Library Board of Trustees
Regular Meeting
July 21, 2026
Approved August 18, 2026

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

Staff Present: Darren Hoerner, Director

Guest: Capital Improvements Subcommittee member Bill Hamlin

Call to Order: Chair Ann Grech called the regular meeting of the Lopez Library Board of Trustees to order at 12:00 p.m.

Public Comment: No member of the public was present.

Approval of the Agenda

MSP: Ann Grech moved, Robin Ross seconded approval of the agenda as amended to move up discussion of the Capital Projects Subcommittee Report. The motion passed unanimously.

Friends of the Lopez Library Report (Submitted via email by Friends' Chair Karen Eames)

- We had a very successful book sale this month - grossing over $8,000 in book sales plus pretty good success with our merchandise. Have not seen the bottom line yet. One funny aside - I ordered a new box of the red bags to have on hand (we sold close to 150 this year alone) and near the end of the sale when we ran out, I opened the new box . . . and saw bright blue bags!? all of which were imprinted with "Red Book Bag". Hmmm, you would think the person doing the printing might have questioned the color? The guy who was waiting to have a book bag joked, "Those will soon be collector items!

- Farmers Market is ticking up - saw Robin's report of $810 in sales last Saturday.
- As you all know, we also took the photo of the big check and hope to share that with everyone very soon.
- And I hope you all met Gil Taran, our new treasurer for the Friends!

Prior Month's Minutes Approval

MSP: Robin Ross moved, Ann Grech seconded the approval of the June 16, 2026, Regular Meeting minutes, as amended to include the length of the meeting. The motion passed unanimously.

MSP: Robin Ross moved, Thomas Vinje seconded the approval of the June 29, 2026, Special Meeting minutes, as submitted. The motion passed unanimously.

Routine Matters

- Vouchers:
  - 5/26/26 - $3,845.79

- Payroll and Benefits:
  - 4/30/26 - Salary - $17,682 Total Personnel Expenses - $23,124
  - 5/15/26 - Salary - $17,975 Total Personnel Expenses - $23,417
  - Surplus: 243

MSP: Phyllis M Potter moved, Ann Grech seconded, the approval of the above vouchers and surplus. The motion passed unanimously.

Treasurer's Report (June 2026)

1) Operating cash balance: $691,900.06 (SJC Treas)
$100,720.48 (Banner Bank acct #4078)

2) Revenue: property tax $11,905.58; YTD $675,068.30
Other - $19,974.72 misc. rev + $227,000 from the Friends of Lopez Library for Project Little Red; YTD $260,974.22

Director's Report

Update on staff procedures: As part of the library staff's review of the new Policy Manual, a request was made to revise the wording in one part of the Library Programs Policy to read as follows: New language: "Programs are free and open to the public; however, some programs may be limited to specific age ranges. For instance, an event could be developed specifically for a teen audience, therefore all participants should be age appropriate."

MSP: Shari Lane moved, Phyllis M Potter seconded approval of the revised wording in the Library Programs Policy. The motion passed unanimously.

- Open positions - Communications Planning Position: Interviews of 5 candidates are complete. Two are particularly promising.

- Grant applications update - $500 ADA grant approved, which is earmarked for improving our website re ADA. An application for a Dreyfuss Foundation grant was submitted. Decision is not expected until Fall.

- Update on asphalt fix: A large pothole at the entrance to the library was reported to County Road Works and repaired within 2 weeks.

Old Business

- Update on parking agreement between Weeks Garage, Church and Library: Darren met with representatives of the Lopez Garage and Lopez Community Church regarding reciprocal parking. We originally hoped to establish a three-party agreement, but the church identified legal restrictions related to allowing a for-profit business to use church property. The library and garage will therefore move forward with a separate reciprocal agreement. The church has reviewed the library's existing arrangement and is comfortable continuing it.

- Update on LIBTEC (internet and WIFI): The Arrangement with LIBTEC has been working well, and funding appears stable.

- Capital Projects Subcommittee Report: An initial discussion was held July 2 to help frame HKPs proposal. A first draft was received July 8, which was then reviewed in depth by members of the Capital Improvements Subcommittee. The subcommittee met July 13 to identify key negotiating priorities, distinguish essential services from desirable additions, and consider areas where the scope might be simplified without sacrificing quality. On July 14, Bill, Ann, and Darren met with HKP to discuss this feedback and work towards a mutually agreeable contract. Bill Hamlin was greatly helpful in explaining aspects of this contract to the Board and answering resulting questions. After much discussion regarding the reasons for the higher cost for services that the Board initially expected, the Board was convinced that this cost was both reasonable and necessary for the successful execution of the roofing project and to approve the contract between HKP and Lopez Library.

  MSP: Phyllis M Potter moved and Robin Ross seconded, approval of the contract between the Lopez Library and HKP as presented, not to exceed $115, 000. The motion passed unanimously.

- Communication with the County Commission: Dates for the meeting continue to change but hope to meet at the end of the month.

- Review Personnel Policy Manual: Sections 1 through 4 were reviewed by the board and a few minor changes were noted.

  MSP: Ann Grech moved, Phyllis M Potter seconded approval of the Personnel Policy Manual as presented with a few minor changes. The motion passed unanimously.

- Review and approve proposed changes to Appendix 1 of the Trustee Manual: Two minor changes were made to Appendix 1: Under the Secretary's duties there is no longer a need to send approved minutes to the Vice Chair; Under the Vice Chair's duties as the responsibility to maintain public digital records.

New Business: None

Executive Session - At 1:45pm regular business concluded and the meeting convened in executive session. The purpose of the executive session was to discuss the Director's review, and the board anticipated the executive session to las approximately 15 minutes.

The minutes will show that the executive session began at 1:45pm and ended at 2:00 pm. No decisions were made or actions taken.

Adjournment: With no further business, Ann Grech moved and Phyllis M Potter seconded adjournment at 2:03pm

Next **Regular** Meeting: August 18, 2026 (Third Tuesday of the month, noon to 2pm)

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Phyllis M Potter PMP
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Respectfully submitted: ______________________________
Board Secretary

Signed by:
Ann Grech
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Approved: ______________________________
Board Chair