

Library Board of Trustees  
Regular Meeting  
June 17, 2025  
Approved July 15, 2025

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

**Members Absent:** Thomas Vinje

**Staff Present:** none

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

**Public Comment:** None

### **Approval of the Agenda**

**MSP:** Phyllis M Potter moved, Ann Grech seconded approval of the agenda as presented. Motion passed unanimously.

### **Friends of the Library Report:**

Karen Eames sent a written report noting that the transition to their new CPA was going well. \$185,000 was raised between their Spring Appeal and Give Lopez.

### **Prior Month's Minutes Approval**

**MSP:** Shari Lane moved, Ann Grech seconded, approval of the minutes from May 20, 2025, Regular Meeting. Motion passed unanimously.

### **Routine Matters**

- Vouchers: 5/6/25 \$6,037.37; 5/17/2025 \$8,137.17; 6/9/2025 \$8,523.10
- Payroll and Benefits: Total Personnel Expenses 4/30/2025 \$20,708; 5/15 \$20,706
- Surplus: 239

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

- Financial Report:

1) Operating cash balance: \$297,585.54 (SJC Treas) & \$72,537.91 (Banner Bank acct 4078)

2) Revenue: Property tax (\$72,698.05; year-to-date \$409,366.18) and other (\$194.09; year-to-date \$40,228.39 which includes \$21,000 in grants (Spanish lessons, Museum) & \$17,699.59 from Friends)

## Director's Report

- Sage evaluated the HVAC system, and we should be receiving their report soon.
- We have yet to hear formally about the LCIP grant, but there is no indication that it was cut from the budget.
- In the Director's printed report, Ingrid provided a thorough explanation of how LIBBY is funded, and how losing the IMLS grant will be affecting it.
- The library's poster campaign, "A trip to the library can change your life" has been successfully launched, with different posters featuring local citizens distributed throughout the village in prominent locations.

## Old Business

- Levy lift information: The Levy Lift Committee meets tomorrow and will finalize website content. The Board reviewed the Press Release and various mock-ups of campaign materials such as yard signs and posters.
- Trustee Manual – Ann will send out a list of what she believes should be included in our record keeping protocol and asks that we all respond and contribute to the document. It was decided that the Director's performance reviews will rest with the Chair and be passed from Chair to Chair.

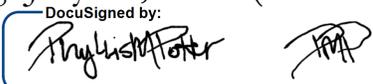
**New Business:**

A subcommittee including Shari Lane, Darren Hoerner and Claudia Rempel has been formed to work on the Human Resources portion of the Library Policy Manual.

**Adjournment:**

With no further business on the agenda, Robin Ross moved, Shari Lane seconded a motion to adjourn. Motion unanimously passed at 1:50pm

Next Regular Meeting: July 15, 2025 (Third Tues of the month, noon to 2pm)

Respectfully submitted:   
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Board Secretary

Approved:   
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Board Chair