Library Board of Trustees
Regular Meeting Minutes
(in person and in Community Room)
May 19, 2026
Approved June 16, 2026

Members Present: Trustees Ann Grech, Robin Ross, Shari Lane, Thomas Vinje.

Members Absent: Phyllis Potter

Staff Present: Darren Hoerner, Director

Guest: none

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: None

Agenda:

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

Friends of the Library Report – none provided.

Prior Month's Minutes Approval

MSP: Robin Ross moved, Shari Lane seconded approval of April 21, 2026, Regular Meeting Minutes as submitted. The agenda passed unanimously.

Routine Matters

- Vouchers:
  - 4/24/26 - $9,815.42
  - 5/8/26 - $7,132.11

MSP: Shari Lane moved, Robin Ross seconded approval of April 24, 2026, and May 8, 2026, vouchers. The expenditure was approved by the board unanimously.

- Payroll and Benefits:
    - 3/31/26 - Salary - $28,520 Total Personnel Expenses - $35,523
    - 4/15/26 - Salary - $17,310 Total Personnel Expenses - $22,654
    - Surplus: 53

MSP: Robin Ross moved, Thomas Vinje seconded approval of March 31, 2026, and April 15, 2026, payroll expenses. The payroll expenditures were approved unanimously.

Treasurer's Report (April 2026)

1) Operating cash balance: $470,042.23 (SJC Treas)
$63,934.15 (Banner Bank acct #4078)

2) Revenue: (Property tax): $380,005.98; Year-to-date $550,939.37
(Other) $252.45; year-to-date $13,597.05

Notes:

1. We are at about 49% of projected tax revenues, more will come as processed by county. Pay raises were pending receipt of taxes, which have now been issued retroactively.

2. State auditor's invoice came in 2026, but funding was part of 2025 budget.

Director's Report

- Update on staff policies, operating policies

Notes:

1. Staff working on operating policies in segments, compared to current practices, documentation needed. Darren will bring questions and corrections to Board of Trustees

2. Approved policies now on website.

3. Staff members Claudia Rempel & Darren Hoerner are working on clarifying and updating operating policies and will then discuss them again in committee.

- Physical asset Donation request

Discussion: Revolving artist in residence displays, limited space

MSP: Thomas Vinje moved, Robin Ross approval of donated art for a limited time. The motion was approved unanimously.

Old Business

- Capital Projects Subcommittee Report

Request for Proposal documents discussed – request for architectural consultation (not yet for actual construction), for roof. Responses due 6/15/2026, contract to be awarded no later than July 9,2026. May have to call special Board of Trustees meeting to meet our schedule.

ACTION ITEM: Committee will share date they are looking at all proposals so any Board of Trustees members who want to attend can do so.

To be posted in Daily Journal of Commerce, LILD newsletter, Chamber of Commerce, Islands Weekly, Skagit Valley Herald.

Would like to have public engagement period during design phase.

MSP: Ann Grech moved, Robin Ross seconded approval of notices as written. The motion was approved unanimously.

Notes:

1. The Board of Trustees may need to approve additional funding, as architectural services typically account for about 10% of total project cost.

2. Communication with the County Commission

ACTION ITEM: Shari Lane and Ann Grech to meet with Jane Fuller to discuss addressee and other issues before sending letter to County Commission. They will meet in late May. Ann Grech will add letterhead and other logistics.

New Business

- Director's Review

Executive Session: At 12:55 pm, the 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 last approximately 15 minutes.

The minutes will show that the executive session began at 12:55pm and ended at 1:10pm. No decisions were made or actions taken.

Adjournment

With no further business on the agenda, Ann Grech moved, Robin Ross seconded, a motion to adjourn. Motion unanimously passed at 1:13 p.m.

DocuSigned by:
Phyllis M Potter PMP
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Respectfully submitted: ______________________________
Board Secretary

Signed by:
Ann Grech
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Approved: ______________________________
Board Chair

Next **Special** Meeting if necessary: June 2, 2026 (First Tuesday of the month)

Next **Regular** Meeting: June 16, 2026 (Third Tuesday of the month, noon to 2pm)