

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, April 12, 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, Jefferson County Fire District Chief Bret Black, and Library staff members Mary Coté and Kristin Hill.

Citizen Questions and/or Comments: none

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

Approve/Amend Minutes of March 15th regular meeting: Michael Kubec **moved to approve** the minutes of the March 15th regular meeting as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Board Education/Staff Update: Jefferson County Fire District Chief Bret Black shared his approach to the highly successful Fire District levy lid lift campaign. Chief Black emphasized the importance of candidly and clearly expressing the Fire District's needs to the voters and keeping the goals of the organization's strategic plan as the focus. He also discussed CARES (Community Assistance, Referral, and Education Service), a particularly important program for a community with many elderly citizens. Chief Black is also excited to be adding volunteers within the Fire District. Cheri Van Hoover commented that CARES and the Library District's Digital Equity Navigator fit well together.

Director's Report: Tamara Meredith discussed Library Giving Day's proceeds, staff CPR/First Aid training, and ongoing research into an AED and Narcan distribution. The Hagen Building construction is complete, and more shelving is on its way for the Friends. Tamara played a video created by Collections Supervisor Kim Tingelstad while attending a conference in Washington DC. Exterior signage is almost all up, featuring the new logo. Statistics look more like pre-pandemic numbers.

Financial Report: Revenues received for March totaled \$222,160. Operating expenditures paid in March were \$221,738. The total balance of funds at the end of March was \$3,590,449. Other balances include: Board Designated Unrestricted Funds of \$2,341,392, and unemployment reserve of \$260,733.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from March for \$198,610.03. Michael Kubec **seconded the motion** and the **motion carried**.

[Library staff member Kristin Hill left the meeting at 11:15 A.M.]

Chair's Report: Cheri Van Hoover asked for comments on the recent private donor event. Michael Kubec suggested identifying people who have included the District in their will and inviting them to future donor events. All agreed the Hagen Building ribbon-cutting went well with a healthy turnout, fun music,

and bubbles. The filmmaker from the Department of Commerce will share her work with Tamara Meredith. Cheri praised the Board's letter to the editor published in last week's Port Townsend Leader. She mentioned that the carbon bill died in the WA state house and discussed the situation of libraries in Missouri facing state funding cuts and book banning. The ACLU and Missouri Library Association are working on the case. Cheri emphasized how critically important libraries (and their Boards and staff) are to information access and democracy. Tamara Meredith mentioned the related question of whether interlibrary loan materials and eBooks could be problematic legally, as they cross state lines where there might be bans on content. Cheri encouraged all to listen to the KPTZ program with Health Officer Dr. Berry from earlier this month about masks and personal risk. COVID rates in Jefferson County are currently lower. Cheri noted these rates can now be found on the Washington State Department of Health website.

Friends of the Library News: The next book sale is this Saturday after which the Friends will move into their new space more fully.

Unfinished Business:

- a. **DISCUSSION/ACTION:** Resolution 23-04: Land Acknowledgement: Michael Kubec **moved to adopt** the resolution as presented. Joan Chapdelaine **seconded the motion** and the **motion carried**.
- b. **INFORMATION:** #LibraryGivingDay: Tamara Meredith reported that \$3,200 were donated, and all funds were matched by the Friends. There were 16 new donors out of the 44, and the average donation was nearly \$90. Newcomers who moved to the area in the last few years are coming out more to support the District and other groups.
- c. **INFORMATION:** Commissioners Breakfast: This is planned for 8:00 A.M. on May 17th with catering by GBF Caterers. Topics will include the annual report and comments by the Chair of the Board of Trustees.

New Business:

- a. **INFORMATION:** Workplan Update – Q1: Tamara Meredith discussed the status of the workplan and importance of the data portal which is up. There will be a campaign to increase library card holders in the Fall. These numbers were greatly affected by a card cleanup earlier this year. A partnership with the Master Gardeners from the Jefferson County Extension office is being investigated for the open area near the Hagen Building. Cheri Van Hoover complimented the progress made across the different areas.
- b. **INFORMATION:** Cybersecurity – initial assessment report: Tamara Meredith discussed the results. The District is strong in training and will develop further IT policies. The Safety Committee is working on procedures related to cybersecurity also.

[Trustee Michael Kubec left the meeting at 11:40 A.M.]

- c. c. DISCUSSION: Text Messaging Policy: The Library will only use text messages considered transitory, to be deleted as soon as they have been read. A final draft will be brought to the Board for approval next month.

Communications: George Sibley will be unable to attend the June meeting of the Board.

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

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

DocuSigned by:

Cheri Van Hoover

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Cheri Van Hoover, Chair

DocuSigned by:

Vickie Norris

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Vickie K. Norris, Secretary