

Library Board of Trustees
Regular Meeting
September 16, 2025
Approved October 21, 2025

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

Members absent: Thomas Vinje

Staff Present: Darren Hoerner, Director

Call to Order: Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:02 p.m.

Public Comment: None

Approval of the Agenda

MSP: Shari Lane moved, Ann Grech seconded approval of the agenda as submitted. The motion passed unanimously.

Friends of the Lopez Library Report

Friends' Chair Karen Eames reported that they are working on their Fall Appeal, as well as determining their approach to fund raising activities for 2026.

Prior Month's Minutes Approval

MSP: Shari Lane moved, Ann Grech seconded the approval of July 15, 2025, minutes as submitted. The motion passed unanimously.

Routine Matters

- Vouchers: 8/19/25 \$6,315.32; 9/3/25 \$27,150.47
- Payroll and Benefits: Total Personnel Expenses 07/31/25 \$23,446; 08/15/25 \$21,835
- Surplus: 223

MSP: Phyllis M Potter moved, Ann Greth seconded, the approval of the above. The motion passed unanimously.

Financial Reports

- 1) Operating cash balance: \$156,296.78(SJC Treas) & \$73,196.20 (Banner Bank acct 4078)
- 2) Revenue: property tax (\$7,141.56; ytd \$428,302.62) & other (\$14,438.87; ytd \$56,173.11 which includes \$21,000 in grants & \$31,272.25 from Friends). Total from Friends includes 2nd quarter reimbursements.

Parks and Rec District Update: Brady Smith Spoke to the Trustees, both as a Parks & Rec committee member, but also as a prospective Commissioner (unopposed on the ballot), on the importance of such a district in the Lopez community. While much of the focus (and funding) will be aimed at school and afterschool sports, there is an intention to include programing for adults.

Director's Report

- Funding success: Passage of the Levy lift, which increases our revenue significantly; Project Little Red has brought in \$577K; PFFAP -- we are receiving \$50,00 for the roof.
- Update for 2026 request from Friends of the Lopez Library: They are working out their budget and will let us know.
- Collaboration with other San County libraries: Darren has been given the go ahead to keep planning for this collaboration concerning various subscriptions.
- LTAC proposal for 2026: Darren and the staff are reviewing what they would like to include in the LTAC proposal for next year.

MSP: Phyllis M Potter moved, Robin Ross seconded permission for Darren to pursue the LTAC grant. The motion passed unanimously.

Old Business

- Levy lift report: It passed by 78%! Yard signs have been collected for future use. Under \$5,000 was spent by the Levy committee (not counting actual ballot costs).
- Trustee Manual:

MSP: Ann Grech moved, Phyllis M Potter seconded approval of the revised Trustee Manual. The motion passed unanimously.

Manual Appendix 1 – Trustee records: what, how & where, protocol for transfer. Still need a little tweaking. We will be waiting for the October meeting to be approved.

New Business:

- Lopez Library Policy Manual

Subcommittee charter for Policy Manual:

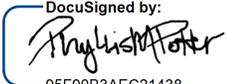
MSP: Ann Grech moved, Phyllis m Potter seconded approval of the Subcommittee charter for the Policy Manual. The motion passed unanimously.

We will meet in our subcommittees, look at policies, divide them out so each member can research best practices for each of their topics, etc. Primarily looking at Spokane's and Orcas' manuals for guidance. Then talk with relevant Lopez staff so see how it fits with current practice and decide what to adopt.

Next **Regular** Meeting: Oct 21, 2025 (Third Tues of the month, noon to 2pm)

Adjournment

With no further business on the agenda, Phyllis M Potter moved, and Ann Grech seconded a motion to adjourn. Motion unanimously passed at 2:07 p.m.

Respectfully submitted:  
Board Secretary

Approved: 
Board Chair