

Library Board of Trustees
Regular Meeting
December 16, 2025
Approved January 20, 2026

Members Present:

Trustees Robin Ross, Ann Grech, Phyllis M Potter, and Shari Lane in person

Absent:

Thomas Vinje

Staff Present:

Darren Hoerner, Director

Call to Order:

Chair Ann Grech called the regular meeting of the Lopez Library Board of Trustees to order at 12:03 p.m.

Public Comment:

None

Approval of the Agenda

MSP: Phyllis M Potter moved, Robin Ross seconded approval of the agenda as submitted. The motion passed unanimously.

Friends of the Lopez Library Report:

In the absence of Friends' Chair Karen Eames, Darren reported on the "mini retreat" held on December 2nd to discuss the Friends' plan for 2026 reflecting on Fund raising efforts of the past year or so.

Prior Month's Minutes Approval:

MSP: Robin Ross moved, Ann Grech seconded the approval of the November 18, 2025, Regular and Budget Meetings and December 5, 2025, Special Meeting minutes, as submitted. The motion passed unanimously.

Routine Matters:

Vouchers:

- 11/1/2025 - \$7,654.21
- 11/15/2025 - \$14,407.52
- 12/5/2025 - \$8,128.66
-



- Payroll and Benefits:
 - 10/31/25 - Salary - \$15,692 Total Personnel Expenses - \$21,244
 - 11/15/25 - Salary - \$14,714 Total Personnel Expenses - \$20,093

Surplus: 5

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

Treasurer's Report:

- 1) Operating cash balance: \$208,627.20 (SJC Treas) & \$76,075.82 (Banner Bank acct 4078)
- 2) Revenue: property tax (\$39,551.96 - ytd \$668,249.75) & other (\$182.75 misc. rev & \$15,060.49 LTAC grant - ytd \$76,933.25).

Director's Report

T-Mobile grant not approved.

- New employee computers budgeted for purchase in 2026 purchased during Black Friday sales.
 - **MSP:** Ann Grech moved, Robin Ross seconded approval of the \$6-7K expenditure for new computers. Unanimously approved.
- LTAC Grant 2026 provides \$4K for effective marketing of the 1st Friday Art Walk. promotion and website refresh.
 - **MSP:** Ann Grech moved, Shari Lane seconded approval of \$2-3K for Giant Creative to provide a website refresh. Unanimously approved.
- The library has been assessed a late fee penalty by the IRS due to the timing of when we have been paying payroll tax. The library was not informed of the correct timing from authorities at San Juan County when we transitioned off their support and were not aware that the timing changed. We have paid the penalty and are looking into an abatement request.
- End of year holiday hours: Darren discussed the staffing over the holiday period. Only one day needs additional coverage. Phyllis will cover 10-2 on December 29th, and Robin will cover 2-6.
 - **MSP:** Ann Grech moved, Robin Ross seconded approval of additional floating hours for the staff during the holiday period, prorated for FTE. Unanimously approved.

Old Business:

- Levy lift update: Still cannot be closed out until the case filed against the Levy Committee is resolved. Waiting on the Public Disclosure Commission to review the Levy Committee's response to the original complaint.
- Trustee Manual - Appendix 3:
 - Trustee records – documents to be stored in BOX: Code of Ethics forms, Director's Reviews, Quarterly Reports from the Seattle Foundation, Resolutions, Trustee applications.
- Audit update: Two trustees are to attend the Exit interview.
- Communication with County Commissioner: Shari Lane and Thomas Vinje are still working on a letter to the County Council, with a copy to the Prosecuting Attorney, covering the timeline and contents of our communications from the Auditor's Office.

New Business

- New and Open positions: One of the Open positions, Community Alchemist, has been advertised and interviews will begin on January 2, 2026
- Salary Adjustments: discussed and agreed upon.
- Discussion on Date/time of Trustee meetings in 2026: decision to keep the same as current schedule and time.
- LILD 2026 Holidays - review and approve a main list and place in policy manual.
- Special meeting in January for continued review of Policies: January 6, 2026, at noon.
- Status of Director's review: last year many felt the 360 review was too time-consuming. Darren indicated that the most useful for him is feedback from his Team.

Executive session: Began at 1:35 and ended at 1:55 for a Discussion of salaries and wages. No decisions were made; no actions were taken.

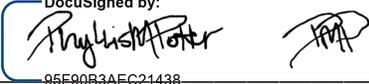
MSP: Approval of the following Resolution 03-2025 was moved by Chair Ann Grech, seconded by Phyllis M Potter, and approved unanimously:

Whereas the Library Director, Darren Hoerner, has worked hours more than his contracted employee hours, and in keeping with the Lopez Library's stated policy objective that staff should use their vacation every year, the Trustees grant Darren Hoerner the following: 1. A special vacation grant of an additional three (3) weeks/120 hours 2. These hours are to be used before any other accrued vacation hours three. These hours are to be used during the

2026 calendar year with any unused hours taken on or before December 31, 2026. 4. Special vacation hours not used are forfeited.

Adjournment

With no further business on the agenda, Ann Grech moved, Phyllis M Potter seconded, a motion to adjourn. Motion unanimously passed at 2:03 p.m.

Respectfully submitted:  
Board Secretary

Approved: 
Board Chair