

Library Board of Trustees
Regular Meeting
February 18, 2025
Approved as amended March 18, 2025

Members Present:

Phyllis M Potter, Robin Ross, and Shari Lane; Thomas Vinje, Ann Grech, via Zoom.

Staff Present:

Darren Hoerner

Call to Order:

Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:09pm.

Approval of the Agenda

MSP: Phyllis M Potter moved; Shari Lane seconded. Motion passed unanimously.

Friends of the Library Report: Nothing to report currently.

Prior Month's Minutes Approval

MSP: Robin Ross moved, Shari Lane seconded, approval of the minutes from January 30, 2025, Special Meeting and January 20, 2025, Regular Meeting. Motion passed unanimously.

Routine Matters

- Vouchers: 1/25/25 \$9442.01
- Payroll and Benefits: 1/25/25 – salary/hourly \$35,341.19; benefits from employer only \$10,689.07
- Surplus: 465

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

- Financial Report: Operating cash balance \$74,355.13 (SJC Treas); \$53,954.75 (Banner Bank acct).

- Revenue- \$2068.48 (taxes); \$631.13 (non-tax)

Director's Report

- Highlights – Legislative Days & Public Library Director retreat: There was a good turnout for the Legislative Days and the Directors' Retreat which provided a nice opportunity for building relationships. Unfortunately, the Legislature is facing a large deficit, so expect funding challenges in the future.
- Lopez Library staff retreat: February 25. The library will be closed.
- San Juan County libraries meeting Apr 23: Need for Trustee coverage of the library.
- Removal of front desk barrier: Established as part of Covid protocol, the staff are in favor of its removal. The Trustees agreed.
- Grant proposal updates (4): PFAF – some changes being made that make this grant promising for us next year; Teen Internship program; Digital Heritage Grant is proving remarkably successful; Tabletop Role Playing Games grant.
MSP: Phyllis M Potter moved; Robin Ross seconded that Darren is given the go ahead to pursue the Tabletop Role Playing Games grant. Motion passed unanimously.

Old Business

- Calendar for 2025: A simple Calendar of Meeting dates and a few other key dates was presented.
- Levy lift information – 5 yr projection: Key dates for the November 2025 general Ballot - August 5th, when the library will need to have a resolution to the County. We are internally setting a deadline of our June Meeting. First order of business is to finalize the Levy Lift Committee.
- Capital Campaign update: The Friends of the Library Fall appeal was successful
- Trustee Manual – review sections on meetings and communication: Everyone is to review these sections and bring comments back to Robin.

New Business

- Financial reports – format: Claudia went over the various reports and answered questions.
- Change in Banner Bank EIN: After initially setting up our Bank account under the County's EIN (which was done, with many payments now linked to it), the County is now forcing a change to reopen the account under our own EIN, necessitating a great deal of work to relink all those payments to this new EIN. It is still in question whether this requirement by the County is going to prove problematical for the library, legally.

Adjournment: With no further business on the agenda, Phyllis M Potter moved, Shari Lane seconded a motion to adjourn. Motion unanimously passed at 2:09.

Next Regular Meeting: March 18, 2025 (Third Tues of the month, noon to 2pm)

Respectfully submitted:  
Board Secretary

Approved: 
Board Chair