

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, January 10, 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, and Library staff members Mary Coté and Celeste Bennett.

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**. Accommodation was made to allow for Novella Randall's presentation to occur as soon as she arrived by Zoom.

Approve/Amend Minutes of December 13th regular meeting: Michael Kubec **moved to approve** the minutes of the **December 13th** regular meeting as amended. Cheri Van Hoover **seconded the motion** and the **motion carried**.

Board Education: Celeste Bennett, Mobile Services Manager, recommended *Thinning Blood; A Memoir of Family, Myth, and Identity* by Leah Myers. They shared an overview of Mobile Services' area of service, detailed statistics, and their excitement about the possibility of adding a wheelchair lift to the Bookmobile. Celeste described the diverse collections at the Read and Return libraries, outreach to the jail, pop-up Library potential with a new electric vehicle, and the Washington Talking Book and Braille Library. They fielded Trustee questions about staffing and internet connectivity, and emphasized how powerful mobile outreach is for patrons. In particular, HomeLibrary services fill a strong need for social interaction. Tamara Meredith fielded a question about services in the western part of Jefferson County contracted through the North Olympic Library System. Vickie Norris spoke of her staunch support for the meaningful outreach work of Mobile Services staff.

[Novella Randall joined the meeting at 10:30am via Zoom]

New Business:

PRESENTATION: Energy Savings Performance Contracting Program – Novella Randall, Energy Engineer, DES: Novella Randall explained the process, benefits, and guarantees of Energy Savings Performance Contracting. Novella fielded Trustees' questions and will share a new client package of information, including the presentation slides, with Tamara Meredith and Trustees.

[Novella Randall left the meeting at 11:04]

Director's Report: Tamara Meredith updated the Trustees on the financial and accountability audit with the State Auditor. Trustees voiced strong support for Tamara as she navigates the process. Tamara shared the Winter Giving totals of over \$55,000 so far, the timeline on acquiring and installing modular

office space (intended to house the Administrative Services staff and future Development Coordinator), and end of year fund balance comparisons.

Financial Report: Revenues received for December totaled \$387,962. Operating expenditures paid in December were \$221,469. The total balance of funds at the end of December was \$4,338,343. This balance includes: Board Designated Unrestricted Funds of \$2,403,840, and unemployment reserve of \$270,826.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from December for \$191,930.40. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Chair's Report: Cheri Van Hoover mentioned the Nixle and FEMA emergency alert systems as important tools for the community, the warming center opening 24 hours a day through the imminent freezing weather, and the implications of Artificial Intelligence on public records requesting. Cheri provided a public health report.

Friends of the Library News: The Friends' 2024 Annual Meeting and Election of Officers is January 19th.

Unfinished Business:

DISCUSSION: Trustee Handbook – draft for review: Trustees Michael Kubec and George Sibley will email Tamara Meredith with further comments, and a finished draft will be distributed at the next Board of Trustees meeting.

DISCUSSION: Winter Giving – update: This topic was covered during the Director's Report.

New Business:

DISCUSSION/ACTION: Resolution 24-01, Assigning Unallocated Funds in Board Designated Unrestricted Fund (BDUF): Vickie Norris **moved to approve** Resolution 24-01, "Assigning Unallocated Funds in Board Designated Unrestricted Fund (BDUF)." Michael Kubec **seconded the motion** and the **motion passed**.

DISCUSSION/ACTION: Resolution 24-02, Waiving Competitive Bidding Requirements in the Event of an Emergency: After discussion and renaming, Michael Kubec **moved to approve** Resolution 24-02, now titled "Authorization to Declare an Emergency" as amended. Joan Chapdelaine **seconded the motion** and the **motion passed**.

Communications: Thank-you cards were distributed to the Trustees for Winter Giving donors. Joan Chapdelaine shared a warm message in appreciation of libraries from her sister.

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

Next Meeting: Regular Meeting – 10:00 A.M., Wednesday, February 14, 2024



Cheri Van Hoover, Chair



Vickie K. Norris, Secretary