

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Shold Room & Zoom Conference Call  
Minutes – Wednesday, May 8, 2024**

**Call to Order:** Chair Cheri Van Hoover called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Joan Chapdelaine, and Cheri Van Hoover with Vickie Norris and George Sibley attending via Zoom; Library Director Tamara Meredith, Library staff member Mary Coté, and Public Services Manager, Chris HoffmanHill.

**Reading of the Land Acknowledgement**

**Citizen Questions and/or Comments:** none

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

**Approve/Amend Minutes of April 10<sup>th</sup> regular meeting:** Vickie Norris **moved to approve** the minutes of the **April 10<sup>th</sup>** regular meeting as written. Michael Kubec **seconded the motion** and the **motion carried**.

**Manager Update:** Chris HoffmanHill, Public Services Manager: Chris HoffmanHill shared information about the Huntingford Humanities lecturer to appear in the fall, Muhammad Aurangzeb Ahmad, on the topic of artificial intelligence. Chris explained how a wide range of topics in programming best serves the community. Partners like Jefferson Healthcare, the YMCA, Washington State University, Jefferson County Public Health, the Washington State Department of Revenue, the Jefferson County Museum of Art and History, among others, help bring this array of programming to life. Chris thanked the Trustees profusely for their work defining the Library District's mission, vision, and values. These guide the training of new hires in the why, the how, and finally the skills to do the work. Chris thanked Administrative Services Manager Monica le Roux for her positive role with new hires as well. Chris shared her experience at the Public Library Association Conference with issues of intellectual freedom and artificial intelligence being discussed. Tamara Meredith commended Chris for making her job smoother, and Trustee George Sibley thanked Chris for her big picture awareness. Trustees all want to do their part in supporting intellectual freedom.

[Chris HoffmanHill departed the regular meeting at 10:28 A.M.]

**Director's Report:** Tamara Meredith discussed the new digital sign, website quotes, the delayed Energy Audit, Annex building, roof repair plans, State Auditor's financial report, and the work of the Equity Workgroup. Tamara shared the Anderson garden brass plaque samples, the Friends' plans for a memorial for Sue Marett, Claudia Olney's upcoming retirement at the end of June, and successful volunteer appreciation celebrations. The new substitutes have been fully trained. Cheri Van Hoover and Joan Chapdelaine expressed their appreciation for all that Tamara does.

**Financial Report:** Revenues received for April totaled \$722,823. Operating expenditures paid in April were \$248,908. The total balance of funds at the end of April was \$4,567,124. This balance includes:

Board Designated Unrestricted Funds of \$2,443,635, and unemployment reserve of \$275,516. Cheri Van Hoover requested Board education on the types of Bookmobiles that might be considered in future. Michael Kubec and Cheri appreciated the clarity of the new Profit and Loss documents.

**Approval of Vouchers:** Michael Kubec **moved to approve** the payment of vouchers from April for \$277,997.62. George Sibley **seconded the motion** and the **motion carried**.

**Chair's Report:** Cheri Van Hoover shared information from the County Commissioners meeting, including the challenges in building project delays and concerns about law enforcement in the southern part of the county. She also relayed the public health report.

**Friends of the Library News:** The sale last month brought in \$3,687, the second-best sale to date. Sue Marett, the Friends' Vice President, recently passed away; more information on her memorial will be shared. The Friends have put up their new shelving and will be removing the Dry Box this summer.

#### **Unfinished Business:**

DISCUSSION/ACTION: 2nd Reading: Information Technology Services Policy: Vickie Norris **moved to adopt** the Information Technology Services Policy. Michael Kubec **seconded the motion** and the **motion carried**.

#### **New Business:**

DISCUSSION: Commissioners Breakfast Meeting/Presentation: Tamara Meredith will share highlights from the year, financial information, and an update on the state of libraries. Tamara will send out a draft and welcomes feedback.

DISCUSSION/ACTION: Resolution 24 – 06, Amend the Budget: Michael Kubec **moved to adopt** Resolution 24 - 06, Amend the Budget. Joan Chapdelaine **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Resolution 24 - 07, Establish Online Payment Account: After discussion, George Sibley **moved to adopt** Resolution 24 - 07, Establish Online Payment Account. Joan Chapdelaine **seconded the motion** and the **motion carried**.

INFORMATION: Senate Bill 5444 – Possession of Weapons--Libraries, Zoos, Aquariums, and Transit Facilities: Tamara Meredith explained that as of June 6<sup>th</sup>, the state law will prohibit weapons in libraries. Tamara is meeting with other Library Directors to coordinate consistent signage to impart this change to patrons and give clarity of responsibility to staff.

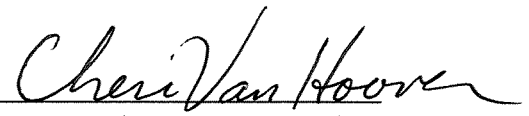
**Communications:** Vickie Norris sent a condolence card to Commissioner Heidi Eisenhour on behalf of the Trustees.

The meeting was adjourned at 11:34 A.M.

#### **Next Meetings:**

**Special Meeting** – Commissioner's Breakfast – 8:30 A.M., Wednesday, May 22, 2024, at the Library

**Regular Meeting** – 10:00 A.M., Wednesday, June 12, 2024, at the Library

A handwritten signature in cursive script that reads "Cheri Van Hoover". The signature is written in black ink and is positioned above a horizontal line.

Cheri Van Hoover, Chair

A handwritten signature in cursive script that reads "Vickie K. Norris". The signature is written in black ink and is positioned above a horizontal line.

Vickie K. Norris, Secretary