

Library Board of Trustees
Regular Meeting – Virtual Meeting
November 15, 2022

Approved as amended December 20, 2022

Regular Board Meeting Call to Order: Chair Constance Euerle called the November 15, 2022 regular meeting of the Lopez Library Board of Trustees to order at 11:05 am. The meeting was via zoom.

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

Staff Present: Darren Hoerner

Guests Present: Friends of the Library Board Chair Karen Eames

Approval of the Agenda, as modified by the removal of the Library Staff Focus line item.

MSP: Connie Holz moved, Shari Lane seconded, approved unanimously.

Friends of the Library Report: Karen Eames reported that the Friends of the Library had recently sent out over 280 appeal letters to donors, all including a handwritten note. 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. She announced there would be no Holiday Book Sale, per se, this year, though a selection of such books would be on display and available for sale on a shelf in the Library. The Friends will be holding their Annual Meeting in conjunction with the Volunteer Appreciation Party to be held at the Library on December 2, from 5-6:30.

Prior Month's Minutes Approval

MSP: Connie Holz moved, Shari Lane seconded approval of the minutes from the October 18, 2022, meeting. Motion passed unanimously.

Director's Report: Darren

- Darren an extensive written report ahead of meeting and encouraged everyone to review it, especially the list of upcoming events.
- Highlights of this month's activity:

- o Community Alchemist position; Darren thanked the Friends for funding this position and reported that the Alchemist has been responsible for refreshing the library's volunteer program, refreshing the library's communication strategy, working on overall library strategic planning, and engaging and developing new programs
- o Volunteer Appreciation Party; this event is meant to recognize past, present, and future volunteers: we will recognize two long-term volunteers (Edi Blomberg who comes everyday, and Bruce Richardson for 12 years of care of the library grounds and garden).
- o Library staff is looking at expanding Wednesday evening hours, depending on staff availability for further evening activities.

- o Listening to Learn initiative; "Cataloging the Community" interviews have begun, include five questions: "What is your Lopez story", "What are you passionate about", "What do you see are, over the next 18 to 24 months, the major community challenges", "What are your aspirations for the community", and "Who else do we need to talk to"? Four interviews have been conducted as of this week; after the initial 30 interviews the library will share the findings with the full community for more feedback for the strategic planning effort.
- o Ecological Storytelling is taking place this Saturday at the library from 6 to 8pm
- o Writer's In School program; this is a collaboration with Seattle Arts and Lectures and the Lopez Island School District, bringing in three published, creative writers to work with students in their classrooms, K through 12, The writers will spend time engaging and encouraging the students to take chances with creative writing. The teachers are excited about it as are the writers. This program is partially funded by Friends and with a grant from the Lopez Thrift Store. It begins November 28 and ends December 9; a celebration of their work is planned for later in December.

Routine Matters

Vouchers: Two vouchers (10/17 for \$8,600.68 and 10/31 for \$8,667.43) were submitted for November.

Payroll and Benefits: Total personnel expenses of \$41,000 (10/25) were submitted for payroll (\$31,365) and benefits (\$9,635).

Surplus: 680 items, representing 2 months

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

Financial Report: Spreadsheets for the revenue and expenses for the last month we sent to all Trustees. Cash in the account is \$292,000 on October 31. Constance reported that she felt we were in reasonable shape in terms of our budgeted goals at this point.

Old Business

Facilities: We are awaiting a third bid for the Fire Detection system. One bid, including the electricians' work, is roughly \$40,000. We have 60 days to respond to that bid. Another bid was unrealistically high.

Meeting Schedule: The Library Trustees will hold its regular meeting on the 3rd Tuesday of each month from noon to 2pm in the Library meeting room. This meeting will also be accessible via Zoom. Special meetings will be held, when necessary, on the 1st Tuesday of each month from noon to 2pm in the Library meeting room and be accessible via Zoom.

Library Censorship: Following a brief discussion, the topic was tabled until our next meeting.

New Business:

Election of Officers:

MSP: Phyllis M Potter moved; Shari Lane seconded approval of the following slate of Officers for 2023. Unanimously approved:

Co-Chairs: Robin Ross and Constance Euerle

Vice Chair: Connie Holz

Secretary: Phyllis M Potter

Subcommittee: After some discussion, final decisions have been tabled until the next meeting.

December Hours: Darren asked the Board if they might consider giving the Library staff both the Friday and Monday following the Christmas and New Years holidays. This would result in the Library being closed from 12/23-12/26 and 12/30-1/2.

MSP: Connie Holz moved, Shari Lane seconded that, pending Darren's checking the Library statistics for use during these periods in former years, the Library Staff be

granted the following 4-day weekends: 12/23-12-26 and 12/30-1/2. Unanimously approved.

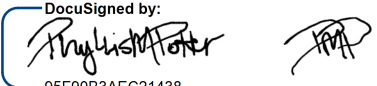
December 2022 Staff Awards

On the recommendation of the Library Director seven (7) staff members be granted High Impact Awards to be paid on the December 2022 payroll. On the recommendation of the LILD personnel subcommittee the Library Director was granted a High Impact Award to be paid on the December 2022 payroll.

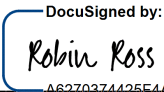
MSP: Connie Holz moved; Phyllis M Potter seconded approval of High Impact Awards to be paid on December 2002 payroll. Motion passed unanimously.

Adjournment: With no further business on the agenda, Connie Holz moved, Shari Lane seconded a motion to adjourn. Motion unanimously passed at 12:33pm.

Next regular Meeting: December 20, 2022.

Respectfully submitted:  
Board Secretary

Approved: 
Board Co-Chair

Approved: 
Board Co-Chair