

Library Board of Trustees  
Regular Meeting Minutes (Hybrid)  
November 19, 2024  
**Approved December 16, 2024**

**Members Present:** Robin Ross, Constance Euerle, Phyllis M Potter, Ann Grech and Shari Lane via Zoom.

**Staff Present:** Darren Hoerner

**Guests:** Karen Eames, Thomas Vinje

**Call to Order:** Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:33pm.

### **Approval of the Agenda**

**MSP:** Constance Euerle moved; Ann Grech seconded. Motion passed unanimously.

**Friends of the Library Report:** Karen reported on the Year End Appeal Letter and introduction of the Project Little Red theme. She also commented on the successful fall classical piano concert fundraiser, and the progress on the website development.

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

**MSP:** Robin Ross moved, **Ann** Grech seconded, approval of the minutes from the October 15, 2024, regular meeting and those of the November 5, 2024, Special Meeting as amended to reflect the correct amount of Resolution # 11. Motion passed unanimously.

### **Routine Matters**

- Vouchers: 10/11/24 \$8,914.29; 10/21/24 \$3,442.92
- Payroll and Benefits: 10/25/24 – salary/hourly \$29,319.24; benefits \$18,003.57
- Surplus: 222

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

- **Financial Report: Operating cash balance \$237,259.63**

## Director's Report

- **San Juan County's Public Facilities Assistance Program; LTAC updates:** Darren reported that we are on the short list for the PFAP grant and received \$10,000 of the requested \$16,800 we had asked for from the LTAC grant.
- **Parks and Recreational District:** On October 29 there was a public meeting at the school. Several organizations including the library were represented there to learn more about the potential district and the types of support it might provide.

## Old Business

- **Letter of agreement with Friends** – Memorandum of Understanding

**MSP:** Ann Grech moved, Constance Euerle seconded approval of the Memorandum of Understanding between the Lopez Island Library District and the Friends of the Lopez Library as presented. Motion approved unanimously.

- **Gifts and donations policy:** postponed until December meeting.
- **Accountants Payable Change** – Constance Euerle updated the board on the status of our mandated change from the County's accounts payable and payroll service the Library District, to a sustainable alternative. Due to the County's late notice regarding these changes and the resulting lack of clarity as to their scope and legality, the need to put something functional in place before the end of this year has caused the library to offer a one-year contract to an independent contractor. An RFP for accounting services will be issued.  
late next fall.

## New Business

- **Schedule 2024 for Christmas and New Year weeks**
- **Holiday schedule 2025 – all Federal holidays and half days Christmas Eve and New Years Eve**

**MSP:** Phyllis M Potter moved, Ann Grech seconded approval of the 2025 Holiday Schedule. Motion approved unanimously.

• **Board officer election:**

**MSP:** Phyllis M Potter moved; Shari Lane seconded approval of the 2025 slate of Officers as follows:

Chair: Robin Ross

Vice Chair: Ann Grech

Treasurer: Thomas Vinje (incoming Board Trustee)

Secretary: Phyllis M Potter

**Executive session 2:05-2:12: Topic - Director's review. No actions will be taken,**

**No decisions will be made.**

**MSP:** Robin Ross moved, Ann Grech seconded approval of Resolution #2024-14. Passed unanimously.

## Resolution #14-2024

### Lopez Island Library District Board of Trustees

On November 19, 2024, the regular monthly meeting of the Lopez Island Library District Board of Trustees, the full quorum of the Board unanimously passed the following resolution:

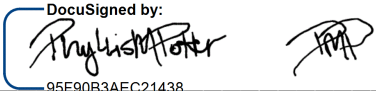
#### Library Director Special Vacation Grant


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 2025 calendar year with any unused hours taken before December 31, 2025.
4. Special vacation hours not used are forfeited.

**Adjournment:** With no further business on the agenda, Phyllis M Potter moved, Constance Euerle seconded a motion to adjourn. Motion unanimously passed at 2:19.

**Next Regular Meeting: Dec 17, 2024 (Third Tues of the month, noon to 2pm)**

Respectfully submitted:  \_\_\_\_\_  
Board Secretary

Approved:  \_\_\_\_\_  
Board Chair