

Library Board of Trustees
Regular Meeting – Virtual Meeting
October 18, 2022

Approved as amended November 15, 2022

Regular Board Meeting Call to Order: Chair Constance Euerle called the October 18, 2022 regular meeting of the Lopez Library Board of Trustees to order at 10:04 am. The meeting was via zoom.

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

Staff Present: None. Director Darren Hoerner on vacation.

Guests Present: Phyllis Potter and Shari Lane for the entire meeting.

Agenda: Several amendments were proposed for the October 18, 2022 meeting. Omit staff focus; add discussion of day and time for regular meetings; add discussion of possible year-end budget changes and director compensation; add brief discussion of policy for books proposed banned by members of the community.

MSP: Mindy Richardson moved, and Connie Holz seconded the motion to approve the amended agenda for October 18, 2022.

Friends of the Library Report: A report from the trustee at the last Friends' meeting was given. Karen Eames, the new President, will likely start attending the Lopez Library Board of Trustees meeting. A brief overview of how the Friends function was given, i.e. fund enhancements, library programs, furniture etc. The timing of the Friends' meeting is likely to be reset for better timing with the regular Board of Trustees meeting. After all trustees become familiarized with the Friends by attending several meetings, one person should become the singular face of the Board of Trustees. The next meeting will be on October 27. Phyllis Potter and Robin Ross volunteered to attend.

Prior Month's Minutes Approval:

MSP: Mindy Richardson moved, and Robin Ross seconded the motion to approve the minutes for September 20, 2022. Motion passed unanimously.

New Business (to be continued):

•Trustee nominations: Names of those nominated will be sent to San Juan County for approval; new trustees will undergo public meeting training.

MSP: Mindy Richardson moved and Robin Ross and Connie Holz seconded the motion to nominate Phyllis Potter and Shari Lane for trustee positions on the Lopez Library Board of Trustees. Their names will be sent to San Juan County for approval. Motion passed unanimously.

Routine Matters:

- *Vouchers:* Three vouchers [\$5,909.72 (September 12), \$19,248.78 (September 26) and \$2,162.49 (October 3)] were submitted for September.
- *Payroll and benefits:* Total personnel expenses of \$38,965 (September 26) were submitted for payroll (\$29,486.94) and benefits (\$9,478).
- *Surplus items:* No number yet received.

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

- *Financial Report:* Spreadsheets for the revenue and expenses of the last month were sent to Trustees. The cash remaining in operating funds was \$145,155 on 30 September. In October tax revenue will start appearing.

New Business (cont'd):

- *Day and time of Board of Trustees meeting for 2023:* The day and time of the regular Board of Trustee monthly meeting was revisited. Several members preferred shifting to afternoon, and early in the afternoon was best for others if the switch was made. The proposal pending Director Hoerner's availability is to have the day and meeting time for the regular meeting (third Tuesday of the month) and any special meetings (first Tuesday of the month) between noon and 2 pm. The final decision will be made at November's regular meeting.

Old Business:

- *HVAC update:* The new system has been installed, and heat but not air conditioning is working. An invoice of about \$16,000 will be paid in November.
- *Facilities update:* Two bids have been received for a fire alarm system, only one of which was realistic. The realistic bid will be revised to have the electrician bill the library directly. We are waiting for the revision and to hear back from Washington Alarm for a third bid. Also we need to return to the Facilities Manual that was being written, and outline what a regular maintenance schedule (time, frequency) would entail.
- *McKinstry FCA proposal:* McKinstry sent a proposal for evaluating the library facility. Chair Euerle recently responded that the proposal should be more specific, i.e., is the electrical wiring part of the evaluation or not. Trustees should think about what our questions are and what we would expect from the report.
- *Budget:* Director Hoerner spent considerable hours working without compensation before the change from 30 to 40 hr./wk. The Board feels he should be compensated for that time and discussed a way to compensate Director Hoerner without additional cash outlay.

MSP: Connie Holz moved and Robin Ross seconded the motion to grant Director Hoerner three weeks of vacation to be taken in October 2022.

- *Concern re book banning:* Director Hoerner would like the trustees to be prepared for any challenges to Lopez Library's book collection.

Executive Session: Chairman Constance Euerle opened the executive session at 12:01pm. No decisions were made; no actions were taken. The executive session was closed at 12:43 am.


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

MSP: Connie Holz moved, and Constance Euerle seconded the motion to adjourn. Motion passed. The meeting adjourned at 12:44 pm.

Next **Special Meeting: November 1, 2022** (First Tuesday of the Month)

Next **Regular Meeting: November 15, 2022** (Third Tuesday of the Month)

Respectfully submitted: 
Board Secretary

Approved: 
Board Chair