

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Humphrey Room & Zoom Conference Call  
Minutes – Wednesday, July 13, 2022**

**Call to Order:** Chair Michael Kubec 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, Digital Equity Navigator Jamie Pena, and staff member Monica le Roux.

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

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

**Approve/Amend Minutes of June 15<sup>th</sup> regular meeting:** The minutes were amended to read “4:00-6:30 pm” rather than “4:00-6:00 pm” under Communications. Vickie Norris **moved to approve** the minutes of the June 15<sup>th</sup> regular meeting as amended. George Sibley **seconded the motion** and the **motion carried**.

**Approve/Amend Minutes of June 28<sup>th</sup> special meeting:** Vickie Norris **moved to approve** the minutes of the June 28<sup>th</sup> special meeting as written. Cheri Van Hoover **seconded the motion** and the **motion carried**, with George Sibley and Joan Chapdelaine abstaining.

**Board Education/Manager Update:** Jamie Pena, the library district’s Digital Equity Navigator, provided the Board with a description of some of the work he does with patrons, with 50 people being served in the last month, and 1-2 hours spent per visit with each person. Helping patrons prioritize their needs, he assists them with applying for affordable internet or device troubleshooting, but also helps people gain confidence in their own ability to use their devices, and to reach out for additional help from other community organizations for things such as energy assistance, affordable housing, or finding a caregiver. Trustees asked how funding for this position was obtained, and how additional funding might be sourced in the future. They were very happy with what had been achieved thus far, and want to see the work continue.

**Director’s Report:** Tamara Meredith reports that the Summer Reading Program (SRP) is going well, with much enthusiasm around the programs at Worthington Park in Quilcene, and around the outdoor programs in general. The Community Needs Assessment (CNA) survey is ongoing (QR codes are now being posted in various community locations for those who didn’t received a postcard or a phone call) and the initial report should be submitted to the Board at their August meeting. One of the library’s heat pumps has failed, but while replacement has been delayed (the company responsible had their computer systems hacked) the public spaces are still being properly cooled and the building remains functional. The contract for the Hagen Building is near completion, and it looks likely that construction will begin August 9<sup>th</sup>. Finally, work is beginning on bringing the Chimacum School District back into the Cooperative Libraries of the Eastern Olympics (CLEO) joining the Jefferson County Library, the Port Townsend, Quilcene and Brinnon School Districts, and the H.W. McCurdy Library at the NW Maritime Center.

**Financial Report:** Revenues received for June totaled \$32,288.00 from the Financial Report. Operating expenditures paid in June were \$191,325. The total balance of funds at the end of June was \$4,292,727.00. Other balances include: Board Designated Unrestricted Funds of \$2,526,598.70 and unemployment reserve of \$239,782.

**Approval of Vouchers:** Vickie Norris **moved to approve** the payment of vouchers from June for \$176,797.17. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Chair's Report:** Michael Kubec reported that she is thrilled that the Board is all present at this meeting in person, and that she is excited to work together going forward. She reiterates that she is available for any questions the new board members may have.

**Friends of the Library News:** Tamara Meredith reported that the Friends of the Library held a hybrid meeting June 24<sup>th</sup>, and are planning a sale on August 6<sup>th</sup> at which the goal will be to reduce their inventory substantially before the anticipated move into the new Hagen Building. The Friends are also considering their shelving needs for their portion of the new building, and are working on a website for the FOJCL.

#### **Unfinished Business**

**DISCUSSION: Board Retreat:** Michael Kubec reviewed the current plans for the Board Retreat to be held August 17<sup>th</sup> from 9:00 to 3:00 at Finn River. The agenda was discussed, and the necessity of treating this as a Special Meeting with all the normal associated requirements. Plans for a meal were also finalized.

**DISCUSSION: Investments Update:** Tamara Meredith reviewed the most recent reports provided by Jefferson County Treasurer Stacie Prada with the members of the Board. The Board expressed their appreciation for the reports, and requested that the Director pass this appreciation on to the Treasurer, along with a request that if the Treasurer is able, similar reports be provided on a semi-regular basis in the future.

**DISCUSSION: Director Evaluation:** The Board discussed their plan for the Director Evaluation at the August Board Meeting, and concluded that this will consist of a review of progress on the 2022 Work Plan, discussion of next steps, and a discussion of compensation, etc. during Executive Session. Further work on next year's in depth evaluation will take place at a later date.

#### **New Business**

**DISCUSSION: Budget Planning Meetings:** The Chair having requested that Trustees bring their calendars, dates for the Budget Planning Meetings were chosen, these being Oct. 5<sup>th</sup> from 9-3 and Oct. 6<sup>th</sup> as needed. The budget will be posted for public comment on Oct. 12<sup>th</sup>, and will be approved at the Board Meeting on November 9<sup>th</sup>.

**Communications:** Vickie Norris repeated that the Community Opportunity Fair will be in Port Ludlow August 3<sup>rd</sup> from 4-6:30pm.

The meeting was adjourned at 11:49 A.M.

**Next Meeting:** REGULAR MEETING – 10:00 A.M., Wednesday, August 10th, 2022.

Michael Kubec

Michael Kubec, Chair

Joan M Chapdelaine

Joan Chapdelaine, Secretary