

Library Board of Trustees
Regular Meeting – Virtual Meeting
July 19, 2022
Approved as amended August 16, 2022

Regular Board Meeting Call to Order: Chair Constance Euerle called the July 19, 2022 regular meeting of the Lopez Library Board of Trustees to order at 10:07 am. The meeting was via zoom.

Members Present: Trustees Constance Euerle, Lea Ann Rolla, Mindy Richardson, Robin Ross, with Connie Holz joining a few minutes late.

Staff Present: Director Darren Hoerner

Guests Present: None.

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

MSP: Mindy Richardson moved and Robin Ross seconded the motion to approve the agenda for July 19, 2022.

Friends of the Library Report: Via email President Barbara Orcutt reported that the Friends had a wonderful 4th of July book sale, grossing \$3859. Attendees were pleased with the selections.

Prior Month's Minutes Approval: Questions in the draft minutes were answered, and the minutes will be edited accordingly.

MSP: Mindy Richardson moved and Connie Holz seconded the motion to approve the edited minutes for June 21, 2022. The motion passed unanimously.

Routine Matters:

- *Vouchers:* Two vouchers [\$2,964.74 (June 27) and \$9,254.78 (July 11)] were submitted.
- *Payroll and benefits:* Total personnel expenses of \$38,603 (May 25) were submitted for payroll (\$30,048) and benefits (\$8,555).
- *Surplus items:* 422 items were removed from the collection in June.

MSP: Robin Ross moved and Mindy Richardson 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 \$328,340 does not reflect the ~\$13,000 invoice remaining to be paid. Estimated expenses for the revisions in 2022 personnel were presented. Additions of hours for two staff members and the 6-mo temporary Community Alchemist position were balanced by the elimination of one summer hire and the Friends of the Lopez Library contribution for the Alchemist position. For the next fiscal year budget consideration will be given to the need for a volunteer coordinator and a person focused on internal and external communications.

Executive Session: Chairman Constance Euerle opened the executive session at 10:11am. Personnel issues were discussed. No decisions were made; no actions were taken. The executive session was closed at 10:54 am.

Library Staff Focus – Alchemist: Nikyta Palmisani was introduced to the Board as the Community Alchemist at 11:00 and spoke with the Board for 15 min. Nikyta has had hour long interviews with each staff member, discussing each person's role and thinking about the volunteer program and communication issues. She learned from one staff member to think of books as either mirrors or windows, and that collections should consider that characteristic. With her 15 yrs. of acting experience she is a natural fit as the MC for Date Night. At the moment 11 couples are registered, but the goal is 20 couples with more targeted promotion. Child care will be at the annex, with Jane Marshall and 3-4 helpers (2:1 ratio) helping with play and story time. Nikyta was asked what challenges she sees the library facing. She has learned that all the staff feel stretched and have difficulty fitting volunteer coordination and communication into their day's work. In particular the sense is that there is a need for a paid volunteer coordinator who could do a better job of recruiting volunteers and matching their skill sets with what the library needs. Internal communication needs improvement and no one has time to do external communication well, e.g. the web site.

Director's report: Director Darren Hoerner's report included updates on his activities and library programs.

- 1) Friends of the Lopez Library: The Board of Trustees representative at the monthly meetings should continue to express the gratitude for all the Friends do for the library, in particular the funding of the youth program and the Community Alchemist. The Friends are in transition, with several long-term board members leaving. Director Hoerner has attended several 'meet and greets' with 10-15 guests each, talking about the volunteer program and how to engage with the library. Although many of those invited have declined due to other commitments, they have made a point of saying 'hi' to Director Hoerner when he is out and about.
- 2) Networking: In developing connections to the community, Director Hoerner has spoken with numerous people about the history of the Lopez Library and has attended a happy hour with the director of the Washington State library. Planning for the future and funding needs has commenced.
- 3) COOLPO: This new technology works well for hybrid meetings, is hooked up to the laptop running the zoom session and focuses the camera on the speaker. The cost is only \$700 with no monthly fee, whereas OWL was \$1000 plus a monthly fee. The last of the American Rescue Plan funds were used to purchase COOLPO; it has been tested and works well. COOLPO will be available for meetings in the library community room.
- 4) Reading Rangers is a targeted literacy program; 14 students will meet 3 times a week for 6 weeks one on one with a mentor. Each tutor will be receiving a customized program for the specific child. The children were spread throughout the library recently, and were have a great time. There will be both a pre- and post-assessment to gauge the program's success. The potential for an ongoing collaboration between the library and the school is apparent. The coordinator for the program is already talking about next year.

Old Business:

•*Facilities:* The list of what needs to be considered includes: HVAC system, fire detection, sewer, security system, wood floor, bathroom floors, roof, Facilities Manual, any drain issues. As requested PDFs of the building plans for the 1999 addition and remodel and the 2008 sunroom were sent to library staff by San Juan County. The plans will be forwarded to the vendors requesting them.

- Sewer district: there has been recent a communication with the sewer district. Email was received about the need for an updated septic tank to be in compliance with the district. The Director will set up a call with the District to understand what the sewer district really requires, what processes exist to determine roles and responsibilities, and how to move forward to resolve the issue.
- HVAC system: The Board of Trustee questions about the HVAC replacement have been sent to Barron. The Barron's technician did say that he would be nervous about only having one system given the size of the library. Barron is creating a position on Orcas so there should be better and less expensive service soon. Replacing the HVAC system is high priority, for both summer and winter needs, as we are just limping along on the current single system that works. Director Hoerner will reach out to San Juan Heating for a second estimate.
- Fire detection installation: Chair Euerle will try to locate another vendor.
- Security: Due to the expense of a high tech solution to improve security, the suggestion was made to re-key the building, and change the entry code. This would be a strong first step. A NEST type system might allow the exterior doors to be monitored. Sam will investigate installing new locks. Director Hoerner will also look into the lock box for the fire department and make sure that also gets improved.
- Floor in entry way and near front desk: Sam will be tasked with asking Liz Scanlon about the wood floor and also who to contact about the bathroom floors. Connie Holz will ask Mike Moore about his latest information on the floors.

•*Director's Goals:* The next Special Meeting will focus on setting up work for the Strategic Plan.

New Business:

• *Michael Moore's departure:* Discussion centered around a send off for Michael with a thank you for all he has contributed to Lopez over the years, in particular to the Lopez Library. Ideas about a WTF t-shirt and an Amazon gift card were considered in addition to potentially a small gathering of staff, trustees and Friends of the Lopez Library. His sister is planning a going away party in the village.

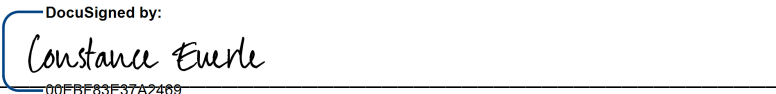
Adjournment: With no other business on the agenda, Chair Constance Euerle called for a motion to adjourn the meeting.

MSP: Robin Ross moved and Connie Holz seconded the motion to adjourn. Motion passed. The meeting adjourned at 12:10 pm.

Next **Special Meeting: August 2, 2022** (First Tuesday of the Month)

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

Respectfully submitted: 
Board Secretary

Approved: 
Board Chair