

Library Board of Trustees  
Regular Meeting (Hybrid)  
November 21, 2023

Approved as amended December 19, 2023

**Members Present:** Trustees Connie Holz, Shari Lane, Constance Euerle via Zoom  
Phyllis M Potter, Robin Ross in person

**Staff Present:** Darren Hoerner (via Zoom)

**Guests Present:** none.

**Regular Board Meeting Call to Order:** Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:30 pm.

**Approval of the Agenda**

**MSP:** Connie Holz moved, Shari Lane seconded, approved unanimously.

**Prior Month's Minutes Approval**

**MSP:** Constance Euerle moved, Connie Holz seconded approval of the minutes from the October 27, 2023, regular meeting. Motion passed unanimously.

**Friends of the Library Report:** Darren gave the report for the Friends, as he had attended their November 16 meeting. They are cancelling their December meeting. They are concentrating their efforts on their year-end annual appeal. An anonymous \$20,000 matching grant should energize this campaign. The Friends will be trying a table at the Holiday Bazaar Thanksgiving weekend stocked with merchandise and carefully selected books.

**Routine Matters**

- Vouchers: 10/02/2023 \$44,754.39; 10/27/2023 \$8,671.07
- Payroll and Benefits: 10/25/23 – salary/hourly \$29,544.56; benefits \$21,822.06
- Surplus: 469
- Financial Report:  
Operating cash balance \$195,814.48

**MSP:** Phyllis M Potter moved, Connie Holz 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.
- The library team is doing a "Spring Cleaning" in the basement this winter.

## Facilities

**Fire and Life Safety Testing Proposal:** Darren will go back to Convergent with some additional questions before we can decide whether to accept their maintenance contract.

## Old Business

**Facilities evaluation:** Constance, Robin and Darren met to compile and organize our questions. Evaluations will be sent out to six companies as an informal inquiry.

## New Business:

**Chair Term:** More discussion is necessary before deciding whether the term for the position of Chair should be 2 or 3 years. Connie Holtz is the current Vice Chair, and it is assumed that the Vice Chair will move into the Chair's position.

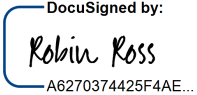
*Executive Session from 1:10-1:55 to discuss a complaint and staff performance. No decisions were made; no actions were taken.*

**MSP:** Constance Euerle moved, Connie Holz seconded a motion to approve High Impact Adjustments recommended by the Director and the Board. Approved unanimously.

**Adjournment:** With no further business on the agenda, Phyllis M Potter moved, and Connie Holz seconded a motion to adjourn. Motion unanimously passed at 2:00pm

Next **Regular Meeting:** December 19<sup>th</sup> (Third Tuesday of the month, noon to 2pm). There will be no special meeting for January.

Respectfully submitted:    
Board Secretary

Approved:   
Board Chair