of library directors for input. The three library directors from San Juan County plan to submit responses urging consideration of library needs and the difficulties with the tax levy limit of 1%. Director Hoerner will send a draft of a response to trustees for input before the May 22 deadline.

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


MSP: Connie Holz moved, and Robin Ross seconded the motion to adjourn.

Motion passed. The meeting adjourned at 11:48 am.

Next **Special Meeting: June 7, 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: June 21, 2022** (Third Tuesday of the Month)

Respectfully submitted: 
Board Secretary

Approved: 
Board Chair