

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Humphrey Room & Zoom Conference Call  
Minutes – Wednesday, November 09, 2022**

**Call to Order:** Chair Michael Kubec called the meeting to order at 10:03 A.M. Present were Trustees Michael Kubec, Joan Chapdelaine, Cheri Van Hoover, Vickie Norris, and George Sibley; Library Director Tamara Meredith, and staff members Monica le Roux and Claudia Pieper.

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

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

**Approve/Amend Minutes of October 5<sup>th</sup> budget workshop:** Vickie Norris **moved to approve** the minutes of the October 5<sup>th</sup> budget workshop as written. Cheri Van Hoover **seconded the motion** and the **motion carried**.

**Approve/Amend Minutes of October 12<sup>th</sup> regular meeting:** Joan Chapdelaine **moved to approve** the minutes of the October 12<sup>th</sup> regular meeting as written. George Sibley **seconded the motion** and the **motion carried**.

**Board Education/Manager Update:** Tamara Meredith introduced staff member Claudia Pieper to the Board. Claudia described for the Board her background, current roles at the library and favorite aspects of the job. Trustees asked follow up questions and then heartily thanked Claudia for her work.

*Claudia Pieper left the meeting at 10:17 A.M.*

**Director's Report:** Tamara Meredith reported that recent programs such as Langdon Cook's mushroom presentations, Babytimes, and the travelling Dragon Scales project have been very well received. The Hagen Building completion date has been pushed back to February due to weather and labor delays, and a new RFP for a delivery van has been developed after the failure of the first RFP for an eTransit vehicle. The Unexpected Brass Band was able to play at Jim Nyby's retirement celebration, and the library is in the process of hiring a new Administrative Assistant as transitions take place in the Administrative Services department. Finally, Staff Education Day was a success and included diversity discussions, intellectual freedom training, and strategic plan updates.

**Financial Report:** Revenues received for October totaled \$602,268 from the Financial Report. Operating expenditures paid in October were \$159,095. The total balance of funds at the end of October was \$4,304,330. Other balances include: Board Designated Unrestricted Funds of \$2,581,477 and unemployment reserve of \$241,599.

**Approval of Vouchers:** Vickie Norris **moved to approve** the payment of vouchers from October for \$403,491.16. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Chair's Report:** Michael Kubec reminded the Board that while the grand opening of the new building will not take place at the Holiday Open House, trustees are encouraged to attend December 15<sup>th</sup> from 3:00-6:00 P.M. The Winter Giving Campaign is also coming up, and the Board will be expected to undertake various tasks in support of it, including monetary contributions and writing thank-you notes to donors.

**Friends of the Library News:** Tamara Meredith reported that the book sale originally scheduled for November 5<sup>th</sup> (canceled due to windstorm) will actually be held November 12<sup>th</sup>. The process of becoming a Friends of the Library member was then discussed, as was the fact that the Friends have been working on a website to help with that process.

### **Unfinished Business**

**DISCUSSION/ACTION: Future Vehicle RFP:** The Board discussed the vehicle committee's research into possible next steps after the failure of the eTransit vehicle RFP, including ruling out an RFP for a hybrid vehicle due to reported maintenance issues and a used vehicle due to cost of adaptation and lack of warranty. Vickie Norris then **moved to approve** the Future Vehicle RFP as written. Joan Chapdelaine **seconded the motion** and the **motion carried** with four ayes and one abstention.

**DISCUSSION: Community Needs Assessment Executive Summary:** Tamara Meredith laid out next steps now that the final document has been delivered. Meetings are being scheduled with interested organizations around the county to deliver the results of the CNA, copies will be provided to the stakeholders who participated, and work will be done to deliver an online dashboard where the document and the raw data will be available to the general public. The Board discussed how and when they would participate in this process and general agreement was reached.

**INFORMATION: 2023 Workplan – Final:** Tamara Meredith reviewed the document, and trustees were invited to be ready to volunteer in December for one or more of the portions noted as Board responsibilities.

**ACTION: Management Leave:** Cheri Van Hoover **moved to adopt** the Management Leave Policy. Vickie Norris **seconded the motion** and the **motion carried**.

### **New Business**

**DISCUSSION: 2023 Draft Budget:** Tamara Meredith and the Board reviewed the data.

**PUBLIC HEARING: 2023 Draft Budget:** George Sibley **moved** that the Board convene a Public Hearing to discuss the 2023 Draft Budget. Vickie Norris **seconded the motion** and the Hearing **was convened**. No public comments were received. The Board Chair then closed the Public Hearing.

**ACTION: Resolution 22-06, Approve the 2023 Budget:** Cheri Van Hoover **moved to adopt** Resolution 22-06, Approve the 2023 Budget. Vickie Norris **seconded the motion** and the **motion carried**.

**ACTION: Resolution 22-07, Property Tax Increase for 2023:** Vickie Norris moved to adopt Resolution 22-07, Property Tax Increase for 2023. George Sibley seconded the motion and the motion carried.

**INFORMATION: DNR Carbon Project and State Trust Lands:** Tamara Meredith reviewed her notes from the recent public meeting to discuss the DNR Carbon Project and the trustees asked clarifying questions.

*[Mark Paxton, Development Director, joined the meeting at 11:32 A.M.]*

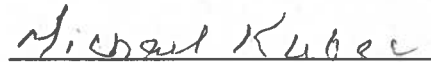
**INFORMATION: Winter Giving Campaign and Holiday Events:** Mark Paxton presented the timeline and steps for running the Library District's Winter Giving Campaign. The Board was invited to ask questions about the process, the related materials, and the Trustees' role.

*[Mark Paxton left the meeting at 11:59 P.M.]*

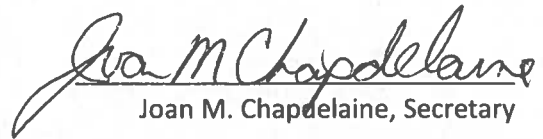
**Communications:** None

The meeting was adjourned at 12:01 P.M.

**Next Meeting:** Regular Meeting – 10:00 A.M., Wednesday, December 14<sup>th</sup>, 2022



Michael Kubec, Chair



Joan M. Chapdelaine, Secretary