

Library Board of Trustees  
Regular Meeting – Hybrid Meeting  
January 17, 2023

Approved as amended February 21, 2023

**Regular Board Meeting Call to Order:** Co-Chair Robin Ross called the January 17, 2023, regular meeting of the Lopez Library Board of Trustees to order at 12:03 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 and Trustee emeritus Lee Ann Rolla

**Approval of the Agenda**

**MSP:** Connie Holz moved, Constance Euerle seconded, approved unanimously.

**Friends of the Library Report:** Karen Eames reported that the Friends of the Library will be using their next meeting to lay out their agenda for the coming year. While the Annual Appeal is going well, and has brought in over \$37,000 so far, Karen said it is clear that they need help in ideas and ways to generate more money so they can help the Library achieve its goals. It was also decided that, while other Trustees are always welcome to attend Friends' meetings, Phyllis M Potter will be the primary representative from the Board.

**Prior Month's Minutes Approval**

**MSP:** Connie Holz moved, Shari Lane seconded approval of the minutes from the December 20, 2022, meeting. Motion passed unanimously.

**Routine Matters**

Vouchers: The vouchers (12/20/22 - \$23,001.69; 1/09/23 - \$19,244.47) were submitted for December and January.

Payroll and Benefits: (12/25/22) Total personnel expenses of \$54,783.87 were submitted for payroll (\$33,765.21) and benefits (\$21,018.66).

Surplus: 350

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

Financial Report: Constance reported that she felt we were in reasonable shape in terms of our budgeted goals at this point. While we are currently \$2,000 short of our projected tax revenue right now, we nevertheless exceeded our budgeted income for the year.

**Director's Report:** Darren Hoerner

- The Lopez Island School District (LISD) has funded some positions at the school to support the Reading Rangers program, and the library is looking at a "Reading Buddies" program at the Library which will complement the effort
- Community partners including the library, the Family Resource Center and LISD, are deciding how to use an OSPI grant for \$330,000/year for up to five years focused entirely on after-school activities
- Writers in the School program update, collaboration with school and Seattle Arts and Lectures, funded in part by the Thrift Store grant and remaining funds from the Friends; Three writers stayed for two weeks and worked with kids in every level, K-12, to engage with creative writing; Community members also had a chance to meet with the writers and learn more about the program
- Review of other recent library programs, including author readings, Ecological Storytelling, Teen Movie Night; People are showing up to these events and building connections
- Karen celebrated the success of the Volunteer Appreciation Event; Darren provided more information about the event Darren is looking into potential grant opportunities for the library and reviewed their potential uses, including a rural libraries grant for targeted outreach and Primetime Reading from Humanities Washington which focuses on bringing families together to read together through a program that's been going on for a number of years
- The lock system has been replaced. A Trustee will be given a key.
- Darren is exploring additional ways to connect with virtual users of various Library programs, such as the Seattle Arts and Lecture series.

- Darren talked a bit about his involvement with the group Public Libraries Washington, which is concerned with library related a professional networking group of public library directors. The group provides an opportunity to stay current on issues that impact public libraries.

**Executive Session:** From 12:40-12:50pm a 10 minute Executive Session was called to discuss personnel issues. No decisions were made; no actions were taken. The Executive session closed at 12:50pm.

The following Resolution was proposed and discussed:

**MSP:** Robin moved, seconded the resolution that the Director be granted 120 paid vacation hours, in addition to those specified in his contract, in lieu of a salary increase. These hours must be used in 2023, and cannot be carried over. Passed unanimously.

## **Old Business**

Director's 360 Review: There have been some technical difficulties in getting this survey sent out to everyone, but Connie is working on it. Darren was asked to do a self-review, using the same survey questions.

## Facilities

-HVAC: Done. A service maintenance contract is still being worked out, particularly determining if all work must be done by Barron's.

-Fire Detection: A contract is in the final stages of negotiations.

-McKinstry FCA proposal: A decision was made to wait until after the installation of the Fire Alarm system before pursuing this further.

-A brief discussion regarding insurance coverage was tabled until the March meeting.

### Strategic Plan:

Darren reported that they were well into the latter stages of Cataloguing the Community, and were excited by all the interviews to date. Darren will bring Phyllis and Shari up to date soon.

### Subcommittee updates and assignments:

The following subcommittees were listed, with their primary member(s) –

Strategic Plan: Robin, Connie, and Constance

Finance: Constance and Robin

Personnel: Connie

Policy: Shari

Facilities:

The temporary Book Challenge subcommittee of Phyllis, Darren and Ingrid Vliet met and established goals and parameters for the subcommittee and are actively drawing up a policy statement and book challenge form to bring before the Board at our next meeting.

### **New Business:**

Director's goals for 2023: Darren was asked to come up with goals for 2023. Of last years four stated goals, three were accomplished and the fourth (creating a Strategic Plan) is well underway.

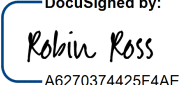
Lopez Library Policy Manual revision : While the existing manual clearly needs revision, Darren has suggested that, rather than “edit” and expand the existing manual, perhaps we re-envision how we create a new one, starting with key high level categories and implementing Best Practices in those areas. It might be that we can eliminate some areas of the manual that are no longer useful or relevant.

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

**Adjournment:** With no further business on the agenda, Robin Ross moved, Phyllis M Potter seconded a motion to adjourn. Motion unanimously passed at 1:55pm.

Next regular Meeting: February 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