

**Jefferson County Library District
Board of Trustees Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, June 12, 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, Cheri Van Hoover, Vickie Norris, and George Sibley; Library Director Tamara Meredith, Library staff member Mary Coté, and Daniel Heaton, Technology and Collections Manager.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: none

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

Approve/Amend Minutes of May 8th regular meeting: George Sibley **moved to approve** the minutes of the **May 8th** regular meeting as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Approve/Amend Minutes of May 22nd special meeting: George Sibley **moved to approve** the minutes of the **May 22nd** regular meeting as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Staff Update: Daniel Heaton, Technology and Collections Manager: Daniel Heaton provided an update on the ransomware situation at the Seattle Public Library, fielded Trustee questions about data breaches elsewhere, and discussed the Library District's new security practices. In the recent cybersecurity audit, the Library District network was analyzed for improvements and updated. Staff training plays a key role, and patrons are taught about these issues in the Tech Tuesday and Computer Basics programs as well. Daniel also addressed Public Records Requests, as he recently attended a two day Public Records Act training resulting in updates to the Library District's policy. Tamara Meredith will share Daniel's resources with the Trustees.

[Technology and Collections Manager Daniel Heaton left the regular meeting at 10:49 A.M.]

Director's Report: Tamara Meredith discussed the website redesign, Annex plans, Energy Audit delay, eTransit vehicle issues with hailstorm damage, and the new law about weapons. Trustees would like to continue the discussion about weapons at the next meeting and requested that Tamara look into further legal advice from the county.

Financial Report: Revenues received for May totaled \$220,517. Operating expenditures paid in May were \$277,998. The total balance of funds at the end of May was \$4,520,076. This balance includes: Board Designated Unrestricted Funds of \$2,452,854 and unemployment reserve of \$276,729.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from May for \$268,108.49. Michael Kubec **seconded the motion** and the **motion carried**.

[Trustee Michael Kubec left the regular meeting at 11:22 A.M.]

Chair's Report: Cheri Van Hoover discussed Jefferson County's high level of food insecurity, potential for partnership with the Law Library and Westlaw resource, the urban growth charrettes being held in Port Hadlock, and provided a brief public health report. Mention was made of the Library District's partnership with OlyCAP and the YMCA as a valued food distribution site in the community.

Friends of the Library News: The dry box has been removed from the parking lot.

Unfinished Business: None

New Business:

DISCUSSION/ACTION: Public Records Request Policy (update): After discussion, Vickie Norris **moved to adopt** the updated Public Records Request Policy. Joan Chapdelaine **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Library Standards of Conduct (update): Vickie Norris **moved to adopt** the updated Library Standards of Conduct Policy. Joan Chapdelaine **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Low-slope Roof Replacement – Award Contract: Vickie Norris **moved to award** the contract for the Low-slope Roof Replacement to **Signature Roof Service**. George Sibley **seconded the motion** and the **motion carried**. Tamara Meredith will send the Notice of Award to Signature Roof Service and begin the contracting process.

INFORMATION: 2023 State Auditor Annual Financial Report: It has been completed.

DISCUSSION: Memorial Bench for Sue Marett: After discussion, Tamara Meredith will organize a memorial bench purchase with funds from both the Marett family and the Friends of the Jefferson County Library District.

Communications: Tamara Meredith shared information about the Summer Reading Program and a recent Quilcene School Board meeting addressing challenges to school library materials. Tamara has provided advice and assistance in this case and others.

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

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., July 10, 2024, at Port Ludlow Bay Club


Cheri Van Hoover, Chair


Vickie K. Norris, Secretary