

Library Board of Trustees
Regular Meeting – Virtual Meeting
December 20, 2022

Approved as amended January 17, 2023

Regular Board Meeting Call to Order: Co-Chair Robin Ross called the December 20, 2022 regular meeting of the Lopez Library Board of Trustees to order at 10:08 am. The meeting was via zoom.

Members Present: Trustees Constance Euerle, Connie Holz, Shari Lane and Phyllis M Potter, Robin Ross.

Staff Present: Darren Hoerner, Ingrid Vliet

Guests Present: Friends of the Library Board Chair Karen Eames

Approval of the Agenda, as modified by the clarification of the new January Board Meeting time of noon on the 3rd Tuesday of the month.

MSP: Constance moved, Connie Holz seconded, approved unanimously.

Friends of the Library Report: Karen Eames reported that the Friends of the Library held their Annual Meeting in conjunction with the Volunteer Appreciation Party at the Library on December 2, and that the event was well attended and great fun. The Friends had sent out over 280 appeal letters to donors and were still receiving donations as a result – approximately \$12,000 at this point. They will soon start writing Thank You notes. They are working on expanding their donor database by combing Lopez Property Owners via the SJC database and are attempting to figure out how to reach Post Office Box holders, who may not be property owners. Appreciation was expressed by all for the work and generous contribution to the Library budget that the Friends provide.

Library Staff Focus: Ingrid Vliet gave a presentation on Book Challenges and how both Library Staff and volunteers, as well as Trustees, need to be well versed – and on the same page -- on how to handle them. Ingrid, Darren and Phyllis will form a sub-committee to bring recommendations to the Board on policies and processes related to Book Challenges.

Director's Report: Darren

- Darren will send a written version of the Director's Report for review
- The Lopez Island School District (LISD) will provide funding for Reading Rangers program, and the library is looking at a "Reading Buddies" program in partnership with the school that will follow kids' learning throughout their education
- Community partners including the library, the Family Resource Center and LISD, are deciding how to use an OSPI grant for \$330,000/year for up to five years focused entirely on after-school learning
- Writers in the school program update, collaboration with school and Seattle Arts and Lectures, funded in part by the Thrift Store grant and remaining funds from the Friends; Three writers stayed for two weeks and worked with kids in every level, K-12, to engage with creative writing; Community members also had a chance to meet with the writers and learn more about the program
- Review of other recent library programs, including author readings, Ecological Storytelling, Teen Movie Night; People are showing up to these events and building connections
- Karen celebrated the success of the Volunteer Appreciation Event; Darren provided more
- Darren is looking into potential grant opportunities for the library and reviewed their potential uses, including a rural libraries grant for targeted outreach and Primetime Reading from Humanities Washington which focuses on bringing families together to read together through a program that's been going on for a number of years
- The library team has begun to brainstorm programs for 2023

Old Business

Budget: A simplified coding system for the Budget is being finalized, thanks largely to Constance's efforts.

Facilities

HVAC: The final inspection is scheduled for 12/28. A service maintenance contract is still being worked out, particularly determining if all work must be done by Barron's.

Fire Detection: We received two formal bids; while three would have been preferable, it simply wasn't possible. Darren mentioned that the bid from Convergent satisfied all county regulations.

MSP Phyllis M Potter moved, Shari Lane seconded that the bid from Convergent for installing a Fire detections system for the Library be accepted. The motion passed unanimously.

Book Challenges: Following on Ingrid's previous report, Darren simply restated both the need to maintain the diversity of the collection and the need for staff education regarding challenges.

State Audit update: The audit is at the stage where they are asking clarifying questions.

New Business:

Staffing: Darren reported that the new Library Organizational Chart had been approved, and he will send it out. Next on the list is working on the co-creation of staff job descriptions. The new intern positions will start in the summer, but the two current interns will continue in their positions until then. The Community Alchemist's position has been advertised and received one applicant – the current holder of the position.

MSP Phyllis M Potter moved, Connie Holz seconded endorsement of the Director's choice for the Community Alchemist's position. The motion carried unanimously.

Director's 360 Review: The methodology was explained and essentially consists of answering a series of four questions. Connie Holz will run the review, and all responses will be completely anonymous. It was suggested that recent emeritus Board members be included, in addition to the current ones. After some discussion, it was decided to expand the surveyed individuals to include not only current holders of the various positions, but also staff who had left recently, Friends of the Library Board and Trustees who had recently rotated off.

Prior Month's Minutes Approval

MSP: Connie Holz moved, Constance Euerle seconded approval of the minutes from the November 15, 2022, meeting. Motion passed unanimously.

Routine Matters

Vouchers: The vouchers (11/14 for \$3,392.71 and 11/28 for \$3,896.23 and 12/13 for \$10,324.33) were submitted for November and December.

Payroll and Benefits: (11/25) Total personnel expenses of \$41,340 were submitted for payroll (\$32,742) and benefits (\$8,598).

Surplus: 13

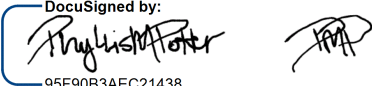
MSP: Connie Holz moved, Phyllis M Potter seconded approval of Voucher, Payroll and Benefit expenses, and the surplus count. Motion passed unanimously.

Financial Report: Constance reported that she felt we were in reasonable shape in terms of our budgeted goals at this point; despite being \$7,000 short of our projected tax revenue right now, we nevertheless exceeded our budgeted income for the year.

At this point there appears to be no need for the Jan 3, 2023 Special Meeting. Work on the Policy manual will begin in February.

Adjournment: With no further business on the agenda, Constance Euerle moved, Connie Holz seconded a motion to adjourn. Motion unanimously passed at 11:55pm.

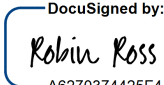
Next regular Meeting: January 17, 2022 at noon, in person in the Library Meeting room and Zoom.

Respectfully submitted: 
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Board Secretary

Approved: 
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Board Co-Chair

Approved: 
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Board Co-Chair