

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Humphrey Room & Zoom Conference Call  
Minutes – Wednesday, January 11, 2023**

**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, and staff member Mary Cote.

**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.

**Approve/Amend Minutes of December 14th regular meeting:** Vickie Norris moved to approve the minutes of the December 14th regular meeting. George Sibley seconded the motion and the motion carried.

*as amended.*

**Board Education/Staff Update: Levy Lid Lift Review and Funding Info:** Tamara Meredith discussed how levy lid lifts work, their history at the Jefferson County Library District, a timeline for working on a campaign, and trustee do's and don't's during such a campaign. Tamara will schedule a more detailed presentations and training in the coming months.

**Director's Report:** Tamara Meredith reported that December was an adventure, with weather related closures, a frozen/burst water pipe quickly and ably repaired, and a successful Holiday Open House on the 15<sup>th</sup>. Throughout the county, Chimacum school library staff training continues, and Tamara has shared our Community Needs Assessment results with several community partners. Various reading programs are underway, staff are working to bring back the popular Langdon Cook for a Spring program, and the Spanish language add-on to Polaris is now live on the public catalog. The County Assessor notified taxing districts of a current court challenge to the 2022 Levy assessment by the new Port Townsend Paper Mill owner, Atlas Holding. County Assessor Jeff Chapman will update taxing districts as he receives more information. An MOU was completed between the Library District and West Sound STEM to meet the requirements of HB 1835, "FAFSA/WASFA Completion." The District will act as a conduit for funding to West Sound STEM staff who will work with local school districts and other community partners to offer in-person assistance. An estimate for a "solar plus storage" project has been solicited to prepare for an upcoming grant opportunity available through the Department of Commerce. A Land Acknowledgement will be shared with the Board at our February meeting for discussion and review, circulation stats are holding steady, and the Winter Giving 2022 campaign is currently at \$34,838.

**Financial Report:** Revenues received for December totaled \$240,565 ~~from the Financial Report.~~ Operating expenditures paid in December were \$199,475. The total balance of funds at the end of December was \$3,979,221. Other balances include: Board Designated Unrestricted Funds of \$36,163.41 and unemployment reserve of \$243,112.

**Approval of Vouchers:** Vickie Norris **moved to approve** the payment of vouchers from December for \$298,922.69. George Sibley **seconded the motion** and the **motion carried**.

**Chair's Report:** Michael Kubec acknowledged <sup>2021+</sup> 2022 accomplishments: reopening the library entirely, adding 3 new trustees, a full financial audit with a clean report, the Community Needs Assessment, a revised policy manual, the Hagen Garage, a Board of Trustees retreat, the Digital Equity Navigator, a focus on Equity, Diversity and Inclusion, discussions of a lid lift levy, and moreover, a great appreciation of director, Tamara Meredith. Michael stated she is proud to have been part of the selection process for the library director. George Sibley then **moved** for a vote of appreciation for Michael for two years of superb leadership. Vickie Norris **seconded the motion** and the **motion carried**.

**ACTION:** Michael Kubec invited a motion to vote in a new slate of officers: Cheri Van Hoover for Chair, Joan Chapdelaine for Vice Chair, and Vickie Norris for Secretary. Vickie Norris **moved to approve** the slate. George Sibley **seconded the motion** and the **motion carried**. *Cheri Van Hoover took charge of meeting.*

**Friends of the Library News:** Annual meeting is coming up on January 20, 2023.

#### **Unfinished Business**

**INFORMATION: Hagen Building update:** Tamara Meredith discussed current finish work on the garage, upcoming asphalt work, and garage doors to arrive in February. Moving in should be underway by March and April.

**INFORMATION: Winter Giving update:** Nearing \$35,000, Tamara Meredith will send a message via the weekly library newsletter, thanking all donors. Donations will be accepted through January for this campaign.

**DISCUSSION/ACTION: Transit Vehicle Bids:** Tamara Meredith says the District's needs have changed to a simpler, electric van with library branding, serving the purposes of courier service and county-wide programming. After discussion, Michael Kubec **moved** that under the paragraph in the RFP entitled Method of Award, the Board exercises its "right to reject all proposals," including the bids of Farber Specialty Vehicles and TechOps Specialty Vehicles. Vickie Norris **seconded the motion** and the **motion carried**.

#### **New Business**

**DISCUSSION/ACTION: Logo:** After discussion, Joan Chapdelaine **moved to approve** the logo designs featuring capital letters. Vickie Norris **seconded the motion** and the **motion carried**.

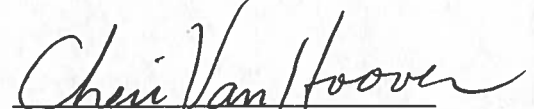
**DISCUSSION: Donor Event(s):** The Trustees and Tamara Meredith discussed hosting an event for invited donors, a way to get to know each other. Tentatively, two events will be planned for April, the month of National Library Week and Library Giving Day: one event for invited donors will be held in the library

with refreshments and a tour of the Hagen Building. The other event will be for everyone and mark the opening of the Hagen Building.

**Communications:** A card of gratitude from Celeste Bennett, Mobile Services Manager, was shared. Celeste thanked the Board for the management leave policy.

The meeting was adjourned at 11:44 A.M.

**Next Meeting:** Regular Meeting – 10:00 A.M., Wednesday, February 15, 2023



Cheri Van Hoover, Chair



Vickie Norris, Secretary