

Library Board of Trustees
Regular Meeting – Hybrid Meeting
February 21, 2023
Approved as amended March 21, 2023

Regular Board Meeting Call to Order: Co-Chair Robin Ross called the February 21, 2023 regular meeting of the Lopez Library Board of Trustees to order at 12:02 pm. The meeting was both in person and via zoom.

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

Staff Present: Darren Hoerner

Guests Present: Friends of the Library Board Chair Karen Eames

Approval of the Agenda

MSP: Phyllis M Potter moved, Connie Holz seconded, approved unanimously.

Friends of the Library Report: Karen Eames reported that the Friends of the Library met to lay out their agenda for the coming year. Committees have been set up. The Fundraising committee has met already and established several distinct approaches, spread throughout the year: a brochure blanket mailing the end of March, a presence at the Farmer's Market (selling merchandise and providing information), a June appeal, the July 4th Booksale, and a fall event. The Committee also realized the need to extend the search for funding beyond the immediate Lopez Community (i.e. grants, etc.).

Prior Month's Minutes Approval

MSP: Robin Ross moved, Connie Holz seconded approval of the minutes from the January 17, 2023, meeting. Motion passed unanimously.

Routine Matters

The Vouchers (01/18/23 \$4,550.59; 01/30/23 \$8,183.45; 02/14/23 \$2,527.40) were submitted for January and February.

Total Payroll and Benefits: (salary/hourly \$30,537.66; benefits \$20,611.15) were submitted 01/25/23.

- Surplus: 500 Materials weeded: primarily periodicals (401) and biographies (69)

MSP: Phyllis M Potter moved, Constance Euerle seconded approval of Voucher, Payroll and Benefit expenses. Phyllis M Potter moved, Constance Euerle seconded, approval of the surplus count. Motions passed unanimously.

Financial Report: After some discussion, the following resolution was made by Phyllis M Potter and seconded by Connie Holtz:

MSP: We resolve that Lopez Library does not intend to take our Annual Recommended Distribution from the Seattle Foundation, but instead save withdrawals for Board approved projects.

Director's Report: Darren touched on items in his previously submitted written report,

- The library is conceptualizing gift baskets for people with new babies on the island, talking to other businesses and organizations who may be interested, including some that offered something similar in the past. . The needlecrafters group will have a special outreach for knitting hats and booties for babies.
- Dan Handshue's art featured in the library is popular and he is selling pieces, the proceeds which will be donated to the Friends. The library will keep a couple in the children's area. Darren suggested sending a thank-you.
- The library is hosting San Juan, Orcas, and Shaw Library staff on March 23, so the library will be closed that day and Darren will not be available.
- Darren is thinking a lot about how the library is engaging the youth on the island, from birth to graduation. What is our strategic focus on every single age level? Collaborating with the team to chart that out—because there are only so many kids, we can literally be part of these kids' lives throughout their lives.

He then discussed the following items in greater depth:

- Cataloging the Community and Strategic Plan – The cataloging is complete! The team is currently looking for shared and common themes, which will then be brought to the Board.

- Public library director retreat –Darren reported that this is possibly the best peer professional group he has ever belonged to. There were numerous subgroups and presentations about which to be excited, including the Capital planning Group's work, the Levy Lift Cheer Squad, a new service model called Extended Hours, and an excellent presentation on Intellectual Freedom.

- Legislative update – Darren mentioned several library related bills that have been introduced, including a couple concerning firearms which are unlikely to move forward. One relating to a possible lift of the cap on property tax revenue sounds promising.

Executive Session: A 10-minute Executive Session was called at 12:55 to review qualifications of staff members. No decisions were made; no actions were taken. The Executive session closed at 1:05.

Old Business

Facilities

HVAC: A service maintenance contract is still being worked out, particularly to determine if all work must be done by the installers (Barron Heating, from whom we have one bid) or if someone on island is qualified to bid.

Fire Detection: It will be at least 4 months until any work might be done.
The Book Challenge subcommittee of Phyllis, Darren and Ingrid Vliet will give their report at the March meeting.

Audit Update: The Audit is in full swing, and has had two meetings thus far, with another scheduled soon.

Director's 360 Review: Very positive in general, with a common theme of “keep doing what you are doing” and “Don't bite off more than you can chew.” Darren has incorporated his responses to the review into his Goals for 2023.

New Business:

Director's goals for 2023: 1) Focus on the Strategic Plan; 2) diversify the revenue stream; 3) Continue to support the staff to be their best; 4) Work on achieving a sustainable life/work balance.


Lopez Library Policy Manual revision: Darren will distribute his list of major categories (carefully constructed from studying many libraries' manuals) and the Board of Trustees will rank them according to our feelings of importance and discuss at next month's meeting.


At this point there appears to be no need for the March 6, 2023 Special Meeting.

Adjournment: With no further business on the agenda, Constance Euerle moved, Connie Holz seconded a motion to adjourn. Motion unanimously passed at 1:47pm.

Next regular Meeting: March 21, 2023, at noon, in person in the Library Meeting room and Zoom.

Respectfully submitted: 
Board Secretary

Approved: 
Board Co-Chair

Approved: 
Board Co-Chair