

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Brinnon Community Center  
Minutes – Thursday, June 15, 2023**

**Call to Order:** Chair Cheri Van Hoover called the meeting to order at 9:59 A.M. Present were Trustees Michael Kubec, Cheri Van Hoover, Vickie Norris, and George Sibley; Trustee Emeritus Hal Beattie, Brinnon School Superintendent Patricia Beathard, and Brinnon Community Center Manager Jeremy Simmons; Library Director Tamara Meredith and Library staff member Mary Coté.

**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 May 10<sup>th</sup> and May 17<sup>th</sup> meetings:** George Sibley **moved to approve** the minutes of the **May 10<sup>th</sup> meeting as amended**. Vickie Norris **seconded the motion** and the **motion carried**. George Sibley **moved to approve** the minutes of the **May 17<sup>th</sup> meeting**. Vickie Norris **seconded the motion** and the **motion carried**.

**Board Education:** Brinnon School Superintendent Patricia Beathard spoke to the challenges faced by students and their families, the students' high level of testing and preparedness for 9<sup>th</sup> grade, counseling services provided, 4-H activities, and literacy and math tutoring. The school serves free breakfast, snacks, and lunch for all students. Superintendent Beathard thanked the District and Bookmobile staff for all they do to care for Brinnon students. Brinnon Community Center Manager Jeremy Simmons described his work on the picnic shelter renovation, multi-media and art supplies, and activities partnerships. Jeremy thanked Jamie Pena and other Bookmobile staff for help with wi-fi hotspots and programming ideas. Trustee Emeritus Hal Beattie described local wildlife and environmental concerns around septic and sewer issues, a future rebuilding of bridges to remove dykes, and a coming resort development.

*Trustee Emeritus Hal Beattie, Brinnon School Superintendent Patricia Beathard, and Brinnon Community Center Manager Jeremy Simmons departed the meeting at 10:45 A.M.*

**Director's Report:** Tamara Meredith <sup>highlighted</sup> celebrated the Summer Reading Program sign-ups and the District partnering with the YMCA to be a summer food distribution site. In May, the 2022 Financial Annual Report to the State Auditor was completed, an estimate for work on one of the heat pumps was requested, and the District was invited to contribute to the county's Broadband and Digital Equity Plan. The Broadband and Digital Equity Plan efforts will be compensated with funds from the Washington State Broadband Office which will help fund the District's digital equity program. In the works are a naloxone dispenser, a fall planting by the Hagen Building, a charger for the coming eVehicle, and a translation into Quileute of the Land Acknowledgment to accompany the new plaques. This translation has engendered a partnership between the District, the Quileute Tribal School, and the North Olympic Library System. Tamara shared that the Port Hadlock sewer project is making great strides and should be connected to the Library building by fall of 2025.

**Financial Report:** Revenues received for May totaled \$295,778. Operating expenditures paid in May were \$168,567. The total balance of funds at the end of May was \$4,168,146. Other balances include: Board Designated Unrestricted Funds of \$2,327,226, and unemployment reserve of \$262,833.

**Approval of Vouchers:** Vickie Norris **moved to approve** the two payments of vouchers from May for \$49,326.88 and \$138,796.62 (totaling \$188,123.50). Michael Kubec **seconded the motion** and the **motion carried**.

**Chair's Report:** Cheri Van Hoover shared that the ARPA (American Rescue Plan Act) Digital Navigator funds (\$35,000) allocated by the County remain intact. Cheri and Tamara Meredith attended a Chamber of Commerce and Jefferson Transit event, learning about their first electric bus. Cheri shared the latest COVID news. Jefferson County Public Health will continue to share COVID tests with the District as long as they are available.

*Trustees showed appreciation for Cheri's COVID updates.*

**Friends of the Library News:** Tamara Meredith described the Friends' ongoing improvements to their new space.

**Unfinished Business:**

**INFORMATION:** Draft – Board of Trustees Handbook: Tamara Meredith and the Trustees discussed suggestions and edits to this document. It was determined that it would be best to update the Bylaws before finalizing the Handbook. An update to the Bylaws will be scheduled for a future meeting.

**New Business:**

**DISCUSSION/ACTION:** Volunteer Policy – Updated: Vickie Norris **moved to adopt** the updated Volunteer Policy as amended. Michael Kubec **seconded the motion** and the **motion carried**.

**DISCUSSION:** Art Policy: After Trustees expressed their support for art in the library, Michael Kubec **moved to rescind** the Art Policy, noting that the recently updated Gift Acceptance Policy addresses gifts of art and a separate policy is no longer needed. Vickie Norris **seconded the motion** and the **motion carried**.

**DISCUSSION:** Investments Info from County Treasurer: Tamara Meredith and the Trustees discussed current information on investments. Investment options will be reviewed again in August or September.

**INFORMATION:** 2022 Annual Reports: Tamara Meredith and the Trustees reviewed the Library's contribution to the Washington Library Association's 2022 Annual Report.

**Communications: none**

The meeting was adjourned at 11:51 A.M.

**Next Meeting:** Regular Meeting – 10:00 A.M., Wednesday, July 12, 2023

  
Cheri Van Hoover, Chair

  
Vickie K. Norris, Secretary