

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Humphrey Room & Zoom Conference Call  
Minutes – Wednesday, May 10, 2023**

**Call to Order:** Chair Cheri Van Hoover called the meeting to order at 10:01 A.M. Present were Trustees Michael Kubec, Joan Chapdelaine, Cheri Van Hoover, Vickie Norris, and George Sibley; Library Director Tamara Meredith, Library staff members Mary Coté, Monica le Roux, and Teri Burroughs; and Lori Fleming and Anya Callahan from the Jefferson County Behavioral Health Consortium and Jefferson County Public Health, respectively.

**Reading of the Land Acknowledgement**

**Citizen Questions and/or Comments:** none

**Approve/Amend Agenda:** Michael Kubec **moved to approve** the agenda as written. Vickie Norris **seconded the motion** and the **motion carried**.

**Approve/Amend Minutes of April 12th regular meeting:** Vickie Norris **moved to approve** the minutes of the **April 12th** regular meeting as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Board Education/Staff Update:** Lori Fleming from the Jefferson County Behavioral Health Consortium introduced herself and her colleague, Anya Callahan, Harm Reduction Coordinator from Jefferson County Public Health. Anya gave a short training on administering intranasal Naloxone and addressed questions from the Trustees. Anya shared that with reliable state grant funding, the District could become a distribution point for Naloxone kits. Anya's sense is that this problem is not going away and that, like an AED, Naloxone is becoming more vital as a standard first aid supply. The Naloxone kits would be housed in a self-serve style wall-mounted case. After discussion, Tamara Meredith asked that Anya provide staff training for staff that are interested, after which the Naloxone distribution case would be mounted and programs for the public offered later in the year. The timing of these events will depend on the availability of the Naloxone distribution case.

[Monica le Roux departed the meeting at 10:40 A.M.]

**Director's Report:** Tamara Meredith celebrated Joan Chapdelaine's reappointment to the Board of Trustees by the County Commissioners. Tamara shared information about a recent consultation with an ergonomic specialist from Labor and Industries, bustling programming schedules with Summer Reading Program quickly approaching, and a highly successful Friends of the Library book sale. The Friends are fully moved into their new space in the Hagen Building, and the District's storage and workspace in the Bookmobile garage has been significantly improved. There are still some facilities tasks to be completed in and around the Hagen Building.

**Financial Report:** Revenues received for April totaled \$661,956. Operating expenditures paid in April were \$181,686. The total balance of funds at the end of April was \$4,036,680. Other

balances include: Board Designated Unrestricted Funds of \$2,323,466, and unemployment reserve of \$261,739.

**Approval of Vouchers:** Vickie Norris **moved to approve** the payment of vouchers from April for \$168,566.89. George Sibley **seconded the motion** and the **motion carried**.

**Chair's Report:** Cheri Van Hoover congratulated Joan Chapdelaine on her reappointment to the Board. She also briefed the Trustees on topics from the recent Jefferson County Commissioners meeting. Cheri reported that Commissioner Heidi Eisenhour shared an excellent resource from the District, the book *The Future is Fungi* by Michael Lim. Cheri also highly recommends Emily Hanford's podcast *Sold a Story: How Teaching Kids to Read Went So Wrong*. Cheri asked for suggestions for her remarks to the Commissioners next week and discussed the recent COVID outbreaks in Clallam and Jefferson Counties. She mentioned Health Officer Dr. Allison Berry's recommendations to mask and remain in well-ventilated spaces.

**Friends of the Library News:** The Friends had a great sale, are settled in their space, with their website up and running.

**Unfinished Business:**

- a. DISCUSSION/ACTION: Text Messaging Policy – UPDATED: Michael Kubec **moved to adopt** the policy as presented. Vickie Norris **seconded the motion** and the **motion carried**.
- b. INFORMATION: Commissioners Breakfast presentation: Tamara Meredith shared slides of her presentation and discussed further topics that might be included.

**New Business:**

INFORMATION: Meetings at other County locations: Tamara Meredith discussed alternate times or days for these meetings. Evenings are more accessible for working people. Tamara will look into Wednesday evenings that work for the Trustees.

**Communications:** Zoe Durham, volunteer with the Friends of the Library and wife of former Trustee Tom Hagen, sent an effusive thank you card about the ribbon cutting event for the Hagen Building.

The meeting was adjourned at 11:38 A.M.

Next meeting: REGULAR MEETING – 10:00 A.M., Wed., June 14, 2023  
[later changed to June 15, 2023 at Brinnon Community Center]

DocuSigned by:

*Cheri Van Hoover*

E87050503CF0428

Cheri Van Hoover, Chair

DocuSigned by:

*Vickie Norris*

582B6D8F47B8440

Vickie K. Norris, Secretary