

Library Board of Trustees
Regular Board Meeting Minutes
November 18, 2025
Approved December 16, 2025

Members Present:

Trustees Robin Ross, Ann Grech and Phyllis M Potter in person and Thomas Vinje and Shari Lane (via Zoom)

Staff Present:

Darren Hoerner (via Zoom)

Call to Order:

Chair Robin Ross called the regular meeting of the Lopez Library Board of Trustees to order at 12:30 p.m.

Public Comment:

None

Approval of the Agenda

MSP: Phyllis M Potter 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 via email: We enjoyed a good turnout at our Sweet Thank You (and thank you to all of you for coming!). Next time I will remember to introduce myself :-(

We are ready to establish a separate bank account to better track PLR donations

We are having a "mini retreat" on December 2nd to discuss the Friends' plan for 2026 and what support our board needs to solve for the coming year(s).

Prior Month's Minutes Approval

MSP: Ann Grech moved, Robin Ross seconded the approval of October 21, 2025, Regular Meeting and November 4, 2025, Special Meeting minutes, as submitted. The motion passed unanimously.

Routine Matters

- Vouchers: 10/1/25 \$5,393.89; 10/22/25 \$10,245.55

- Payroll and Benefits: Total Personnel Expenses 09/31/25 \$20,421; 10/15/25 \$19,509.

- Surplus: 117

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

Financial Reports

- 1) Operating cash balance: \$243,578.14(SJC Treas) & \$51,691.79 (Banner Bank acct 4078)
- 2) Revenue: property tax (\$191,843.76; ytd \$628,697.79) & other (\$261.90misc.rev&\$4,797.05LTACgrant; ytd \$61,525.57).

Director's Report

- LTAC grant request of \$12K 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 Committee to review the Levy Committee's response to the original complaint.
- Trustee Manual - Appendix 1:
 - Trustee records – what in BOX: Code of Ethics forms, Director's Reviews, Quarterly Reports from the Seattle Foundation, Resolutions, Trustee applications
 - Officer duties – Treasurer, Vice-Chair – slight changes

MSP: Phyllis M Potter moved, Thomas Vinje seconded approval of the Library Trustee Manual, Appendix I, as edited. The motion passed unanimously.

- Trustee Manual - Appendix 2 identified as the MOU with the Friends of the Lopez Library and three to be identified.
- Subcommittee reports and draft policies for review: Some policies were reviewed; others will be reviewed at our Special Meeting in December.
- Audit update: Robin Ross and Ann Grech attended the "intake" call this morning. They were asked to identify areas of risk (petty cash, credit card, compliance with Public Meeting Act). It is anticipated that the audit will cost \$9,500.
- Communication with County Commissioner: Shari Lane and Thomas Vinje have been given permission to draft 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:

- Director review: Discussion revolved around how to make this task less onerous for all concerned, especially the staff. We will consider options at the December meeting.
- End of year salary adjustments: Darren was asked to make suggestions.

New Board Officers:

During the November regular meeting each year new Board officers are decided.

Chair: Ann Grech

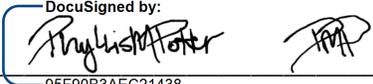
Vice-Chair: Thomas Vinje

Treasurer: Robin Ross

Secretary: Phyllis M Potter

Adjournment

With no further business on the agenda, Phyllis M Potter moved, Ann Grech seconded, a motion to adjourn. Motion unanimously passed at 2:09 p.m.

Respectfully submitted:  
Board Secretary

Approved: 
Board Chair