

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, October 12, 2022**

Call to Order: Chair Michael Kubec called the meeting to order at 10:01 A.M. Present via Zoom were Trustees Joan Chapdelaine and George Sibley; present in person were Trustees Cheri Van Hoover and Vickie Norris; Library Director Tamara Meredith and staff member Monica le Roux; and Habitat for Humanity Executive Director Jamie Maciejewski, Director of Engagement Maria Drury, and Board Members Marie Carr, Chuck Gibilisco, Margo Garton and Michael Byers.

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 September 14th regular meeting: Cheri Van Hoover **moved to approve** the minutes of the September 14th regular meeting as written. Vickie Norris **seconded the motion** and the motion carried.

Board Education/Manager Update: Jamie Maciejewski, Executive Director of Habitat for Humanity in Jefferson County, led a presentation on the organization's new 17-acre project in Port Hadlock, detailing its history and discussing next steps, most specifically ways of engaging the community in their planning. The Library Trustees were invited to give feedback on Habitat's proposed process, and amongst other things they suggested ways of making the meetings available to a wider number of people using the library's existing technology to make the meetings hybrid, and recording a version of them for later viewing. In closing, the two organizations expressed their enthusiasm for further future partnership. Note: the first date Habitat for Humanity is requesting public input on their project will be November 9th from 5:00-6:30 P.M. in the Jefferson County Library Humphrey Meeting Room.

All guests from Habitat for Humanity left the meeting at 10:33 A.M.

Director's Report: Tamara Meredith reported that the new Babytime sessions as well as Storytimes in Quilcene are proving popular, and that the Huntingford Humanities Lecture was celebrated as wildly successful by those in attendance. Regular visits to the Brinnon and Chimacum schools have begun by the library district's Youth Services staff, construction on the Hagen Building remains on schedule, and the transition to ADP payroll and scheduling software has progressed, with a first payroll completed in early October. Tamara also reported that in early September she spoke about the district's Digital Equity Navigator position at a broadband stakeholder conference to representatives from across the state, in mid-September she was invited to participate in a discussion of partnership opportunities with the Chimacum School Board, and at the end of September she attended a statewide Public Library Directors meeting in Spokane, all solid opportunities to further the district's strategic aims.

Financial Report: Revenues received for September totaled \$60,421 from the Financial Report. Operating expenditures paid in September were \$210,893. The total balance of funds at the end of September was \$3,871,592. Other balances include: Board Designated Unrestricted Funds of \$2,583,601 and unemployment reserve of \$241,009.

Approval of Vouchers: Vickie Norris moved to approve the payment of vouchers from September for \$160,656.74. Cheri Van Hoover seconded the motion and the motion carried.

Chair's Report: Michael Kubec requested two volunteers from the Board to join with library staff on incorporating the Community Needs Assessment Report into the Strategic Plan and district's future work. Cheri Van Hoover and George Sibley offered to do so and were accepted. The Chair also reported that copy-editing of the Director's Evaluation had been completed.

Friends of the Library News: Tamara Meredith reported that the next Friends meeting will be held Oct. 28th at 11:00 A.M., and that the next Friends book sale will be Saturday, November 5th.

Unfinished Business

DISCUSSION: Update – Employee Manual, Section 8 – Management Leave: Tamara Meredith reviewed the current draft language of this update and answered Trustee questions. Substantial changes to language were made, and it was agreed that a final draft will be submitted for approval at the upcoming November board meeting.

DISCUSSION/ACTION: eTransit Vehicle Bid: After discussion, Vickie Norris moved that under the paragraph in the RFP entitled Method of Award, "we exercise our right to reject all proposals, including the bid of TechOps Specialty Services LLC." Cheri Van Hoover seconded the motion and the motion carried.

The trustees request that Tamara Meredith follow up with the consultant hired for the purpose on next steps.

DISCUSSION: Community Needs Assessment Executive Summary: The trustees, after discussing the current draft with the Library Director, requested several suggested updates be made before approval of the final draft.

INFORMATION: 2023 Workplan – Final: Due to time constraints, this informational session will be pushed to the upcoming November Board Meeting.

New Business

DISCUSSION/ACTION: Resolution 22-05, Amend the 2022 Budget: Vickie Norris moved to adopt Resolution 22-05, Amend the 2022 Budget. George Sibley seconded the motion and the motion carried.

DISCUSSION/ACTION: 2023 Draft Budget: Vickie Norris moved to authorize the posting of the 2023 Draft Budget for Public Comment. Joan Chapdelaine seconded the motion and the motion carried.

Communications: Cheri Van Hoover shared the Jefferson County Fire Department's insert in the Port Townsend Leader as an excellent example of communicating an organization's current status and issues. A request was made that the Fire Department be requested to share information on their process.

The meeting was adjourned at 11:58 A.M.

Next Meeting: Regular Meeting – 10:00 A.M., Wednesday, November 9th, 2022



Michael Kubec, Chair



Joan Chapdelaine, Secretary

