

Library Board of Trustees
Regular Meeting
December 17, 2024
Approved January 22, 2025

Members Present: Shari Lane, Ann Grech, Thomas Vinje, and Robin Ross via Zoom.

Absent: Phyllis M Potter - Phyllis did attempt to connect via zoom but the sound connection was not successful.

Staff Present: Darren Hoerner

Guests: Constance Euerle

Call to Order: Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:10pm.

Approval of the Agenda

MSP: Thomas Vinje moved; Shari Lane seconded. Motion passed unanimously.

Friends of the Library Report: No report this month from Karen Eames as the December meeting for the Friends was cancelled due to the holidays. Constance Euerle was able to report that the Little Red Project is going very well. Donations from new donors are increasing.

Prior Month's Minutes Approval

MSP: Shari Lane moved, Thomas Vinje seconded, approval of the minutes from the November 19, 2024, Annual Public Budget Special Meeting.

Motion passed unanimously.

MSP: Shari Lane moved, Thomas Vinje seconded, approval of the minutes from the November 19, 2024, Regular Library Board of Trustees meeting as modified:

1. Nov 19 approval of the agenda was by Constance Euerle, not Connie Euerle.
2. Amendment to the Old Business - Accountant Change –

“Collaborating with independent contractor” and/or “issuing a one-year contract to a local accounting service. An RFP for accounting services will be issued late next fall.”

Motion passed unanimously.

Routine Matters

- Vouchers: 11/4/24 \$6,873.09; 11/15/21/24 \$6,571.9
- Payroll and Benefits: 11/25/24 – salary/hourly \$28,227.89; benefits \$17,468.20
- Surplus: 263
- Financial Report: Operating cash balance \$238,341.
Seattle Foundation 3rd quarter \$125,462.84

MSP: Shari Lane moved, Thomas Vinje seconded approval of Voucher, Payroll and Benefit expenses and the surplus count. Motion passed unanimously.

- Financial Report: Operating cash balance \$238,341

Director's Report

- **PPFAP** - The Library's proposal to San Juan County's Public Facilities Financial Assistance Program was declined by the review committee. Darren Hoerner will attempt to get additional information from Jane Fuller, who is Chair of the committee as well as County Council representative for Lopez. This proposal was for \$100K to support replacement of the library roof and a selection of failing or soon to fail windows.
- **Levy Lift** - Key dates for the November 2025 general Ballot - August 5th - The Library will need to have a resolution to the County. There is a need to review whether the timing is right and the amount to be requested.
- **New Grant Opportunity** - Teen Internship Grant Program - this is a grant that could pay a teen intern up to \$5,000. MSP: Ann Grech moved; Shari Lane seconded approval of pursuing this grant for the Teen Internship Program. Motion passed unanimously.
- **The 21st Century Grant Partnership with The Family Resource Center** - this is a grant for after school programs for teens at the resource center and for younger school children at the library.
- **New Public Computers** - New computers (3 PCs and 3 Macs) are now available. This was possible through funding from The Friends of Lopez Library.

Old Business

- **Gifts and donations policy** - MSP: Shari Lane moved, Ann Grech seconded approval of the policy with amendments to reflect only physical items. Motion passed unanimously.
- **Community Art** - first physical gift was presented to the library. It is a weaving image of the library. MSP: Ann Grech moved; Thomas Vinje seconded approval of the acceptance of this gift. Motion passed unanimously.
- **Accounting Change** - Constance Euerle updated the Board. The transition is going well. We will be prepared to launch the change in January 2025.

New Business

- **Schedule 2024 for Christmas and New Year weeks** - Darren Hoerner and staff will solidify the schedule and verify if help is needed from the Board.
- **Trustee Training Session** - Robin Ross is working on dates for the training in early February.


Executive session 1:30-1:55: Topic - Review of Staff salaries and wages. No actions will be taken, no decisions will be made.

MSP: Shari Lane called for the approval of the Motion to pass a resolution to accept the recommended salary year adjustments.

Adjournment: With no further business on the agenda, Shari Lane moved, Thomas Vinje seconded a motion to adjourn. Motion unanimously passed at 2:00.

Next Regular Meeting: Dec 21, 2025 (Third Tues of the month, noon to 2pm)

Respectfully submitted:  
 Board Secretary

Approved: 
 Board Chair