

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, March 15, 2023**

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, staff member Mary Coté, and guests, Quinn Grewell, Jefferson County Election Coordinator, Brenda Huntingford, Jefferson County Auditor, Sandi Eldridge, Jefferson County Voter Registration Coordinator, and staff member Cathy Adler.

Citizen Questions and/or Comments: ^{Library} 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 February 15th regular meeting: Vickie Norris moved to approve the minutes of the February 15th regular meeting. George Sibley seconded the motion and the motion carried.

Board Education: Quinn Grewell, Jefferson County Election Coordinator, Brenda Huntingford, Jefferson County Auditor, and Sandi Eldridge, Jefferson County Voter Registration Coordinator, discussed and answered questions about the Election Guide for Jurisdictions publication included in the Board Packet. They shared the process for submitting a resolution to place an item on the ballot, including cost and scheduling. Some helpful resources were offered, and kudos given for reaching out and doing the research.

Director's Report: Tamara Meredith discussed Chimacum School District's entry into CLEO. Daniel Heaton's role in the Chimacum School District project has been vital. The Tech Tuesday classes have been busier with the help of Jamie Pena's efforts and publicity. The Hagen Building nears completion, and a new janitor was hired. Tamara introduced Library Assistant Cathy Adler who is being cross trained with other technical services staff. Cathy spoke about her background, her start with the District as a volunteer, and learning to use KitKeeper to keep Book Group kits flowing where needed. Tamara met with Master Gardeners to get recommendations for landscaping around the Hagen Building. The Master Gardeners will share their suggested plan with us when complete. An order was placed for a Ford eTransit van. The estimated delivery date is six months. Several statistical measures have undergone changes to how they are calculated, which will affect year-to-year comparisons. As part of regular patron record maintenance, library cards that had not been used in over three years were purged. The new District logo has been added to web and social media, and new exterior signage is being ordered. The request for \$35,000 of the County's remaining ARPA funds to supplement Digital Navigator funding in 2023 was successful and fully funded, and the drafted Land Acknowledgement was sent to three local tribes for comments. The Trustees expressed interest in staff conference activities, and Tamara will share future staff conference reports with the Board.

DISCUSSION/ACTION: Letter to the Editor: Cheri Van Hoover discussed a recent blurb in the Port Townsend Leader about Tamara Meredith and Jamie Pena's presentation before Port Townsend City Council about the Digital Equity Navigator efforts. The Trustees discussed sending a letter, signed by all of the Trustees, to the Leader to thank the County Commissioners for the ARPA funds to further support this position, and to thank the community for their support. Vickie Norris **moved to authorize** Tamara Meredith to draft the letter. Joan Chapdelaine **seconded the motion** and the **motion carried**. Tamara will send out a draft to Trustees by the end of the month for individual feedback, then submit to the Port Townsend Leader.

DISCUSSION: Possible dates for Commissioners Breakfast: Tamara Meredith will suggest May 17, 18 or 24, 8-9 A.M.

Communications: none

The meeting was adjourned at 11:45 A.M.

Next Meeting: Regular Meeting – 10:00 A.M., Wednesday, April 12, 2023


Cheri Van Hoover, Chair


Vickie K. Norris, Secretary