

Library Board of Trustees  
Regular Meeting (Hybrid)  
January 16, 2024

Approved as amended February 20, 2024

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

**Staff Present:** Darren Hoerner

**Guests Present:** none

**Call to Order:** Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:07 pm.

### **Approval of the Agenda**

**MSP:** Phyllis M Potter moved, Robin Ross seconded, approved unanimously.

### **Friends of the Library Report**

Since Karen Eames is traveling, Darren reported that there was not much to report, as they will not hold their meeting until 1/25/24. Darren will be taking over the Friends database from Sarah Reeves, who is leaving the Board.

### **Prior Month's Minutes Approval**

**MSP:** Shari Lane moved; Robin Ross seconded approval of the minutes from the regular meeting. Motion passed unanimously.

### **Routine Matters**

- Vouchers: 12/04/2023 \$10,572.60; 12/18/2023 \$10,473; 01/08/2024 (for 2023) \$10,400.06

- Payroll and Benefits: 12/25/23 – salary/hourly \$35,836.50; benefits \$20,976.48

- Surplus: 278

**MSP:** Phyllis M Potter moved, Connie Holz seconded approval of Voucher, Payroll and Benefit expenses and the surplus count. Motions passed unanimously.

- Financial Report:

Operating cash balance \$148,319.93

## Director's Report:

- Darren shared the full director's report via email.
- There were 5 additional or highlighted points:

1) Darren has met with the new Superintendent of Schools, Brady Smith – once in a group meeting and then one on one and feels these meetings to have been a promising start to continuing conversations.

2) The application period for the new Artists in Residence Program has just closed and there are numerous exciting applicants in many areas of the arts. These people range from new talent to well established and should prove a great asset to the library and community in numerous ways.

3) The Cybersecurity Checkup review is underway.

4) With the opening of the new State Legislative session, the group of Librarians and legislative analysts and lobbyists that Darren is part of is now meeting on a weekly basis.

5) The Lib Tech contract is likely to come up for approval soon.

## Facilities:

Convergent Fire and Life Safety System Testing Proposal: Darren came back from them with answers to some of our questions. Yes, both Preventative Maintenance and Smoke Detector Testing are included in their bid. In short, however, even though Darren believes they are providing all we need, because of the expense he would feel better doing some more checking to see if there are alternatives.

## Old Business:

- Facilities Assessment Proposals: local resident Bill Hamlin, who has experience in this area, will be contacted to see if he can share some of his expertise and advice.
- Code of Conduct

**MSP:** Phyllis M Potter moved; Connie Holz seconded acceptance of the Code of Conduct as presented by the subcommittee. Motion approved unanimously.

## New Business:

- LCIP Application – April 5 deadline. As this opportunity only comes up every three years, and money from it will not be available until summer of 2025, we need to move on this now. Thus, the accelerated need for a completed Facilities Assessment. This is a matching funds situation, so we must be particularly mindful of our request. Darren will continue asking for bids for Roofing and Windows.
- Financial Stability –Darren discussed his concern that we need to keep the library budget sustainable overall. This involves, among other information gathering, creating a 5-year projection, so we have the best information possible as we approach the

possibility of asking for a Levy lid lift in the future. A subcommittee comprising Darren, Robin and Constance was formed to address this.

*Executive Session from 1:35-1:55pm to discuss a complaint. No decisions were made; no actions were taken.*

**MSP:** Robin Ross moved, Connie Holz seconded that the Board will continue to gather information, conduct a meeting, and potentially rescind the existing Letter of Trespass.

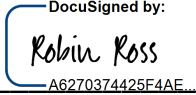
**Adjournment:**

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

**Next Regular Meeting:**

February 20, 2024 (Third Tuesday of the month, noon to 2pm), After some discussion it was decided there might be a need for a Special Meeting prior to that time.

Respectfully submitted:    
Board Secretary

Approved:   
Board Chair