

Library Board of Trustees  
Regular Meeting (Hybrid)  
July 16, 2024  
Approved August 20, 2024

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

**Absent:** Shari Lane

**Staff Present:** Darren Hoerner

**Guest:** Rose Kapolczynski (Friends of the Library)

**Call to Order:** Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:08pm.

### **Approval of the Agenda**

**MSP:** Connie Holz moved; Phyllis M Potter seconded. Motion passed unanimously.

**Friends of the Library Report:** Rose Kapolczynski enthusiastically reported on the current activities of the Friends. There are 3 upcoming fundraising concerts: a jazz concert at the end of July, a Band Books event at the end of August, and a classical Piano concert in October. Approximately \$8,300 was raised at the Library Booksale -- \$8,100 from books and \$1,200 from merchandise sales. The Friends have raised \$67,000 to date, and hope to double that through the concerts, merchandise sales and their Fall Appeal letter. They are working on plans for a free-standing website and are continuing to put out a newsletter.

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

**MSP:** Robin Ross moved, Connie Holz seconded approval of the minutes from the June 18, 2024, regular meeting. Motion passed unanimously.

### **Routine Matters**

- Vouchers: 06/3/24 \$2110.20; 06/17/24 \$21,394.79/74
- Payroll and Benefits: 06/25/24 – salary/hourly \$28,963.64; benefits \$17,950.58
- Surplus: 424

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

- Financial Report: Operating cash balance \$256,488.36

## Director's Report

- Washington Digital Heritage Grant Request: Darren has requested a Washington Digital Heritage Grant, up to \$15,000. The plan is to purchase a professional grade digital scanner that will be owned by the library, housed at the Historical Museum and much of the scanning will be done by volunteers from the Lopez School. This sort of collaboration has worked well in the past on other Islands and will be an asset to this community.

## Old Business

- **Trustee recruitment:** While Connie Holz will still be retiring from the Board this Fall, Constance Euerle has offered to stay a while longer to help the library transition to a new Accountant, as the County is relinquishing many of their previous duties. Rewritten ads have been posted in the Friends of the Library newsletter, on the library website, on Lopez Rocks and elsewhere. Letters of interest are due August 12<sup>th</sup>, and interviews will be held the week of August 26<sup>th</sup>.

- **Art donation criteria:** Darren and Phyllis will work to revise our existing policy and create a form.

- **Sustainability:**

**Questions for Seattle Foundation:** Darren, Constance and Robin will set up a phone call with the Seattle Foundation to ask some questions to clarify various issues.

**Capital campaigns:** Darren has had some excellent conversations with several key people about how to run a successful Capital Campaign. Advice ranged from "Don't worry about doing both a Levy lift and a Capital Campaign concurrently; just be clear in your messaging about each" to "You need to have a place for every donor's investment" to Plan for raising 25% more than you currently think you need!" It was discussed that it is imperative that the Trustees and the Friends must keep to their specific roles during this process, and that legally, the Trustees cannot do certain things...and we need to be acutely aware of what they are. This is one place where the Friends play a valuable role in the process.

## New Business

- **Accountant change:** Recently the County notified us that they were no longer going to do certain unmandated "tasks" for the library and other Junior Taxing Districts. Constance is currently looking out to other accountants to see if any are interested in managing the library account.

- **Levy lift information:** Darren is attempting to ascertain when the other taxing districts intend to go back to the voters. Solid Waste is an annual ask, but several others have not asked for increases in years. There is also a group wishing to put a Parks and Recreation District on the ballot. Once we have more solid information about the others, we will begin scripting our strategy and forming committees.

- **Invoice submittal (vendors):** Discussion postponed.

**Adjournment:**

With no further business on the agenda, Phyllis M Potter moved, Connie Holz seconded a motion to adjourn. Motion unanimously passed at 2:15pm

Next Regular Meeting: August 20, 2024 (Third Tuesday of the month, noon to 2pm)

Respectfully submitted:    
Board Secretary

Approved:    
Board Chair