

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Shold Room & Zoom Conference Call  
Minutes – Wednesday, February 14, 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, Library staff members Robin Van Dyke and Mary Coté, and guests Jefferson County Commissioner Heidi Eisenhour and Jefferson County Treasurer Stacie Prada, via Zoom.

**Reading of the Land Acknowledgement**

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

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

**Approve/Amend Minutes of January 10<sup>th</sup> regular meeting:** Vickie Norris **moved to approve** the minutes of the January 10<sup>th</sup> regular meeting as written. Michael Kubec **seconded the motion** and the **motion carried**.

**Board Education:** Jefferson County Commissioner Heidi Eisenhour and Jefferson County Treasurer Stacie Prada discussed the types of timber revenue that help fund the Library District, their sources, variability and relationship to the levy rate. Commissioner Eisenhour described the trust land transfer program and her collaborations with the Department of Natural Resources as well as conservation and legislative groups. Commissioner Eisenhour also expressed her deep appreciation for the Library District and invited any further questions. Trustees showed gratitude for clarification and education on this topic.

[Jefferson County Commissioner Eisenhour and Jefferson County Treasurer Prada left the regular meeting at 10:35 A.M.]

**Director's Report:** Tamara Meredith mentioned the heavy snowfall, effective staff communications around the weather and services, Winter Giving totals, and a hopeful eTransit van arrival in March. The financial and accountability audits are done, the Hagen Building garden planted, and most happily, the Librarian 1 and Substitute Library Assistant 1 positions have been filled. The new outdoor sign has been delayed until permit approval. Tamara fielded questions about the Bookmobile's mechanical issues and improvements to administrative training and processes, based on the audit.

**Financial Report:** Revenues received for January totaled \$23,021. Operating expenditures paid in January were \$134,864. The total balance of funds at the end of January was \$4,176,089. This balance includes: Board Designated Unrestricted Funds of \$2,409,351, and unemployment reserve of \$272,025.

**Approval of Vouchers:** Vickie Norris **moved to approve** the payment of vouchers from January for \$280,523.59. Michael Kubec **seconded the motion** and the **motion carried**.

**Chair's Report:** Cheri Van Hoover reported on recent topics from the County Commissioners meeting, including the continued discussion of a possible public swimming pool by the Library. Cheri suggested that the Library District partner with Sophie DeGroot, coordinator for the Jefferson County Noxious Weed Control Board, to present a program for the public. Cheri shared the Jefferson County Public Health report for which fellow Trustees thanked her.

**Friends of the Library News:** The Annual Meeting is Friday, February 16<sup>th</sup>, from 1 – 2:30 P.M.

**Unfinished Business:**

DISCUSSION/ACTION: Resolution 24-03 – Authorizing the Library Director to Sign an Interagency Agreement with Department of Enterprise Services - Energy Program: After discussion about correcting paragraph 11, section C of the DES contract, George Sibley **moved to approve** Resolution 24\_03 “Authorizing the Library Director to Sign an Interagency Agreement with Department of Enterprise Services - Energy Program” with that correction. Joan Chapdelaine **seconded the motion** and the **motion carried**.

DISCUSSION: 2024 Board Meeting Dates: Board meeting dates were discussed and revised to accommodate Trustee schedules. The May meeting will now occur on May 8, 2024.

**New Business:**

DISCUSSION: 2024 Financial Review: After discussion, Tamara Meredith and the Trustees decided to increase the Payroll Account by \$50,000. Tamara will bring more information to the next meeting about whether these funds could be placed in an interest earning account.

DISCUSSION/ACTION: Electronic Funds Transfer Policy: Michael Kubec **moved to adopt** the Electronic Funds Transfer Policy as revised to include a \$250,000 Payroll Account balance. Vickie Norris **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Update Board of Trustees Bylaws, Section 8.04: Joan Chapdelaine **moved to adopt** the Board of Trustees Bylaws as updated. George Sibley **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: RFQ for Architectural Services – review/award contract: George Sibley **moved to authorize** the Library Director to proceed to contract negotiations with Sitts & Hill. Vickie Norris **seconded the motion** and the **motion carried**.

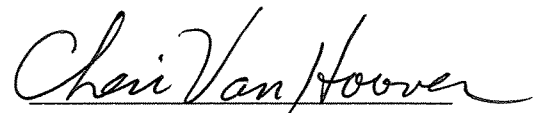
DISCUSSION: Trustee Term ending April 2024: Vickie Norris will submit a letter of interest to Tamara Meredith to continue as a Trustee. Fellow Trustees offered staunch support.

DISCUSSION/ACTION: New position description – Marketing and Communications Coordinator (LA – III): Joan Chapdelaine **moved to adopt** the Marketing and Communications Coordinator position description as written. Michael Kubec **seconded the motion** and the **motion carried**.

**Communications:** Vickie Norris invited the Library District to participate in the Community Opportunity Fair in Port Ludlow on August 27<sup>th</sup> from 4 – 6 P.M. Trustees received thank yous to send to the remainder of the Winter Giving donors.

The meeting was adjourned at 11:53 A.M.

**Next Meeting:** Regular Meeting – 10:00 A.M., Wednesday, March 13, 2024



Cheri Van Hoover, Chair



Vickie K. Norris, Secretary