

Library Board of Trustees
Regular Meeting (In Person and on Zoom)
October 15, 2024
Approved November 19, 2024

Members Present: Trustees Constance Euerle, Phyllis M Potter, Robin Ross, Shari Lane, Connie Holz. (Ann Grech)

Staff Present: Darren Hoerner

Guest: Karen Eames

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 a transfer to the Financial Report.

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

Friends of the Library Report: Karen reported on the upcoming Piano benefit concert on 10/26 that, between ticket sales and generous donations, will be generating 3 times the income expected.

Prior Month's Minutes Approval

MSP: Robin Ross moved, and Shari Lane seconded approval of the minutes from the September 17, 2024, Regular Meeting and the September 27, 2024, Special Meeting. Motion passed unanimously.

Routine Matters

• **Vouchers:** 09/16/24 \$8,947.98; 09/30/24 \$2,021.96

• **Payroll and Benefits:** 08/25/24 – salary/hourly \$29,572.40; benefits \$18,098.93

• **Surplus:** 354

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

• **Financial Report:**

Operating cash balance \$101,201.21

MSP: Constance Euerle moved, and Connie Holz seconded moving \$25,000 from the Operating Reserve account and \$925 from the investment account to the Capital Fund Account. Motion passed unanimously.

Staff Update:

Jane Marshall –Jane’s background is in Early Childhood Education, which makes her a perfect fit for conducting the Children’s programming for the library. With over 70 children 4 and under on the island, she certainly has her hands full. With a focus on early literacy, story times and literacy learning games abound. These occasions also provide social and networking opportunities for parents. Various other programs (Explorers Club, Book Club, Tinkering Tuesdays, etc.) are available for the 6 and up, along with Reading Buddies and Young Writers. Dia de los Muertos studies and art projects have been successful cross culturally.

Director’s Report

- **Public library trends:** Circulation rates have been flatlining across the country.
- **Washington Public Library Director’s retreat:** This meeting in Winthrop was useful for many reasons. One hot topic of conversation was the increasing expense of e-resources, as well as the Public Records Act, and how it might impact libraries. Interesting and promising side conversations were also a benefit.
- **Legislative update:** In the upcoming legislative session, a substantial proportion of members will be new to their jobs, which means that it may take a while for them to get up to speed. Among the topics to be addressed this term, however, will be the 2-year Capital, Transportation and Operating Budgets and the possible lift of the 1% Property Tax.

Old Business

- **Budget 2025:** Major changes – purchase of computers for public use, audit expense, Spanish language classes (frequency)
- **Trustee manual** – section 12 bylaws: postponed
- **Letter of agreement with Friends** – sample MOU: postponed
- **Capital Campaign update:** postponed
- **Accountants change update – Resolution:**

MSP: Resolution to give the San Juan County Treasurer permission to establish a bank account for the Lopez Island Library District. Motion made by Constance Euerle and seconded by Connie Holtz. Unanimously passed.

- **Record retention:** postponed
- **Email policy – best practices:** postponed
- **Washington Digital Heritage – draft agreement library/school/museum**

Executive session:

Director’s review 1:20-1:40. No decisions made; No actions taken.

New Business


- **Seattle Foundation – funds removal:** further discussion deferred until we can compare distinct options.
- **Holiday schedule:** There was discussion regarding the Trustees’ desire to cover a day or two over the holidays to give the library staff more useful time off. A couple of dates were floated, but no final decisions were made. We also talked about the possibility of scheduling a mid-week Staff Retreat during the winter, which the Trustees would also cover.


Adjournment:

With no further business on the agenda, Phyllis M Potter moved, Robin Ross seconded a motion to adjourn. Motion unanimously passed at 2:30.

Next Special Meeting: November 5, 2024, at noon.

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

Respectfully submitted:  
 Board Secretary

Approved: 
 Board Chair