

Library Board of Trustees
Regular Meeting (Hybrid)
June 18, 2024
Approved on July 16, 2024

Members Present: via Zoom

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

Staff Present: Darren Hoerner

Call to Order: Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 11:55am.

Approval of the Agenda

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

Friends of the Library Report: Karen submitted her report via email:

July 28th concert: Unfortunately, Kaci Carlson, one of our new board members, who was lead on the concert has had to address serious health issues of her mother who lives in an assisted living community in Auburn. We are surprised at the slow response to this concert, but we at least have 42 people so far.

As you all know, I like to plan, but am confident we will still get it together in a timely fashion. I do have confirmation from Davis Zapalac that he can provide some of his BBQ for us, so that is a good start. We need to round up chairs, glasses, beverages, etc., etc.

July 4th book sale: We are trying something new this year, picking up the books on July 3rd in the late afternoon. Pete was a bit dismayed that we could not deliver them that same evening, but I told him we would have coffee and cinnamon rolls on the 4th so he figured he could do a second trip! We have an impressive crew, including yours truly, Darren, to load the books and a similar crew to set up the event. Bob has trained two cashiers on the Square; he, Rose and I can fill in with that.

Taya is swamped with books so hopefully we will have a good crowd.

That is about all I can think of for now. Oh, one more thing - amazing success at the Farmer's Market! After 5 markets, we have sold over \$1,000 worth of merchandise and with just the first two we had paid for all the merchandise! Kudos to Suzanne for her choices of merchandise. Bob brings his little dog, Jack, and when I come, I bring my big girl, Ella. They model the dog scarves, a friendly chat begins, and the people tend to mosey over and see what they might purchase to support the library! Many of them get a dog scarf, ha-ha!

Prior Month's Minutes Approval

MSP: Connie Holz moved Robin Ross seconded approval of the minutes from the May 21, 2024, regular meeting. Motion passed unanimously.

Routine Matters

- Vouchers: 04/17/24 \$3,275.67; 05/20/24 \$13,669/74
- Payroll and Benefits: 05/25/24 – salary/hourly \$27,857.95; benefits \$17,181.85
- Surplus: 460

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 \$315,852.75
Seattle Foundation Q1 report: \$118,225.09

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. Sign posted in the library. Any questionable situation to be called in to Dispatch.
- 4th July parade: Darren and Nykita will represent our Library as Grand Marshalls in the July 4th parade.
- Washington Digital Heritage Grant Request: Darren would like to request approval to move forward to apply for a Washington Digital Heritage Grant, up to \$15,000. This grant, provided by the Washington State Library, would support an emerging partnership between the library, school, and history museum. The school is planning to celebrate its 85th anniversary in 2026, marking the consolidation of separate, public schools into the current model. Scoping of the grant is underway and will include digitizing the entire run of school yearbooks and a range of materials related to the history of schooling. on Lopez. It could also support the gathering of oral histories about the history of the school, a potential project for students who would spend time with elders, gathering oral histories of their memories. We see this as nicely aligned with the library's strategic priorities around youth, community cohesion, and lifelong learning.

MSP: Phyllis M Potter moved, Conne Holz seconded Darren's proceeding with applying for the Washington Digital Heritage Grant. Motion passed unanimously.

- Darren recommended that, to be ahead of the necessity to do so because of population size, we start publishing our Board Meeting Agenda on the Website 24 hours in advance of our meetings.

Old Business

- Director's annual review: After some discussion of what would be most useful for Darren going forward, 4 areas of review were settled upon for the Director's Annual Review: Team Cohesiveness, Team Support, Community Engagement, and Partnerships with other organizations.
- Trustee manual revision schedule: Robin, Shari and Phyllis will meet in August to update the Trustee Manual. We will be using the Washington State Library's Manual as a template, removing the irrelevant sections.

New Business

- Enduris insurance - rate increase basis: While they are providing no firm figures, Enduris will be raising our rates quite a bit – 5% for property, and 4-6% otherwise.
- Trustee recruitment – timing: Both Connie Holt and Constance Euerle will be leaving the Board in the Fall. They take with them vary specific and valuable talents, and we need to target these (Finance, HR, Community knowledge) as well as expertise in Capital Campaigns and Construction/Physical Plant when we search and screen for replacements. The previous ad needs some revision to adequately convey the nature and responsibilities of the job. One goal is to get this together in time to include our call for applicants in the next Friends newsletter.
- Staff PERS error – options – After some explanation and discussion, the following resolution was passed:

MSP: Constance Euerle moved, and Connie Holz seconded the following Resolution (Resolution 24 – 2).

The Board of Trustees of the Lopez Island Library will review and cover the employee contribution to the Public Retire Systems for a library employee. This employee contribution is in the amount of \$1,940.03 and covers the period of January 2023- May 2024. This expense is due to an error in enrolling the employee in the Public Employees Retirement System once she became eligible for PERS in January of 2023.

Now, therefore, BE IT RESOLVED that the Lopez Island Library will cover the PERS employee contribution in the amount of \$1940.03. The motion passed unanimously.

- Invoice submittal (vendors): postponed until next month's meeting
- Art donation: A local artist approached the library with a potential donation of two pieces of art. These are papier-mâché pieces of a raven and bald eagle in flight. Their wingspans are

4 and 5 feet, respectively. Trustees discussed the need to formulate and codify some criteria for accepting art donations.

Executive session: director compensation resolution. The Board went into Executive session at 1:45 and came out at 1:48. *No decisions were made, and no action was taken.*

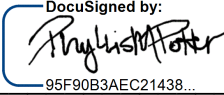

MSP: Phyllis M Potter moved, Conne Holz seconded approval of the following: Whereas the Library Director, Darren Hoerner, has worked hours more than his contracted employee hours, and in keeping with the Lopez Library's stated policy objective that staff should use their vacation time every year, the Trustees grant Darren Hoerner the following:


1. A special vacation grant of three (3) weeks, 120 hours
2. These hours are to be used before any other accrued vacation hours
3. These hours are to be used during the 2024 calendar year with any unused hours taken before December 31, 2024.
4. Special vacation hours not used are forfeited.

The Motion passed unanimously.

Adjournment: With no further business on the agenda, Phyllis M Potter moved, Robin Ross seconded a motion to adjourn. Motion unanimously passed at 2:07pm

Next Regular Meeting: July 16, 2024 (Third Tuesday of the month, noon to 2pm)

Respectfully submitted:  
Board Secretary

Approved: 
Board Chair