

Library Board of Trustees
Regular Meeting (Hybrid)
August 20, 2024
Approved on September 17, 2024

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

Staff Present: Darren Hoerner

Guest: Karen Eames (Friends of the Library); Jenny Poole

Call to Order: Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:03pm.

Approval of the Agenda (as amended to include adding Jenny to speak about the proposed Parks and Recreation District.

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

Friends of the Library Report:

Karen reported on the current activities of the Friends of Lopez Island Library. There are 2 more upcoming fundraising concerts: a Band Books event at the end of August, and a classical Piano concert in October. The July Jazz concert was a success, slightly exceeding its goal.

Proposed Parks & Recreation District:

Jenny Poole gave an overview of the proposed Parks & Recreation District. It is hoped that it would fund the School Sports programs and help support programming at the Family Resource Center, when one of their current grants runs out. Jenny hopes that there can be partnerships with the library as well. They are currently targeting April of '25 for being on the ballot.

Prior Month's Minutes Approval

MSP: Constance Euerle moved, Connie Holz seconded approval of the minutes from the July 16, 2024, regular meeting. Motion passed unanimously.

Routine Matters

• Vouchers: 07/01/24 \$8,704.25; 07/15/24 \$4,944.15; 07/29/2024 \$4,825.83

• Payroll and Benefits: 07/25/24 – salary/hourly \$31,885.05; benefits \$18,555.53

- Surplus: 626

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

- Financial Report: Operating cash balance \$213,568.20

Director's Report: As submitted.

Old Business

- **Trustee applications** – We have received 3 promising applications
- **Interview times:** We will try for Monday, August 28 for all 3 interviews, with back up times on Wednesday and Friday
- **Trustee manual** – Robin, Shari and Phyllis presented a draft of the Trustee Manual for comments and recommendations. We are particularly hoping for input on section 13 (Functioning as a Governing Board). After some discussion it was decided that we needed more time for this and set September 3 as a Special Meeting for this purpose.
- **Physical asset donor form** – Suggestions were made about what some considered unnecessary portions of the form. Discussion ensued and was unresolved, as more information is needed.
- **Sustainability - levy lid lift timing and costs:** We are still tentatively looking at November of '25, though we are still waiting to hear back on one of the other Junior Taxing Districts and their plans. We need to have language about the Capital Campaign and Levy lift decided soon, as the Friends will be formulating their Fall appeal letter around these topics.
- **Accountant change** – We are still asking for information.

New Business

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

Adjournment:

With no further business on the agenda, Phyllis M Potter moved, Robin Ross seconded a motion to adjourn. Motion unanimously passed at 2:43pm

Next special Meeting: September 3, 2024: Revision of Trustee Manual

Next Regular Meeting: Sept 17, 2024 (Third Tuesday of the month, noon to 2pm)

Respectfully submitted: 
Board Secretary

Approved: 
Board Chair