

Library Board of Trustees
Regular Meeting – Hybrid Meeting
March 21, 2023
Approved as amended April 18, 2023

Regular Board Meeting Call to Order: Co-Chair Robin Ross called the March 21, 2023, regular meeting of the Lopez Library Board of Trustees to order at 12:04 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, Ingrid Vliet, Claudia Rempel, Nikyta Palmisani

Guests Present: Friends of the Library Board Chair Karen Eames

Approval of the Agenda

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

Friends of the Library Report: Karen Eames reported that a brochure will be sent this month to all Lopez mailing addresses, plus Lopez property owners who have addresses off island. Friends is evaluating the merchandise they plan to sell and updating their resellers permit.

Collection Development Policy

The subcommittee consisting of Darren Hoerner, Ingrid Vliet, and Phyllis M Potter discussed the methodology they used in developing a new Collection Policy and presented three documents for Board approval.

- Collection Development Policy2
- Lopez Island Library Request for Reconsideration of Material Form
- Procedure2 for Handling Formal Reconsideration of Materials Requests

After a detailed discussion, suggested edits were made for all documents.

MSP: Contingent on edits, Shari Lane moved, and Connie Holz seconded the motion to approve the Collection Development Policy2. Contingent on edits, Shari Lane moved, and Robin Ross seconded the motion to approve the procedure for handling formal

Reconsideration of Materials Requests. Contingent on edits, Robin Ross moved, and Constance Euerle seconded the motion to approve the Lopez Island Library Request of Reconsideration of Material Form. All three motions passed unanimously.

Prior Month's Minutes Approval

MSP: Constance Euerle moved, Connie Holz seconded approval of the minutes from the February 21, 2023, meeting. Motion passed unanimously.

Routine Matters

Vouchers (02/14/23 \$2,527.40 (previously approved) & 02/27/23 \$8,453.75) were submitted for February.

Total Payroll and Benefits: (salary/hourly \$25,455.27; benefits \$18,417.75) were submitted 02/25/23.

- Surplus: 336 Materials weeded.

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: The February report is in line with the amounts budgeted.

Director's Report:

Nikyta Palmisani and Claudia Rempel joined darren to provide an update on the Cataloging the Community interviews and what major themes are rising to the top to inform the library's Strategic Plan. Immediate next steps are threefold; 1) convene Cataloging the Community Interviewees to elicit further input, including how the library can contribute to the issues they raise, 2) a brainstorm meeting with library staff to reflect on the results of Cataloging the Community and begin considering what role the library may play in addressing community-identified needs, and 3) sending out of a Community Survey to fill gaps in our knowledge by soliciting input from the entire community.

Old Business

Facilities

- Fire Detection: Darren and Claudia had a meeting with the implementation team from Convergent. They are waiting for one more part, but it appears possible the new system will be installed in April. The library will not need to be closed for the construction.
- Insurance coverage information was sent to all trustees. Discussion was moved to the April meeting.
- Facilities review was moved to the May meeting. Constance Euerle will check with Datskiiy Electric about potentially reviewing the electrical system when installing the fire detection system. McKinstry will be updated with respect to the HVAC update and fire detection system and asked to specify the services their review would cover with an estimate of cost.

Audit Update: The Audit continues, Claudia has provided all the information initially requested by the auditors and she continues to provide additional information as requested.

Director's Performance Review: Moved to the April meeting.

Lopez Library Policy Manual revision: Moved to the May meeting.

New Business:

Protocol for the trustee review of monthly financials: Moved to the May meeting.

Executive Session: 15-minute Executive Session was called at 1:35 to discuss audit issues pertaining to personnel. No decisions were made; no actions were taken. The Executive session closed at 1:50.

At this point there appears to be no need for the April 4, 2023, Special Meeting.

Adjournment: With no further business on the agenda, Phyllis M Potter moved, Constance Euerle seconded a motion to adjourn. Motion unanimously passed at 1:58pm.

Next regular Meeting: April 18, 2023, at noon, in person in the Library Meeting room and zoom.

DocuSigned by:

Phyllis Potter

Phyllis

Respectfully submitted:

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Board Secretary

DocuSigned by:

Robin Ross

Approved:

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Board Co-Chair

DocuSigned by:

Constance Everle

Approved:

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Board Co-Chair