

Library Board of Trustees  
Regular Meeting – Virtual Meeting  
September 20, 2022  
**Approved as amended October 18, 2022**

**Regular Board Meeting Call to Order:** Chair Constance Euerle called the September 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, Robin Ross, and Connie Holz.

**Staff Present:** Director Darren Hoerner. Claudia Rempel and Nikyta Palmisani joined for the 15 min ‘Library Staff Focus’.

**Guests Present:** None.

**Agenda:** No amendments were proposed for the agenda for September 20, 2022.

**MSP:** Robin Ross moved and Connie Holz seconded the motion to approve the agenda for September 20, 2022.

**Friends of the Library Report:** No report was presented. The next meeting will be September 22.

**Prior Month’s Minutes Approval:**

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

**Routine Matters:**

- *Vouchers:* Two vouchers [\$24,662.12 (August 15, approved previously) and \$25,492.79 (August 30)] were submitted in August.
- *Payroll and benefits:* Total personnel expenses of \$49,465 (August 26) were submitted for payroll (\$39,166) and benefits (\$10,299).
- *Surplus items:* 33 items were removed from the collection in July.

**MSP:** Connie Holz moved and Robin Ross 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. The cash remaining in operating funds was \$179,124 on 31 August. In October tax revenue will start appearing, thus it appears likely that we will be able to pay for the new HVAC system without using capital funds.

**Director’s report:** Since the last Board of Trustee’s meeting the library has seen a peak in summer activities followed by a natural leveling as school started and visitors returned to the mainland. The Teddy Bear Picnic, now a more than 40-year old tradition, was a huge success. Also the library hosted an “Art in the Library” reception that showcased the works of the Behnke family. Other August programs included an excursion to the inter-tidal zone at Iceberg Point led by Noreene Ignelzi and the final meeting of the Family Book Club that has been reading “The Complete Stories of Brambly Hedge” by Jill Barklem. Total program attendance in August was 613, and the total for the year-to-date is 3087. There was also a new post-pandemic high of 3743 visitors.

In August a total of 187 books were processed, cataloged and added to the collection: adult – 84; young adults – 26; and juvenile – 77. Two new instruments (cello and soprano ukulele) were welcome donations as they are often requested.

**Library Staff Focus – Claudia Rempel – Volunteer Program:** Claudia Rempel and Nikyta Palmisani (joining while on vacation) described the revamped volunteer program for the library. Historically volunteers initiated the Lopez Library, and after the library became public with taxpayer funding, volunteers remained valued and have a pivotal role. After the big disturbance and necessary changes in library staffing due to covid protocols, the opportunity existed to make changes to ensure the volunteer program is mutually beneficial. The new plan is based on several pillars: to recognize the value of volunteers and rebuild mutual trust, to strategize how to fit library staff needs and the skills and needs of the volunteers, to set up protocols to recruit, train and retain volunteers, and to ensure that the tasks delegated to volunteers match their skills. Staff members were extensively involved in identifying what skills the library needs. The outcome is a plan that focuses on the partnership between the library and volunteers. A template will be set up for a dozen different small (1-5 people) crew members, each with a different focus. Staff members can then set up the times convenient for them to work on the various tasks. For example, there will be ‘Book Wranglers’ who work on shelving and circulation, ‘Book Doctors’ focused on mending, ‘Biblio Blooms’ focused on landscaping, ‘Paparazzi’ focused on documenting various library events for public view and other groups focused on programs. In submitting an application each volunteer can then indicate which group suits their skills and needs.

#### **Old Business:**

- *Budget:* As part of the fall budget process, staff members have been asked to contribute any changes or adjustments to the budget needed in the areas they supervise. Inflation is an issue.
- *Facilities:* After consultation, the sewer district informed the library staff that the control box needs an update; that update is under control. Nothing else is required. The locks will be changed on all four exterior doors of the library. Some of the lighting in the library has been changed, and the library is brighter as a result.

#### **New Business:**

- *HVAC bids:* Two bids (Barron and West Mechanical) have been received for the needed new HVAC system. Both companies agreed that two 5-ton units were required. However, the cost estimates were significantly different. The SEER (ability to cool) and HSPF (ability to heat) ratings were discussed in light of the Lopez Library’s primary need to heat not cool. Director Hoerner will call Barron for details on the pricing and answers to questions that arose from inspection of the air filtration system. He will inform the Board when answers arrive. Air handling that yields the safest breathing space for the public and staff is a priority. Additional discussion ensued about maintenance, and the conclusion was that Sage Building Solutions, a Lopez business, will be asked to maintain the system.

*Executive Session: Chairman Constance Euerle opened the executive session at 11:30 am. Personnel issues were discussed. No decisions were made; no actions were taken. The executive session was closed at 12:13 am.*

**MSP:** Connie Holz moved and Robin Ross seconded the motion to approve the parental leave plan for Janna Wiscomb. The plan guarantees her the same position on her return after her parental leave; space and time for breast feeding;

and continued medical benefits during her leave. The motion passed unanimously.


**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 12:14 pm.

Next **Special Meeting: October 4, 2022** (First Tuesday of the Month)

Next **Regular Meeting: October 18, 2022** (Third Tuesday of the Month)

Respectfully submitted:   
Board Secretary

Approved:   
Board Chair