

Library Board of Trustees
Regular Meeting – Hybrid Meeting
April 18, 2023
Approved as amended May 16, 2023

Regular Board Meeting Call to Order: Co-Chair Robin Ross called the April 18, 2023, regular meeting of the Lopez Library Board of Trustees to order at 12:06 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: Connie Holz moved, Constance Euerle seconded, approved unanimously.

Friends of the Library Report: Karen Eames reported that they are already encouraged by the response to the brochure sent last month to all Lopez mailing addresses, plus Lopez property owners who have addresses off island. To date over 30 responses have been received, including some first-time donors. The Friends plan to have a presence at the Saturday Farmer’s Market, as well as the July 4th Book Sale. They are now meeting on the 4th Thursday of the month.

Prior Month’s Minutes Approval

MSP: Shari Lane moved, Phyllis Potter seconded approval of the minutes from the March 21, 2023, regular meeting. Motion passed unanimously.

MSP: Shari Lane moved, Phyllis Potter seconded approval of the minutes as amended from the April 4, 2023, special meeting. Motion passed unanimously.

Routine Matters

Vouchers (03/27/2023 \$12,067.88; 04/10/23 \$11,751.72) were submitted for March.

Total Payroll and Benefits: (salary/hourly \$27,084.70; benefits \$18,620.75) were submitted 03/25/23

- Surplus: 347 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 March report is delayed pending the detail report of expenses from SJC and will be sent to Trustees when completed.

Executive Session: Chairman Robin Ross opened the executive session at 12:35 pm. A performance review was discussed. No decisions were made; no actions were taken. The executive session was closed at 1:00 pm

Director's Performance Review:

The 360-performance review for the period February 2022 through February 2023 was completed with high praise for the work performed by Darren Hoerner during his first year.

Director's Report:

Strategic Plan Update: Interviews for the first stage of Cataloguing the Community have been completed. The Group discussion on March 30 included over half those interviewed. The discussion, facilitated by Nityka, developed numerous ideas on services to the community the library can provide. The library staff has had an initial two-hour discussion. The next step, a Community Survey, will be conducted during May, with the goal of making an initial report to the Board during the June 6th Special meeting.

Legislative Update: The Legislature has been extremely busy, but the Capital Grants for Public Libraries will be only partially funded. Another library concern, the Property Tax Lift is not going forward.

Old Business

Facilities

- Insurance coverage should have an annual review, the last physical inspection was done in 2018. Darren will explore options and report back to the Board.
- Facilities review and survey time line moved to a future meeting.

Audit Update: The Audit is finished and the Exit Interview with the auditors is scheduled for a May 2, 2023 Special meeting via Zoom.

Protocol for trustee review of monthly financials: Constance Euerle, Treasurer, presented a specific protocol for the review of LILD financials, divided into monthly, quarterly, and annual review items. Darren Hoerner requested that the review of the expenses billed to the Friends for reimbursement be moved to a quarterly review as that is how they are billed.

New Business:

Board Officers (revote) A revised slate of officers was presented:

Chair: Robin Ross

Vice Chair: Connie Holz

Secretary: Phyllis M Potter

Treasurer: Constance Euerle

MSP: Phyllis Potter moved, Shari Lane seconded approval of the new slate of officers. Motion passed unanimously.

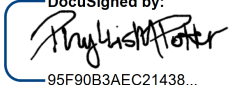

Lopez Library Policy Manual revision: Darren will send documents for the Board to prioritize the policy manual topics for discussion at the May 2nd Special meeting.

Executive Session: Chairman Robin Ross opened the executive session at 1:40 pm. Discussed complaints against Library administration. No decisions were made; no actions were taken. The executive session was closed at 1:53 pm.

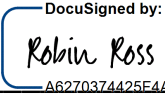
Adjournment: With no further business on the agenda, Robin Ross moved, Constance Euerle seconded a motion to adjourn. Motion unanimously passed at 1:58pm.

Next Special Meeting: May 2, 2023 at noon, in person in the Library Meeting room and Zoom.


Next regular Meeting: May 16, 2023 at noon, in person in the Library Meeting room and Zoom

Respectfully submitted:  
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Board Secretary

Approved: 
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Board Co-Chair

Approved: 
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Board Co-Chair