

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, July 12, 2023**

Call to Order: Chair Cheri Van Hoover called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Joan Chapdelaine, Cheri Van Hoover, Vickie Norris, and George Sibley; Library Director Tamara Meredith, Staff member Mary Coté, and Staff member Scott Bahlmann.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: none

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

Approve/Amend Minutes of June 15th regular meeting: George Sibley **moved to approve** the minutes of the June 15th regular meeting as amended. Michael Kubec **seconded the motion** and the **motion carried**.

Board Education: Scott Bahlmann, Youth Services Librarian: Scott Bahlmann acknowledged the many contributions of his colleague Rosaletta Curry, Early Childhood Program Coordinator. Scott showed a slide presentation about Youth Services' school visits, in-house programs and programs away from the Library, circulation numbers, collections of note, and the Summer Reading Program. Scott discussed shifts that the pandemic brought, the excellent relationships and engagement fostered across the county, and programming ideas for the future.

Director's Report: Tamara Meredith discussed the repaired HVAC system, now with a maintenance plan, the GeoChron world clock, eTransit van updates, the District's selection for potential eVehicle charging stations along the "Lake Washington to Olympic Peninsula Corridor" grant, Master Gardeners' landscaping input, and WhoFi, a new service used to assess Wi-Fi traffic patterns. June was busy with Summer Reading Programs as well.

Financial Report: Revenues received for June totaled \$42,524. Operating expenditures paid in June were \$180,950. The total balance of funds at the end of June was \$4,007,847. ~~Other balances~~ ^{THIS} includes Board Designated Unrestricted Funds of \$2,338,454 and unemployment reserve of \$263,906.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from June for \$203,175.34. George Sibley **seconded the motion** and the **motion carried**.

Chair's Report: Cheri Van Hoover inquired about the status of the Ad Hoc Finance (Salary) Committee. They are working together, sharing files on the Board website, and planning their next meeting. Cheri shared a COVID update as well as information on the public health issue of opioid addiction in the county. The District will help with harm reduction education closer to the installation of the naloxone cabinet.

Friends of the Library News: August 5th is the next book sale, and the first in the newly-built space.

Unfinished Business

DISCUSSION/ACTION: Gift Acceptance Policy – update/correction: Michael Kubec **moved to adopt** the updated Gift Acceptance Policy as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

New Business

DISCUSSION: Director Evaluation: Library Managers will solicit feedback from staff on the workplan, with an anonymous feedback option available. This will be shared with the Trustees by July 31st. The August meeting of the Board of Trustees will include an Executive Session for the purpose of reviewing the Director’s performance that will include staff, Board, and Director input. In September, the Trustees will share their evaluation with the Director in Executive Session, then make any decisions/vote in regular session.

Multiple Trustees noted that they may have difficulty with the early August deadline for Director performance evaluation feedback. The date of the meeting was discussed, and agreement was reached to move it to the third Wednesday in August.

DISCUSSION: Budget Planning Meetings: The annual Budget Workshop meeting will take place on September 27th from 9:00 A.M. to 4:00 P.M. at the Library with lunch provided.

DISCUSSION/ACTION: Display Policy – update: The Trustees requested clearer language for what happens to display materials if they have not been retrieved in a timely manner. Tamara Meredith suggested that this question should be addressed by the Gift Acceptance Policy, and will revise the language in the Display Policy to make that clear.

Communications:

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., August 16, 2023


Cheri Van Hoover, Chair


Vickie K. Norris, Secretary