

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, April 10, 2024**

Call to Order: Chair Cheri Van Hoover called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Cheri Van Hoover, and Vickie Norris; Library Director Tamara Meredith, Library staff member Mary Coté, and guest Sophie de Groot, Jefferson County Noxious Weed Control Program Coordinator.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: none

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

Approve/Amend Minutes of March 13th regular meeting: Vickie Norris **moved to approve** the minutes of the March 13th regular meeting as written. Michael Kubec **seconded the motion** and the **motion carried**.

Board Education: Sophie de Groot, Jefferson County Noxious Weed Control Program Coordinator: Sophie de Groot discussed her work, the damage noxious weeds cause, how weeds are controlled, and how the Noxious Weed Control Program Board and staff work together. Topics included the impact of noxious weeds on jobs, particularly agricultural, and what each person can do to help, including joining the organization's Board. Sophie fielded questions about herbicide safety and applications (apps) for weed identification and invited Trustees to reach out in future with any questions.

[Sophie de Groot departed the meeting at 10:35 A.M.]

Director's Report: Tamara Meredith discussed adding a screen for presentations in the Humphrey Room, new staff, and completion of the Hagen Building landscaping project. Tamara also highlighted a visit from a LEAN training class, the Energy Audit's progress, movement on the electric sign and portable permit, an RFQ for a new website, and completion of the Washington State Library Annual Statistical Report. The Trustees discussed concern about fewer people coming in person to the Library and committed to keeping this topic on the table. Roof leaks were mentioned, to be discussed later in the meeting. Chair Cheri Van Hoover commended Tamara for consistently bringing building and other issues to the Board of Trustees.

Financial Report: Revenues received for March totaled \$132,819. Operating expenditures paid in March were \$237,489. The total balance of funds at the end of March was \$4,083,238. This balance includes: Board Designated Unrestricted Funds of \$2,434,831, and unemployment reserve of \$274,349. Trustee Michael Kubec commended Tamara Meredith's management of the Local Government Investment Pool (LGIP) fund.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from March for \$248,908.09. Michael Kubec **seconded the motion** and the **motion carried**.

Chair's Report: Cheri Van Hoover reported on the Commissioners Meeting noting that sewer hookup for the Library should occur in late 2024/early 2025. Cheri mentioned a \$2500 voucher to cover electrical panel work related to sewer connections. Cheri shared that County Commissioner Heidi Eisenhour's mother passed away. The Trustees, care of Vickie Norris, will send a condolence card to Commissioner Eisenhour's office. Cheri provided a public health report.

Friends of the Library News: The Book Sale is April 13th. The Friends are paying Waste Management for an on-site dumpster to haul away any remaining materials after the sale, as Discover Books has gone out of business. New shelving will be installed after the sale.

Unfinished Business:

INFORMATION: Confirmed dates – Commissioners Breakfast and Off-site Meetings: May 22nd is the date of the Commissioners Breakfast. The Board will meet in Port Ludlow on July 10th. There has been difficulty finding a space in Quilcene. Cape George was suggested for a future location.

DISCUSSION/ACTION: Memorial Plaque for Rhododendron Garden (Anderson gift): Tamara Meredith presented the current design and received Trustee feedback. Tamara will edit and send the design on to the Port Townsend Foundry.

New Business:

DISCUSSION/1st Reading: Information Technology Services Policy: Vickie Norris mentioned clarifying the terms "tools" and "IT tools", and Tamara Meredith requested that any other comments be brought to her. Tamara mentioned that the Library District is the first in Washington state to undergo a cybersecurity audit.

INFORMATION: Washington State Library Annual Statistical Report – 2023: Tamara Meredith presented the Board with a copy of the report.

INFORMATION: #LibraryGivingDay: This campaign brought in over \$4,100, including the Friends' matching funds. The Trustees discussed the timing of this campaign conflicting with several other financial demands such as property and income tax.

DISCUSSION: Current Known Facility Needs: Tamara Meredith and the Trustees discussed roof repair needs, financials around known projects (not including solar), and a budget amendment to be presented at the May regular meeting. Tamara will initiate an RFP for the roof repair. Tamara mentioned future projects, including HVAC maintenance, painting, and gutter cleaning at the Hagen Building and addressed Trustee questions about Bookmobile repairs and expected life span.

Communications: Tamara Meredith invited the Trustees to Volunteer Appreciation events on April 14th and 21st, details to come via email.

The meeting was adjourned at 11:52 A.M.

Next Meeting: Regular Meeting – 10:00 A.M., Wednesday, May 8, 2024, at the Library

DocuSigned by:

Cheri Van Hoover

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Cheri Van Hoover, Chair

DocuSigned by:

Vickie Norris

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Vickie K. Norris, Secretary