

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Online via Zoom Conference Call  
Minutes – Wednesday, January 13, 2021**

**Call to Order:** Chair Ellen Hargis called the meeting to order at 10:02 A.M. via Zoom. Present were Trustees Hal Beattie, Joan Chapdelaine, Ellen Hargis, Michael Kubec, Raj Rakhra, Director Tamara Meredith, and Staff Member Jamie Pena.

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

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

**Approve/Amend the Minutes of December 9, 2020:** Joan Chapdelaine **moved to approve** the minutes of December 9, 2020 with amendment. Hal Beattie **seconded the motion** and the **motion carried**.

**Election of Officers 2021-2022:** Ellen Hargis summarized events of her tenure while Chair. Issues that had arisen included the pandemic, wildfire and snow closures, along with the passing of Trustee Tom Hagen. Highlights included the hiring of Trustees Joan Chapdelaine and Raj Rakhra, physical and digital upgrades, successful fundraisers, and grants awarded. She shared her gratitude and expressed support for incoming Board Chair Michael Kubec, Vice-Chair Hal Beattie, and Secretary Joan Chapdelaine. Hal Beattie **moved to approve** the Election of Officers for 2021-2022. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Board Education/Manager Update:** None.

**Director's Report:** Tamara Meredith shared that plans for expanded public services stayed on hold as local pandemic cases rose into high-risk status by current metrics. The library had received positive reviews in the Peninsula Daily News and Port Townsend Leader for its Storywalks® installations. The first virtual gingerbread house program, *Homes for the Holidays*, was successful with over 80 entries and over 250 votes. Other programs held were Idea Hatch STEAM programs, Hour of Code, Tech Tuesday, Trivia Nights, and monthly Book Discussion group.

[Raj Rakhra exited the open meeting at 10:38 A.M.]

**Financial Report:** Revenues received for December totaled \$69,389.00. Operating expenditures were \$151,703.00. Total balance of funds at the end of November was \$3,888,516.00. Other balances include: Board Designated Unrestricted Funds, \$2,218,178.00; gift account of \$26.00; and unemployment reserve of \$234,371.00.

[Raj Rakhra entered the open meeting at 10:42 A.M.]

**Approval of Vouchers:** Joan Chapdelaine **moved to approve** the payment of vouchers in January in the amount of \$186,236.77. Hal Beattie **seconded the motion** and the **motion carried**.

**Chair's Report:** Michael Kubec thanked Ellen Hargis for her leadership and accomplishments as Chair. She requested an in-person lunch for the Trustees and Tamara Meredith when conditions permitted. She and Tamara Meredith agreed to create a Board Calendar for 2021, with topics to be addressed such as but not exclusive to: the current financial audit, working on a Strategic Plan, Equity and Diversity initiatives, review of a new financial system, construction of the new garage, reinstating the Trustee Emeritus program, and review of the library's insurance policy.

**Friends of the Library News:** Discovery Books made a bulk purchase of previously stored materials in the bookmobile garage. The Friends of the Library will be holding their annual meeting on January 22, 2021. They are not currently accepting donations or conducting sales.

**Unfinished Business:**

- **INFORMATION: Equity Work Update:** The library equity workgroup has been meeting monthly and generating valuable observations and feedback. The Board of Trustees are scheduled to meet with CiKeithia Pugh on January 21<sup>st</sup> at 3:00 P.M for continued racial equity training.
- **INFORMATION: Winter Giving Campaign:** Tamara Meredith shared that the Winter Giving Campaign had received over \$25,000 in donations from over 170 donors.
- **DISCUSSION/ACTION: 2021 Holiday Closure Calendar:** Tamara Meredith shared that Juneteenth was being considered as a state holiday but had not been confirmed. Michael Kubec suggested the Board of Trustees revisit the Holiday Closure Calendar in February or whenever new information was available.

**New Business:**

- **DISCUSSION/ACTION: New LAIII – Early Childhood Position (.375 FTE):** After discussion and removal of a Physical Requirements section of the description, Hal Beattie **moved to approve** the new LAIII-Early Childhood Position that will replace a retirement in the Youth Services area. Joan Chapdelaine **seconded the motion** and the **motion carried**.
- **INFORMATION: Financial System and Reports in 2021:** Tamara Meredith shared that an RFP for a new financial software system would not be available until April.
- **DISCUSSION: Strategic Planning:** Tamara Meredith shared options for consultants to conduct a Strategic Planning process. Trustees Ellen Hargis and Raj Rakhra agreed to review several consultants and share information at the next Board meeting.
- **DISCUSSION/ACTION: 2021 Budget Amendment:** A budget amendment request was presented to include interest revenue on the Unemployment Reserve and Board Designated Unrestricted Funds as well as a new \$10,000 capital expense for parking lot light. Ellen Hargis **moved to approve** the Budget amendments. Joan Chapdelaine **seconded the motion** and the **motion carried**.
- **ACTION: Resolution 21-01, "Amend the 2021 Budget":** Hal Beattie **moved to approve** Resolution 21-01 as amended. Ellen Hargis **seconded the motion** and the **motion carried**.

**Communications:** The Jefferson County Auditor's Office has requested a new set of signatures from the Board of Trustees for their records. Trustees are asked to sign the form that is in Tamara Meredith's office.

**The meeting was adjourned at 12:16 P.M.**

**Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., Feb. 10, 2021 at Main Library**

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*Michael Kubec*

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**Michael Kubec, Chair**

DocuSigned by:

*Joan Chapdelaine*

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**Joan Chapdelaine, Secretary**