

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, August 16, 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, Library staff member Mary Coté, and guest Daniel Heaton, Systems and Technical Services Manager.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: none

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

Approve/Amend Minutes of July 12 regular meeting: George Sibley **moved to approve** the minutes of the **July 12th** regular meeting as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Manager/Collections Update: Daniel Heaton, Systems and Technical Services Manager, discussed the Selection, Acquisitions, and Maintenance components of Collections Management. Daniel addressed how collections support the District's mission, how different formats and titles are chosen, and budgetary and other questions from the Trustees.

[Daniel Heaton left the meeting at 10:42 A.M.]

Director's Report: Tamara Meredith discussed staff participation in LEAN training, the naloxone cabinet and forthcoming staff training and public programming, a new tool for providing detailed statistics about WiFi usage and an upgrade of the Library's smoke detectors. Tamara has issued an RFQ for landscape architecture services. Plans for eliminating an infestation of Japanese knotweed are going forward. The District will begin a Financial and Accountability Audit with the State Auditor in November. The District won 2nd place for Interactivity with the Bookmobile presence at the County Fair. Tamara shared information about the upcoming Huntingford Humanities Lecture with the Trustees.

Financial Report: Revenues received for July totaled \$26,311. Operating expenditures paid in July were \$201,185. The total balance of funds at the end of July was \$3,859,666. This balance includes: Board Designated Unrestricted Funds of \$2,342,346, and Unemployment Reserve of \$265,030.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from July for \$174,581.99. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Chair's Report: Cheri Van Hoover shared that the County Commissioners have signed a letter supporting the expansion of the Dabob Bay Natural Area. This could provide, through a Trust Land Transfer, an increase in timber sales revenues for junior taxing districts like the District and would benefit local flora and fauna. Cheri expressed interest in a future presentation on this topic, specifically Trust Land Transfers. Cheri also shared the latest COVID updates.

Friends of the Library News: The Friends had a very successful sale making over \$4,300.

Unfinished Business:

DISCUSSION/ACTION: Display Policy – Updated: Michael Kubec **moved to adopt** the updated Display policy. Joan Chapdelaine **seconded the motion** and the **motion carried**.

New Business:

DISCUSSION/ACTION: Privacy and Confidentiality Policy – Updated: Tamara Meredith discussed the update with the Trustees. With the understanding that staff will be receiving training on this policy, Vickie Norris **moved to adopt** the updated Privacy and Confidentiality Policy. Michael Kubec **seconded the motion** and the **motion carried**.

DISCUSSION: Compensation Policy and Salary Schedule Updates: Tamara Meredith discussed the proposed updates and received formatting suggestions and Trustee support for the Committee’s recommendations.

ACTION: Rescind “7-15 Salaries and Wages”: Michael Kubec **moved to rescind** “7-15 Salaries and Wages”. George Sibley **seconded the motion** and the **motion carried**.

ACTION: Adopt updated “Compensation Policy”: Vickie Norris **moved to adopt** the updated Compensation Policy with formatting changes. Joan Chapdelaine **seconded the motion** and the **motion carried**.

ACTION: Adopt “2024 Salary Schedule”: Michael Kubec **moved to adopt** the updated 2024 Salary Schedule policy. Vickie Norris **seconded the motion** and the **motion carried**. Chair Cheri Van Hoover expressed her thanks for the work of the Trustee Committee and Tamara Meredith.

INFORMATION: 2023 Workplan Review: Tamara Meredith reviewed the Workplan document, highlighting facets of each Strategic Area. Tamara added an additional list of projects achieved or in progress this year.

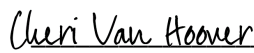
EXECUTIVE SESSION: Director Performance Review: At 11:42 A.M. Chair Cheri Van Hoover adjourned the regular meeting into Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of Director Tamara Meredith. The Board reconvened in open session at 12:00 P.M.


[Director Tamara Meredith and staff member Mary Coté left the regular meeting at 11:42 A.M. and returned at 12:00 P.M.]

Communications: Vickie Norris asked Tamara Meredith for talking points for the Trustees around challenges to materials. Tamara and Vickie discussed Trustees engaging with community groups more, presenting a PowerPoint on misinformation, for example. Vickie offered her assistance and experience with public speaking.

The meeting was adjourned at 12:04 P.M.

Next Meeting: Regular Meeting – 10:00 A.M., Wednesday, September 13, 2023, at the Gardiner Community Center

DocuSigned by:

E87050503CF0428... Cheri Van Hoover, Chair

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582B6D8F47B8449... Vickie K. Norris, Secretary