

Library Board of Trustees

Regular Meeting

October 27, 2023

Approved as amended November 21, 2023

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

Staff Present: Darren Hoerner

Guests Present:

Regular Board Meeting Call to Order: Chair Robin Ross called the meeting of the Lopez Library Board of Trustees to order at 3:01 pm.

Approval of the Agenda

MSP: Shari Lane moved, Phyllis M Potter seconded, approved unanimously.

Friends of the Library Report: *Karen Eames shared this report at the originally scheduled October 17th meeting that didn't have a quorum. As she was unable to attend this meeting her report is included here.* Karen shared that she attended a webinar on fundraising. Some good ideas to try next year, including personalizing the letters and simplifying the format of the task. Shari pointed out this year's efforts have been very successful, despite not following the "recommended protocols"! Darren asked whether some of the protocols might be generally applicable but not necessarily right for Lopez.

Prior Month's Minutes Approval

MSP: Robin Ross moved, Shari Lane seconded approval of the minutes from the September 19, 2023, regular meeting. Motion passed unanimously.

Routine Matters

- Vouchers: 09/05/2023 \$5,201.85; 09/18/2023 \$3,239.96
- Payroll and Benefits: 08/25/23 – salary/hourly \$27,751.20; benefits \$18,938.24
- Surplus: 212
- Financial Report: Operating cash balance \$130,665.

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.

- Lib Tech: Darren is exploring our Library's possible participation in a State Library program involving rural libraries and the provision of technical support, and he has had some good conversations with them. Currently they can help in assessing our needs and provide more cost-effective internet and Wi-Fi (decreasing our monthly bill from \$385 to \$90). In the future they hope to provide both hardware and software at much reduced rates for rural libraries, as well as printing and copying.
- Staff professional development is happening, and often at no additional cost to the library due to judicious participation in relevant webinars and dovetailing attendance at seminars with other travel plans. Some recent areas of training have been in serving the homeless and underserved, musical storytelling, Intellectual Freedom, and staff Spanish classes.
- The continuing collaboration with the School and the Family Resource Center are both exciting and fruitful.
- Strategic Plan: Darren's intent is to 1) Get the word out, 2) use it as a springboard to build measurable goals in collaboration with the community, 3) weave it into the upcoming Artists in Residence program by asking each of the 7 artists to take one of the 7 elements of the Plan and create a visual representation thereof.
- At the Library Directors' Conference, they were told that there would be no addressing the lifting of the 1% Property tax lid this next year, as it is an election year. There was also discussion of possibly changing the RCW relating to the roles and responsibilities of Library Trustees in response to the recent events in Columbia County.
- The Library Staff will be trained in the administration of Narcan.
- The planning for the upcoming (11/27-12/5) Writers in the Schools program is going very well.

Facilities

Old Business

- McKinstry evaluation: Darren has amassed some names of other companies who do comprehensive facilities' evaluations, and the Board is agreed that it would be wise to send several of them our list of questions (still in progress) in addition to sending the list to McKinstry. Constance, Robin, and Darren will meet to compile and organize our questions and then circulate that list to the rest of the Board.
- Trustee Manual: Robin sent out a list of suggested topics; Phyllis and Shari have agreed to work with Robin and Darren on reviewing our manual and examining others as we decide on the content of our revised manual.

New Business:

- Draft Budget: Darren presented a balanced draft budget to the Board. He also provided a sheet showing the financial difference of several different Cost of

Living Adjustment percentages for our review. After some discussion, the Board agreed that we would like to include a 4% COLA for the Library staff in our 2024 budget, if possible. The largest single increase in the 2024 budget involves costs related to maintaining and inspecting our new Fire Monitoring system, a cost we all agree is necessary for this vital system.


- Holiday Library Hours: The Board has volunteered to cover Saturday hours on 12/23 and 12/30.

MSP: Robin Ross moved, and Phyllis M Potter seconded that the library will be closed on 12/26/23 and 1/2/24. Motion passed unanimously.

Adjournment: With no further business on the agenda, Constance Euerle moved, and Connie Holz seconded a motion to adjourn. Motion unanimously passed at 4:50pm

Next **Regular Meeting:** November 21st (Third Tuesday of the month, noon to 2pm), After some discussion it was decided there would be no need for a Special Meeting prior to that time.

Respectfully submitted: 
Board Secretary

Approved: 
Board Chair