

Library Board of Trustees
Regular Meeting
September 19, 2023
Approved as amended October 27, 2023

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

Staff Present: Darren Hoerner

Guests Present: Friends of the Library Board Chair Karen Eames

Regular Board Meeting Call to Order: Chair Robin Ross called the meeting of the Lopez Library Board of Trustees to order at 12:06 pm.

Approval of the Agenda

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

Friends of the Library Report: Karen Eames reported there over 90 people came to the two Josh Nelson concerts. While they are not certain of their final numbers for the amount raised, there is no question that it was the most successful fundraiser in Friends' history. They have also gained two new board members.

Prior Month's Minutes Approval

MSP: Robin Ross moved, Constance Euerle seconded approval of the minutes from the August 15, 2023, regular meeting. Motion passed unanimously.

Routine Matters

- **Vouchers: 8/21/23 -- \$6618.34**
- **Payroll and Benefits: 08/25/23 – salary/hourly \$33,729.08; benefits \$20,644.03**
- **Surplus: 200**
- **Financial Report:**
Operating cash balance \$150,026.00
Seattle Foundation Q2 ending balance \$109,359.30.

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

Director's Report:

- Darren shared the full director's report via email.
- Teen Interns program: Overall, Darren is happy with how the program went. Nykita is working on documenting all the projects so that information will be available for both the library and the teens in the future.
- Not included in the shared report, Darren is also building on the library's collaborations with the school and LIFRC. Leaders from all three organizations met at the school this week to look at current shared programs. The library is involved with Writers in the School (WITS), 21st Century After-School, Teen Interns, Literacy Intervention (formerly Reading Rangers). The school identified a need for support with STEM education, potentially a math intervention program.
- Lib Tech: Unfortunately, we did not get the Digital Navigations grant we applied for, but the process helped create some great collaboration with other libraries. Darren is also exploring our Library's participation in a State Library program involving rural libraries and the provision of technical support. Both Orcas and San Juan have been involved in this for the past year or so.
- The State Librarian will be visiting our Library on October 10.

Facilities

- HVAC Analysis of energy cost savings: HVAC energy cost and usage analysis: The new HVAC system was installed October 2022, and we were curious to understand what impact it has had on our electrical usage and cost. We compared monthly costs between 2023 and 2022 for the period January to August. While it is not possible to extract just the energy use tied to HVAC, it is the only significant factor that has changed over the year, even accounting for ambient temperature variations. Therefore, we can assume shifts in usage and costs are due to the new system. Key highlights: - In 2023, electrical use was lower for all months compared to 2022 except for July (and that was minimally higher)- From January to June 2023, our cumulative cost is \$1,322.12 lower than the previous year. However, July and August 2023 saw a slightly higher cost, totaling \$127.82.
- Status of pagoda design: After some discussion involving the priority of facility needs, this project has been tabled indefinitely.

Old Business

McKinstry evaluation: It was decided that now would be a suitable time to schedule a visit from McKinstry to come and do an evaluation of our systems/facilities. The Board now needs to formulate the appropriate questions for the McKinstry group and determine the scope of the evaluation we wish from them.

New Business:


- Trustee Term up: Constance Euerle’s term is up this year; however, she is willing to serve another term. Connie Holz’ term will be up next year.
- Budget Update: Claudia and Darren are working on next year’s budget and will present it at the October meeting. There will be a Special Meeting of the Board on November 7 dedicated to the budget.
- Trustee Manual – process for submittal of proposals: Robin will bring a list of suggested topics, and then subcommittees will be formed to study them. It was also noted that one area that needs to be addressed in the Trustee Manual is the Grant Process, and at what monetary level the Board should be notified.

Adjournment: With no further business on the agenda, Constance Euerle moved, and Phyllis M Potter seconded a motion to adjourn. Motion unanimously passed at 2:01pm

Next **Regular** Meeting: October 17th (Third Tuesday of the month, noon to 2pm), at which Shari Lane will take minutes in Phyllis’ absence.

Respectfully submitted: 
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Board Secretary

Approved: 
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Board Chair