

Library Board of Trustees  
Regular Meeting – Virtual Meeting  
August 16, 2022

Approved as amended September 20, 2022

**Regular Board Meeting Call to Order:** Chair Constance Euerle called the August 16, 2022, regular meeting of the Lopez Library Board of Trustees to order at 10:05 am. The meeting was via zoom.

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

**Staff Present:** Director Darren Hoerner

**Guests Present:** David Paynter joined at 10:09am.

**Agenda:** No amendments were proposed for the agenda for August 16, 2022.

**MSP:** Robin Ross moved and Connie Holz seconded the motion to approve the agenda for August 16, 2022.

**Friends of the Library Report:** David Paynter, the Friends representative, Director Hoerner and Trustee Holz gave the report. Karen Eames is the new Chair. She is interested in adding new board members to the Friends and setting up an ad hoc volunteer base with specific skill sets. Next year the 4<sup>th</sup> of July book sale will not accept DVDs, and books will be arranged to make it easier to shop. Ways to expand the list of who receives the annual donation letter include checking the tax roles. The suggestion was made to add personal greetings when appropriate and/or the number of years of donations to the letter as a way to make the solicitation more effective. The next meeting has been moved to September 22.

**Prior Month's Minutes Approval:**

**MSP:** Connie Holz moved, and Robin Ross seconded the motion to approve the minutes for July 19, 2022. Motion passed unanimously.

**Routine Matters:**

- *Vouchers:* Two vouchers [\$6,060.49 (July 26) and \$24,662.11 (August 15)] were submitted. The latest voucher included property and liability insurance, up 20% from last year. Only an 11% increase was anticipated.
- *Payroll and benefits:* Total personnel expenses of \$34,593 (July 25) were submitted for payroll (\$26,349) and benefits (\$8,244). Clarification will be sought for the method San Juan County uses to calculate total benefits.
- *Surplus items:* 179 items were removed from the collection in July. Weeding is slower for authors with series.

**MSP:** Lea Ann Rolla moved, and Connie Holz seconded the motion to approve 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 Trustees. Ending cash of \$285,757 on 31 July does not reflect the ~\$13,000 invoice remaining to be paid or the invoice submitted on August 15 (above). The library budget remains in decent shape, partly thanks to the Friends' contributions. Claudia Rempel will submit a quarterly invoice to the Friends for the two staffing positions

(Youth Services and Community Alchemist) they have agreed to fund.

**Director's report:** The written Director's report contained multiple examples in the team updates of how this summer's library programs have supported creativity and community connections. Several of the summer programs (the Summer Reading Challenge "Oceans of Possibilities" and the Take-N-Make STEAM kits have either ended or will end soon. For the STEAM kits, 24 elementary and 11 pre-school children signed up for the program. Other programs in July included a Nature Journaling Group, A Tie Dye Event, Date Night, BINGO night, 2 book clubs and a guest-led Outdoor Discovery Program at Spencer Spit. August is the final month for Reading Rangers and the Family Book Club. After-action reviews are being done for the summer programs to learn about effectiveness and ways to improve. Total program attendance in July was 496, and the total for the year-to-date is 2,587.

Collections: 202 books were processed, catalogued and added to the library in July.

Funding for literacy programs is diversifying. In the future, the Dolly Parton Imagination Library will be funded by United Way, San Juan County, stimulated by new legislation in Washington State to make reading a priority. Also the 21<sup>st</sup> Century Learning Grant submitted by the Lopez Island Family Resource Center (LIFRC), the Lopez School District (LISD) and the Lopez Library was approved. Over the next 5 years, \$333,000 each year will be devoted to after school programs for the K-5 and 6-8 grades and for literacy efforts.

Due to the Washington State auditor's office itself being audited, the 2019-2021 audit for Lopez Library has been delayed to sometime this fall.

All the San Juan County library directors have agreed that they want to reinvigorate staff library day. Lopez will host this year, either in the fall or early winter. Director Hoerner met with the new library director on Orcas, Ingrid Matson, who started August 1.

**Old Business:**

•*Facilities:* Barron will come this Thurs to evaluate the HVAC system, verify that it is the right size and give us an estimate and time frame for replacement. The water condensation problem has re-emerged. A second bid will be required. An additional business has been found to contact for the fire detections system. The sewer district will be contacted by Claudia Rempel and Darren Hoerner to discuss what the library needs and what the necessary process will be to commence any upgrades.

•*Strategic Planning:* Director Hoerner is working to compose the team; currently Claudia Rempel and Nikyta Palmisani are part of the team; one more library staff member will be added plus representatives from the Board of Trustees.

**New Business:**

•*Budget:* Director Hoerner will take responsibility for constructing the budget. Chair Euerle is sending the necessary spread sheets.

•*Director Evaluation:* The Director's evaluation has been delayed due to time constraints. He would like anonymous feedback from the staff. Discussion ensued about 'survey monkey' and its usefulness for this evaluation. Director Hoerner will search for another survey tool plus develop the questions, focused on open-ended and 360° feedback. Connie Holz will organize the evaluation to ensure the feedback is anonymous.

*Executive Session: Chairman Constance Euerle opened the executive session at 11:03 am. Personnel issues were discussed. No decisions were made; no actions were taken. The executive session was closed at 11:30 am.*

**Library Staff Focus – Malia Sanford:**

Malia Sanford described the genesis of Reading Rangers, the summer individual tutoring program to address first and second graders on Lopez who are severely behind in reading and the ‘summer slide’ that occurs when children do not have a way to practice reading at home. Malia met with the staff of LIFRC and the elementary school principal to discuss the program. Friends of the Lopez Library contributed funds to the program. Fourteen students 1-2 years behind in reading were identified. Fortuitously two talented and dedicated early literacy experts were discovered on Lopez who designed individual content for each student. Malia coordinated the complicated planning of the program. Tutors were recruited and trained to work with individual students for 3 mornings a week for 6 weeks. One major component of success was the commitment from the families. The 21<sup>st</sup> Century Learning Grant may provide an opportunity to continue the program, with the three partners (LIFRC, Lopez Library and LISD) contributing to the literacy effort.

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

**MSP:** Robin Ross moved, and Connie Holz seconded the motion to adjourn. Motion passed. The meeting adjourned at 12:06 pm.

Next **Special Meeting: September 6, 2022** (First Tuesday of the Month)

Next **Regular Meeting: September 20, 2022** (Third Tuesday of the Month)

Respectfully submitted:   
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Board Secretary

Approved:   
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Board Chair