

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Gardiner Community Center  
Minutes – Wednesday, September 13, 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, and Library staff member Mary Coté.

**Reading of the Land Acknowledgement:** Cheri Van Hoover thanked all who contributed to developing the Land Acknowledgement and acknowledged the communication with local Tribes.

**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 August 16th regular meeting:** Vickie Norris **moved to approve** the minutes of the **August 16th** regular meeting as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Board Education:** IFLA Conference Report, Tamara Meredith: Tamara Meredith described the conference's refreshing focus on the worldwide impact of libraries focused on the public good. This perspective was well represented in comprehensive sessions with ample time for discussion. Artificial Intelligence was a pressing topic with discussion of how librarians' expertise can influence it. Tamara mentioned European perspectives on regulation of the ebook industry. George Sibley thanked Tamara for the document reporting on her experiences.

**Director's Report:** Tamara Meredith discussed the District's prize-winning efforts at the Jefferson County Fair, the success of the Staff Appreciation event, and the coming Staff Education Day. Tamara shared the new Wi-Fi stats as well as information on window replacement and wasp removal. Staffing through illness has been challenging, and substitute staff have been working hard. Funding did not come through from the State Broadband Office for the Digital Equity Navigator position, but the District has prepared for that. The joint application we submitted with other county partners for an eVehicle charging station was not selected for funding by Washington State Department of Transportation. Library Card Sign-up Month continues with an emphasis on bringing more parents on board. Tamara discussed insurance costs and concerns with the Trustees.

**Financial Report:** Revenues received for August totaled \$149,944. Operating expenditures paid in August were \$174,042. The total balance of funds at the end of August was \$3,843,231. This balance also includes: Board Designated Unrestricted Funds of \$2,346,241, and unemployment reserve of \$266,181.

**Approval of Vouchers:** Vickie Norris **moved to approve** the payment of vouchers from August for \$176,732.64. George Sibley **seconded the motion** and the **motion carried**.

**Chair's Report:** Cheri Van Hoover relayed news of increased forestry funds for junior taxing districts, controversy around heritage forests being harvested, and theft of standing trees. The District was mentioned at the County Commissioners' meeting in relation to getting the word out about the Office of Workforce Development's services. Cheri also gave an update on COVID in the county.

**Friends of the Library News:** Tamara Meredith reported that patrons requesting JCLD tote bags are being directed to the Friends as potential sellers.

**Unfinished Business:**

EXECUTIVE SESSION: Director Performance Review: At 11:05 A.M. Chair Cheri Van Hoover adjourned the regular meeting into Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of Director Tamara Meredith. The Board reconvened in open session at 11:20 A.M.

[Staff member Mary Coté left the regular meeting at 11:05 A.M. and returned at 11:20 A.M.]

DISCUSSION/ACTION: Director Compensation for 2024: Upon returning to open session, Cheri Van Hoover read out the summary of the trustees' review. Michael Kubec **moved to adopt** a 2024 Compensation Package for the Library Director, which shall contain an increase in salary of 1.5%, a match of any 2024 COLA for the staff, and \$12,000 for improvements to the Director's office. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**New Business:**

DISCUSSION: 2024 draft Workplan: Tamara emphasized a strong communications component, Director and Trustee engagement with community groups, engaging teens and tweens, continued training in digital skills and cybersecurity for the District and community, confidentiality training in the District and CLEO as a whole, facilities planning, financial sustainability, and Trustee education on levy advocacy. Tamara Meredith will incorporate the Trustees' review suggestions into the draft workplan and bring an updated version to the October Board Meeting.

DISCUSSION: Purchasing Policy and Signatory Authority Policy – updates: Tamara Meredith presented updated drafts for Trustees to review. These drafts will be discussed in a future meeting.

DISCUSSION/ACTION: Resolution 23-05, Amendment to the 2023 General Budget: After discussion, Michael Kubec **moved to approve** Resolution 23-05 "Amendment to the 2023 General Budget." George Sibley **seconded the motion** and the **motion passed**.

INFORMATION: Landscaping RFQ: Tamara Meredith and Chris HoffmanHill evaluated the two RFQs, with Fischer-Bouma Partnership receiving the highest score. Vickie Norris **moved to proceed with negotiations** with Fischer-Bouma Partnership. Joan Chapdelaine **seconded the motion** and the **motion passed**.

**Communications:** Lunch plans were discussed for the Budget Workshop as was the upcoming Huntingford Humanities Lecture.

The meeting was adjourned at 12:07 P.M.

**Next Meeting:** BUDGET WORKSHOP – 9:00 A.M., Wed., September 27, 2023, at the Library

REGULAR MEETING – 10:00 A.M., Wed, October 11, 2023, at the Library

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*Cheri Van Hoover*

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Cheri Van Hoover, Chair

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*Vickie Norris*

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Vickie K. Norris, Secretary

