

Library Board of Trustees  
Regular Meeting  
January 21, 2025  
*Approved February 18, 2025*

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

**Staff Present:** Darren Hoerner

**Guests:** Karen Eames for Friends of the Library

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

**Approval of the Agenda**

**MSP:** Phyllis M Potter moved; Ann Grech seconded. Motion passed unanimously.

**Friends of the Library Report:** Karen reported that the Friends are working on their budget and hope to increase the goal of their match for the State Commerce Grant. Their new website is almost ready to launch, and a link will be sent to Board members who wish to review it beforehand.

**Prior Month's Minutes Approval**

**MSP:** Phyllis M Potter moved, Robin Ross seconded, approval of the minutes from November 19, 2024, Regular Library Board of Trustees meeting. Motion passed unanimously.

**Routine Matters**

- Vouchers: 12/2/24 \$24,606.18; 12/16/21/24 \$14,768.12; 1/6/2025 \$7,469.73
- Payroll and Benefits: 12/25/24 – salary/hourly \$35,260.69; benefits \$20,543.97
- Surplus: 561

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

- Financial Report: Operating cash balance \$74,906.61 & Banner Bank \$100,000; Capital Improvement \$127,882

**Director's Report**

- **Library Use Trends:** Darren showed the Board charts from the State Library's 2023 Annual Report and from our internal statistics gathering to provide context on how we compare with libraries in the State as well as trendlines for owning our library services and use. At the state level, Lopez Library is among the highest in our circulation and library visits per capita. Trends at the library level include significant increases in library visits over the last four years as well as the number of program participants.

- **Parks and Rec District:** Both Ann and Robin attended the Public Meeting held by the group spearheading the proposed Lopez Island Parks & Recreation District and found the group very well prepared for a wide range of questions. They will be aiming for the April '25 ballot to provide sufficient time for the school to know how to adjust their budget accordingly.
- **Staff Transitions:** The Creative Programs Associate position will be vacant as of January 22. There are no current plans to fill it. Instead, these responsibilities have been distributed among other staff members. The Staff is eagerly anticipating the upcoming day long staff retreat, a date for which will be chosen soon. Trustees will cover the library that day.
- **Legislative News:** Library Legislative Day is February 5, and a delegation from the Islands will consist of Darren and Thomas from Lopez and the Director from Orcas 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

- **Accounting Change:** Things are going well. In the future, the format of the reports is likely to change. QuickBooks has several standard reports that might be useful.
- **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 if the timing is right and the amount to be requested. Useful in this planning will be the Master Calendar we hope to construct soon.
- **Trustee Training Session** – Our meeting with Jeanne Williams, Public and Tribal Library Consultant. Washington State Library will be on Thursday, February 6, from 11am to 4pm. If anyone still has questions to submit for discussion at that time, please send them to Robin soon.

### New Business

- Checks and balances for invoices – reviewed above
- Calendar for 2025 for Board of Trustees: Under advisement
- Lopez Library Policy Manual revisions: Under advisement

**Adjournment:** With no further business on the agenda, Phyllis M Potter moved, Ann Grech seconded a motion to adjourn. Motion unanimously passed at 2:02pm.

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

Respectfully submitted:   
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Board Secretary

Approved:   
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Board Chair