Library Board of Trustees
Regular Meeting Minutes
June 16, 2026
Approved July 21, 2026

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

Members 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: No member of the public was present.

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 (Submitted via email by Friends' Chair Karen Eames)

- The matching funds for the Washington State Department of Commerce grant were transferred to the library's county bank account on June 2nd.
- Darren and Karen have had personal meetings with our "Major Donors" in efforts to begin Phase 2 of PLR. In May we met with three of our major donors; more meetings are scheduled throughout the summer.
- The Farmer's Market stall was launched with Tam Paynter and Robin Gibson taking on the management and scheduling for the summer. Lots of sales over Memorial Day weekend and similar the following week. They will be at the July 4th Book Sale, which was a great venue for merchandise sales last year.

Prior Month's Minutes Approval

> **MSP:** Ann Grech moved, Robin Ross seconded the approval of April 21, 2026, Regular 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 (May 2026)

1) Operating cash balance: $512,958.01 (SJC Treas)
$73,619.12 (Banner Bank acct #4078)

2) Revenue: property tax $112,223.35; YTD $663,162.72
Other - $402.54 misc. rev; YTD $13,999.50

Director's Report

- Update regarding staff procedures: The intention is to review three policies per week.

- Open positions - Communications Planning Position: First we will look to hire someone to evaluate what is happening with Communications and Marketing and then devise strategies for implementing ways to improve and streamline these processes. Once that is accomplished, then the rest of the money will be spent to implement these to best serve the library.

- Meeting new employee - Laurie Parker: As the new Arts and Media Project Manager, Laurie shared thoughts about her background and vision. She feels collaborating with people boosts her energy and that Libraries should provide Radical Hospitality.

  Bast Bookkeeping:

  MSP: After reviewing the current Procurement Policy, and being satisfied with their work to date, Phyllis M Potter moved and Ann Grech seconded that the library retain the services of Bast Accounting. This contract will be reviewed for renewal annually. The motion passed unanimously.

- Review Procurement Policy and Code of Conduct: We will review the Procurement policy next month. The Board, at the request of the staff, made an addition to the Code of Conduct.

MSP: Ann Grech moved, Robin Ross seconded a move to add the word "vaping" after "smoking" to indicate that both are prohibited on Library Property. The motion passed unanimously.

- $500 investment - mini grant: Washington State Libraries grant to study and improve the library website accessibility.
- $2,500 grant: Same as above, but there is competition for this grant.
- Board of Trustee approval of potential grant funding from Banner Bank: Darren is going to propose two possible uses for a grant: to replace the broken-down chairs in the Community Room and/or hire a contract employee to interact with the Spanish speaking community regarding engagement with the library and its services.

Old Business

- Capital Projects Subcommittee Report* bids were received for Architectural Design services. They will next be individually scored and ranked according to the previously developed Eligibility List, and then the Subcommittee will gather to compare and produce an overall ranking. A few applicants may be asked for an interview before the final ranking.
- Communication with the County Commission: The letter to the County Commissioners drafted by two trustees to express our concern that the Lopez Library may not be conforming to Washington State RCW policies as we accommodate changes in financial matters mandated by San Juan County is ready to present to County Commissioner Jane Fuller on July 8, 2026. It was agreed that it would be most efficient to send her a copy in advance of that meeting.

New Business

- Final approval to post Trustee Manual: it was decided that, due to some unavoidable glitches in the documents' software, the Appendices will be published as a separate document from the Trustee Manual.

    - MSP: Ann Grech moved, Robin Ross seconded that the Trustee Manual and Appendices be posted on the library website. The motion was approved unanimously.

- Review HR Chapters: Six completed; The Board will review three per meeting starting in July.

- Physical asset donation:
    - MSP: Phyllis M Potter moved, Ann Grech seconded that the library accept the donation of the Bruce Richardson carving of a Great Horned Owl. The motion was approved unanimously.

- Financial investment of funds – LGIP: A committee was formed to investigate investment opportunities for some portion of the library's budget.

Executive Session – At 1:45pm, Darren Hoerner excused himself from the special meeting convened in executive session. The purpose of the executive session was to discuss the Director's Annual Review. The board anticipated the executive session to last approximately 15 minutes.

The minutes will show that the executive session began at 1:45pm and ended at 2:00pm. No decisions were made or actions taken. The public was invited to the meeting room to reconvene at 2:01pm

Adjournment: With no further business, Phyllis M Potter moved, Ann Grech seconded adjournment at 2:06pm/

Next **Special** Meeting if necessary: July 7, 2026 (First Tuesday of the month)

Next **Regular** Meeting: July 21, 2026 (Third Tuesday of the month, noon to 2pm)

Respectfully submitted: DocuSigned by: Phyllis M Potter PMP 95F90B3AEC21438... ______________________
Board Secretary

Approved: Signed by: Ann Grech 0A97AAB47B054D1... ______________________
Board Chair