

Library Board of Trustees
Regular Meeting
April 15, 2025
Approved May 20, 2025

Members' Present: Phyllis M Potter, Robin Ross, Shari Lane, Ann Grech

Absent: Thomas Vinje,

Staff Present: Darren Hoerner, Ingrid Vliet, Maggie

Call to Order: Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:07pm.

Public Comment: None

Approval of the Agenda

MSP: Phyllis M Potter moved; Shari Lane seconded approval of the agenda as presented. Motion passed unanimously.

Friends of the Library Report: None

Prior Month's Minutes Approval

MSP: Robin Ross moved, Ann Grech seconded, approval of the minutes from the March 18, 2025, Regular Meeting. Motion passed unanimously.

Staff Presentation (10min) –

Ingrid and Maggie Presented the documenting of procedures that the library is adopting for any ICE (Immigration Control Enforcement) encounters that might occur at the library. Trustees and Volunteers are encouraged to make themselves familiar with what information may be legitimately requested.

Routine Matters

- Vouchers: 3/15/25 \$9178.95
- Payroll and Benefits: Total Personnel Expenses 3/15/25- \$21,292.81, 3/31/25- \$21,121.59.
- Surplus: 592

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

- Financial Report:

1) Operating cash balance: \$145,333.77 (SJC Treas) & \$25,898.65 (Banner Bank acct 3518) & \$16,426.11 (Banner Bank acct 4078)

2) Revenue: Property tax (\$44,344.71; year to date \$100,411.42) & other (\$21,652.90 including \$6K for Spanish lessons and \$15K for Digital Heritage grant; year to date \$22,188.89).

Director's Report

- Update: IMLS and Washington State grant funds: When IMLS grants were cancelled recently, only those for WA, CA and CT were targeted. As far as our Capital Improvement grant from WA state, we have heard nothing other than we did not make it on the Senate's budget, so we can only wait to hear more.

- Update: SJC PFAF: Darren heard a little more from the County clarifying the grant criteria (upon which we were denied earlier this year) and indicating that we would be eligible next year.

- On April 23rd, the Library Staff will be on Orcas and Robin and Ann will cover the library.

Old Business

- Call to Jane Fuller: In a phone call to County Commissioner Jane Fuller Robin registered our concern that having bank accounts in the library's name and with its EIN might be counter to the Washington State RCW that governs libraries. Jane supported the Board's desire to put its concerns into writing. After some discussion it was decided that we should, 1) put together a timeline of all the written and oral communication about the changes in accounting practices after the July notice by the San Juan County auditor, and 2) contact the County Treasurer and County Auditor and convey our desire to put our concerns about our fiduciary responsibilities in writing. The Board will need to voice these concerns to the Washington State auditor.

- Levy lift information:

Timeline: The Committee will submit the Resolution April 18, Advocacy Committee Membership on May 2, and Statements Pro and Con on May 9. The intention is to launch the Levy Lift Campaign in early June.

Approval of Documents:

MSP: Robin Ross moved; Phyllis M Potter Seconded approval of Resolution 1-2025.
Passed unanimously.

Resolution 1-2025 states that “The Board of the Lopez Island Library district are authorizing the placement of a proposition on the August 5, 2025, San Juan County ballot to restore the regular property tax levy rate of \$.48 per \$1,000.00 in assessed valuation to support the Lopez Island Library District (designated as “Library District).

- Trustee Manual – Special Meeting on May 7

New Business: Chair Ross encouraged us all to hone our job descriptions for the Trustee Manual.

Adjournment: With no further business on the agenda, Robin Ross moved, Phyllis M Potter seconded a motion to adjourn. Motion unanimously passed at 2:25pm

Next Regular Meeting: May 20, 2025 (Third Tues of the month, noon to 2pm).

Respectfully submitted:  
Board Secretary

Approved: 
Board Chair