

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Online via Zoom Conference Call  
Minutes – Wednesday, December 9, 2020**

**Call to Order:** Chair Ellen Hargis called the meeting to order at 10:00 A.M. via Zoom. Present were Trustees Hal Beattie, Joan Chapdelaine, Michael Kubec, Raj Rakhra, Executive Director Tamara Meredith, and Staff Member Jamie Pena.

**Citizen Questions and/or Comments:** None.

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

**Approve/Amend Minutes of November 10, 2020:** Hal Beattie moved to approve the minutes of November 10, 2020 with minor edits. Joan Chapdelaine seconded the motion and the motion carried.

**Board Education/Manager Update: Holiday Events and StoryWalks:** Tamara Meredith shared submissions from the library's *Home for The Holidays Virtual Gingerbread House Contest* with Board members. At the time of the Board meeting, the library had approximately 20 entries and had given out the majority of gingerbread kits. The program began on November 22nd and runs through December 22nd.

The library has received positive Storywalks® press from The Port Townsend Leader and Peninsula Daily News. Jefferson County Parks and Recreation have been helpful in assisting with the installations, and people of all ages have been observed engaging with them. Public Services Manager Chris Hoffman-Hill and Youth Librarian Scott Bahlmann have been creating a list of book titles to be sponsored by the local community for future Storywalks®.

**Director's Report:** Tamara Meredith reported on programs that were held, including a poetry program designed for teens during difficult times and adult programs including a video series on *Reconstruction: America after the Civil War*. Library and Bookmobile carpets were cleaned while the district was closed on Veterans Day, November 11th. The 2021 Budget was submitted to the County Commissioners on November 12th. The 2020 Winter Giving Campaign kicked off in late November and will run through December. The Brinnon Bookmobile stop and book return were relocated to the Brinnon Community Center on November 12th. The Equity Workgroup held its first meeting on November 20th.

**Financial Report:** Revenues received for November totaled \$204,181.00. Operating expenditures were \$144,923.00. Total balance of funds at the end of November was \$3,967,170.00. Other balances include: Board Designated Unrestricted Funds, \$2,207,969.00; gift account of \$26.00; and unemployment reserve of \$234,341.00.

**Approval of Vouchers:** Michael Kubec moved to approve the payment of vouchers in December in the amount of \$158,856.89. Raj Rakhra seconded the motion and the motion carried.

**Chair's Report:** Ellen Hargis reported that in January of 2021 Trustee leadership roles will change, based on seniority. Michael Kubec will become Chair, Hal Beattie will move to Vice Chair, and Joan Chapdelaine will become Secretary.

**Friends of the Library News:** The Friends of the Library are currently sorting materials and not accepting donations. They were able to sell materials for the two days in November that the library reopened to the public.

**Unfinished Business:**

- **INFORMATION: Pandemic/Library Closure Update:** The library briefly reopened for limited in-library public access on November 12<sup>th</sup>. However, the county’s pandemic risk status increased to “high risk” within two days, and the Governor enacted a new/revised “Stay Home” order. Therefore, the library returned to “curbside only” services on the 14th. It is unknown when the county’s status or Governor’s orders might allow us to reopen for in-library access again.
- **ACTION: Gift Policy -2<sup>nd</sup> reading:** Joan Chapdelaine **moved to approve** the Gift Policy as written. Hal Beattie **seconded the motion** and the **motion carried**.
- **DISCUSSION: Equity Training for the Board:** After receiving feedback from Board members and Tamara Meredith, it was agreed to continue Equity training with CiKeithia Pugh. Board members indicated they would like training on how to effectively use the equity mapping tool to progress through specific policies, with an initial focus on the Native American community.

**New Business**

- **DISCUSSION/ACTION: 2021 Holiday Closure Calendar:** The Board members and Tamara Meredith agreed to remove Easter holiday, <sup>identify the day after Thanksgiving as</sup> ~~rename Thanksgiving to~~ Native American Heritage Day, move Memorial Day observance to Saturday, May 29<sup>th</sup>, and move Independence Day observance to Saturday, July 3<sup>rd</sup>. It is likely the library will still be closed to the public on Sunday and Monday well into next year, so some holiday observances have been shifted to accommodate that change. Michael Kubec **moved to approve** the 2021 Holiday Closure Calendar. Hal Beattie **seconded the motion** and the **motion carried**.
- **ACTION: Resolution 20-11, “Cancel Unclaimed Warrant”:** Hal Beattie **moved to approve** Resolution 20-11 as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.
- **DISCUSSION: 2021 Library Board Meeting Dates:** The Board and Tamara Meredith agreed to the proposed 2021 Board of Trustee Meeting Dates.
- **DISCUSSION: 2021 Workplan:** The Board of Trustees reviewed the 2021 Workplan presented by Tamara Meredith as a basis for reviewing the Executive Director’s performance. The Board of Trustees agreed to the proposed workplan with minor amendments.
- **DISCUSSION: Winter Giving and Board Thank-yous:** The Board of Trustees will write thank-you cards to donors of the 2020 Winter Giving Campaign.

**Communications:** None.

**The meeting was adjourned at 12:01 P.M.**

**Next Meeting: REGULAR MEETING –10:00 A.M., Wed., Jan. 13, 2020 via Zoom**

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 Michael Kubec, Chair

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 Joan Chapdelaine, Secretary