

**Library Board of Trustees Minutes**  
Special Meeting at 12:00 Noon (in person & zoom)  
November 5, 2024  
**Approved November 19, 2024**

**Present:** Constance Euerle, Robin Ross, Phyllis M Potter, Shari Lane, Ann Grech  
Also present: Director Darren Hoerner, Thomas Vinje.

**Call to Order:** Chair Robin Ross called this special meeting of the Lopez Library Board of Trustees to order at 12:05pm.

**Approval of the Agenda**

**MSP:** Phyllis M Potter moved; Constance Euerle seconded. Motion passed unanimously.

**Old Business**

- Budget 2025: numerous questions were asked and answered, including the topics of the proposed Levy Lift Campaign, Property tax income and new construction income estimates. COLA rates were discussed, including what rate SJC is setting and both Orcas and San Juan Islands. The Country is setting 3% this year, which seems reasonable.
- Accountant change: The Librarian at the SJI Library has found another path forward regarding the process of managing the way Payroll (and Accounts Payable) might be managed after January 1, 2025. While we would continue to provide ongoing documentation in those areas, after they establish a new bank account for us, we would henceforth be responsible in those areas. The resolution is as follows:

**LOPEZ ISLAND LIBRARY DISTRICT  
RESOLUTION #2024-11**

Resolution to Establish Payroll and Accounts Payable Account

WHEREAS the Lopez Island Library District (LILD) is assuming responsibility for all its accounting and budgeting functions effective January 1, 2025; and

WHEREAS the San Juan County Treasurer's Office requires a separate Checking Account at Banner Bank to process paychecks, taxes, benefit payments, and payroll fees, and invoice payments; and

WHEREAS the Lopez Island Library District Board of Trustees is designating an opening deposit amount of \$100,000.00, which will be replenished monthly; and  
WHEREAS, it has sufficient funds in the General Reserves Fund to add to the General Operating Fund for this purpose; and

WHEREAS the Board of Trustees will review and approve claims paid from this account at each regularly scheduled meeting; and

WHEREAS specific account custodian and signer need to be named.

NOW THEREFORE BE IT RESOLVED, that the LILD Board authorizes the Library Director and San Juan County Treasurer to open a Lopez Island Library District Checking Account with an opening deposit of \$80,000.00, and to grant the following persons as signers and custodians:

-Director Darren Hoerner– authorized signer and custodian

-LILD Board Chair Robin Ross – authorized signer and custodian

-San Juan County Treasurer Rhonda Pederson – authorized signer

DATED, this 5th day of November 2024.

LOPEZ ISLAND LIBRARY DISTRICT BOARD OF TRUSTEES

- Trustee manual – section 12 bylaws

**MSP:** Constance Euerle Moved; Phyllis M Potter seconded a movement to approve the 10/11/24 version of Section 12 of the Trustee Manual as the Bylaws.  
Unanimously approved.

- Capital Campaign update: The Committee will be meeting at 3pm November 5 and will provide an update at our November 17 meeting.
- Record retention: Postponed until after our February meeting with the state Librarian
- Email policy – best practices: Postponed until after our February meeting with the state Librarian

*Executive session: 1:45-2:10 Director Review. No decisions were made, and no actions were taken.*

**Adjournment:** With no further business on the agenda, Phyllis M Potter moved, Shari Lane seconded a motion to adjourn. Motion unanimously passed at 2:15

Next **Regular** Meeting: Nov 19, 2024 (Third Tuesday of the month, noon to 2pm)

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

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