

Library Board of Trustees
Regular Meeting
March 18, 2025
Approved as amended April 15, 2025

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

Absent: Thomas Vinje

Staff Present: Darren Hoerner

Also Present: Karen Eames (Friends of the Library)

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

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:

Karen noted that the Friends are still looking for a replacement Treasurer and are having difficulties finding a volunteer. They are exploring the possibility of hiring someone. They are also attempting to create an Archives policy – both of what to retain for what period, and what method to use for storage. Recognizing that the Friends have been overextending themselves the past 2 years, and that the upcoming Levy lift will be quite demanding, the Friends are likely to “dial back” their fundraising events this year. Regarding the Capital Campaign, Project Little Red has brought in approximately \$105,000 to date.

Prior Month's Minutes Approval

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

Routine Matters

- **Vouchers:** 2/4/25 \$5,272.31; 2/20/25 \$5,545.02

- **Payroll and Benefits:** 2/15-\$25,630.52; 2/28-\$19,487.11

- **Surplus:** 399

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 \$129,461.44 (SJC Treas) & \$29,135.48 (Banner Bank acct)

Revenue tax (\$55,106.31; year to date \$57,174.79) & other (\$266.41; year to date \$897.54)

Director's Report

- Legislative session: Legislature is waiting on the House and Senate to submit their budgets.
- Team retreat: February 25th staff retreat went well. They discussed Team Cohesion, celebrated their 2024 accomplishments, did individual strengths assessments, determined Team Norms, and did planning for the year.
- Thoughts on 2025 goals: Darren expressed his goals for 2025, which fell in 3 areas: Strengthening Revenue Streams (via grants, the Levy Lift, and the Capital Campaign); Overseeing Infrastructure work (particularly the roof and window replacement projects, and managing/minimizing the impact on staff and patrons; Improving Team Cohesion. The Trustees unanimously endorsed the Director's goals.

Old Business

- Status of Banner Bank accounts: Still working out the wrinkles, including format for reports. It is still in question whether this requirement by the County is going to prove problematical for the library, legally.
- Levy lift information – 5 yr projection: Ann Grech is the newly appointed Chair. Because of the Parks and Rec Department's change to the November ballot, the Committee has decided to aim for the August ballot for the Levy Lift. They have also decided to structure it as a multi-year lift. They will present the Board with the formal Resolution at our April meeting.
- Capital Campaign update: Nothing new currently.
- Trustee Manual – review sections on meetings and communication: Everyone is to review these sections and bring comments back to Robin.

New Business: none

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: April 15, 2025 (Third Tues of the month, noon to 2pm)

Respectfully submitted: 
Board Secretary

Approved: 
Board Chair