

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, March 13, 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, and Vickie Norris; Trustee George Sibley via Zoom; Library Director Tamara Meredith, Library staff member Mary Coté, and guest Monica le Roux, Administrative Services Manager.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: none

Approve/Amend Agenda: Michael Kubec **moved to approve** the agenda as amended to add discussion of a Peace Pole to New Business. Vickie Norris **seconded the motion** and the **motion carried**.

Approve/Amend Minutes of February 14th regular meeting: Vickie Norris **moved to approve** the minutes of the **February 14th** regular meeting as written. Michael Kubec **seconded the motion** and the **motion carried**.

Board Education: Monica le Roux, Administrative Services Manager: Monica le Roux presented the current draft of the Library District's Business Continuity Plan (BCP). Monica gave an overview of three of the main hazards: workplace violence, cyberthreats, and earthquakes and tsunamis. The Library District's Safety Committee and Managers are contributing to this working document with input from partners including the Jefferson County Department of Emergency Management and the Olympic Educational Service District. Staff training is crucial, and annual reviews keep the BCP up to date. It includes appendices with policies, procedures, contact information, and other important resources. Monica addressed questions and concerns and recommended the book *The Disaster Planning Handbook For Libraries* (2021). One question arose about how to continue Board governance if no Trustee quorum was achievable during an emergency. If needed, the County Commissioners would provide guidance in that case. Trustees noted that the BCP seems very comprehensive.

[Monica le Roux left the regular meeting at 10:40 A.M.]

Director's Report: Tamara Meredith discussed her delight with the new staff members, including Cataloging/Information Services Librarian Andrew Le. Youth Services Librarian Scott Bahlmann is collaborating with Public Health to develop a peer prevention program, bringing teens into middle and upper elementary schools to share information about brain development and the impact of foreign substances. The Library District will be meeting with Integrity Energy Services to discuss the energy audit. Awaiting necessary permitting and approval are the Annex project and electronic sign. The eTransit van is still on backorder. The Bookmobile is being repaired. Tamara discussed the need for

better record-keeping for scheduled maintenance at the Library District and the County Shop. The ALA grant of \$10,000 will go toward a wheelchair lift for the Bookmobile. Tamara encouraged visits to the Jamestown S'Klallam Tribal Library, a magnificent new space and collection.

Financial Report: Revenues received for February totaled \$214,538. Operating expenditures paid in February were \$280,524. The total balance of funds at the end of February was \$4,127,595. This balance includes: Board Designated Unrestricted Funds of \$2,425,722, and Unemployment Reserve of \$273,145.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from February for \$237,489.24. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Chair's Report: Cheri Van Hoover reported on the most recent Jefferson County Commissioners meeting, shared an opportunity to apply for a grant to receive a Dungeons and Dragons kit from the Washington State Library, and provided a public health report.

Friends of the Library News: The Friends are acquiring new shelving from the Chimacum Schools which will be installed after the April 13th book sale.

Unfinished Business:

DISCUSSION/ACTION: Resolution 24-04 – Transfer Funds: Michael Kubec **moved to approve** Resolution 24-04 "Resolution to Transfer Funds." Joan Chapdelaine **seconded the motion** and the **motion passed**.

DISCUSSION: Donor Recognition: Based on the discussion, Tamara Meredith will research and share with the Trustees a plaque in honor of Joyce and Paul Anderson. With Joan Chapdelaine and Cheri Van Hoover, Tamara will work on future donor recognition practices.

New Business:

DISCUSSION/ACTION: Resolution 24-05 – Amend the 2024 Budget: Vickie Norris **moved to approve** Resolution 24-05 "Resolution to Amend the 2024 Budget." Michael Kubec **seconded the motion** and the **motion passed**.

DISCUSSION/ACTION: Trustee Vacancy – Recommendation to County Commissioners: A few edits were recommended to the draft letter. Joan Chapdelaine **moved to recommend** Vickie Norris' reappointment to the County Commissioners. Michael Kubec **seconded the motion** and the **motion passed**.

INFORMATION: 2024 Workplan Update: Tamara Meredith discussed the progress made thus far this year.

DISCUSSION: Commissioners Breakfast – potential dates: May 1st and 22nd were determined to be potential dates.

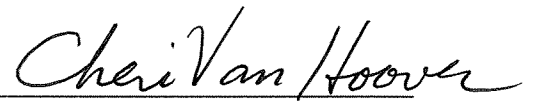
DISCUSSION: Board Meetings at Other Locations: Trustees suggested meeting in Port Ludlow and Quilcene this year. Tamara Meredith will look into locations and times.

PEACE POLE: Tamara Meredith solicited Trustees input on whether to install a Rotary Peace Pole. The Trustees felt it was not something to be pursued at this time .

Communications: Tamara Meredith will submit a letter to the editor of the Leader from the Trustees to promote Library Giving Day on April 3rd.

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

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

A handwritten signature in cursive script that reads "Cheri Van Hoover". The signature is written in black ink and is positioned above a horizontal line.

Cheri Van Hoover, Chair

A handwritten signature in cursive script that reads "Vickie K. Norris". The signature is written in black ink and is positioned above a horizontal line.

Vickie K. Norris, Secretary