

Library Board of Trustees
Regular Meeting (Hybrid)
May 21, 2024
Approved June 18, 2024

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

Staff Present: Darren Hoerner

Guest: Karen Eames

Call to Order: Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:09 pm.

Approval of the Agenda

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

Friends of the Library Report: Karen reported that the Friends are busy! They have numerous fundraising projects planned through the end of the year, including a jazz guitar concert on July 28, a Books + Bands event at the end of August, and a piano concert in October. This is in addition to the July 4th book sale and weekly Farmers' Market sales. A new Friends of Lopez Island Library website is being designed, plus they are updating their Bylaws.

Prior Month's Minutes Approval

MSP: Robin Ross moved, Shari seconded approval of the minutes from the March 19, 2024, regular meeting. Motion passed unanimously.

Routine Matters

- Vouchers: 04/02/24 \$2,633.15; 04/29/24 \$4,276.24
- Payroll and Benefits: 04/25/24 – salary/hourly \$30,231.05; benefits \$18,202.22
- Surplus: 348

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

- Financial Report:
Operating cash balance \$276,665.57

Director's Report

- Update on new state law (RCW 9.41.300: Weapons prohibited in certain places) Signage will be posted – implementation due by 6/6/2024.
- Teen Interns – 5 new interns have been hired for the summer, and one from last year renewed.
- Capital Improvement Grant – All our district legislators signed a letter endorsing the library for this grant.
- Enduris – has started the process for renewing our insurance. After some discussion regarding whether we wished to explore alternatives, it was agreed that we had enough to do at the present and would revisit this another time.

Old Business

• **LibTech contract – amendment** – After many conversations with various LibTech related personnel, plus a site visit from two of them, Darren is now comfortable with proceeding with the LibTech contract. This contract will provide equal if not better internet services and additional tech support for slightly less money.

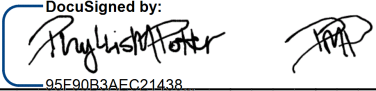

- **Trustee Manual revision** – Robin, Shari and Phyllis will meet to revise our Trustee Manual, using a template provided by the State Library.
- **Sustainability Committee** – The Friends of the Library need to know our messaging and timing for both our Capital Campaign and fundraising in general. Darren said he feels he needs some support in designing and launching the Capital Campaign from folks who have done this successfully in the past. Following some discussion, he has a few people to reach out to.

New Business: none

Adjournment:

With no further business on the agenda, Shari Lane moved, Phyllis M Potter seconded a motion to adjourn. Motion unanimously passed at 1:20pm

Next Regular Meeting: June 18, 2024 (Third Tuesday of the month, noon to 2pm)

Respectfully submitted:  
Board Secretary

Approved: 
Board Chair