

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, October 11, 2023**

Call to Order: Chair Cheri Van Hoover called the meeting to order at 10:07 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 Library staff member Jamie Pena, Digital Equity Navigator.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: none

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

Approve/Amend Minutes of September 13th Regular Meeting and September 27th Special Meeting: George Sibley **moved to approve** the minutes of the **September 13th** regular meeting. Joan Chapdelaine **seconded the motion** and the **motion carried**. Vickie Norris **moved to approve** the minutes of the **September 27th** special meeting. George Sibley **seconded the motion** and the **motion carried**.

Board Education: Jamie Pena, Digital Equity Navigator: Jamie Pena described the ongoing demand for one-on-one sessions and group classes. Jamie fields a wide range of queries all across the District and at the Port Townsend Public Library and truly enjoys facilitating the learning process. Jamie is also trained as a Bookmobile Driver and assists with technological support in the District. If time and resources allowed, Jamie would present more group classes. Cybersecurity 101 has been a very popular series. Jamie also shared some of his work and educational background.

[Jamie Pena left the meeting at 10:39 A.M.]

Director's Report: Tamara Meredith discussed 2024 budget preparations, the Cybersecurity series, the Naloxone presentation, and a recent Staff Education Day. Observant Bookmobile staff resolved a tire issue quickly. Tamara also mentioned the Library Card Sign-up campaign, an insurance quote from Enduris, the potential for a portable office/meeting building, and an excellent Directors Retreat in Spokane. Upcoming legislation concerning libraries was an important topic, as was the success of the new Spokane Library construction utilizing a Washington State Treasurer loan. In 2024, the District will conduct a cyber audit with the State Auditor's Office.

Financial Report: Revenues received for September totaled \$89,580. Operating expenses paid in September were \$176,733. Total balance of funds at the end of September was \$3,784,216. This balance includes: Board Designated Unrestricted Funds of \$2,372,850, and unemployment reserve of \$267,309.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from September for \$171,407.03. George Sibley **seconded the motion** and the **motion carried**.

Chair's Report: Cheri Van Hoover talked about the Jefferson County Commissioners' Wildfire Protection Plan. The District posted a related survey on all the social media channels. The District is participating in the Great Shakeout earthquake drill on October 19th and fills a community need for an emergency assembly center during open hours. Bellingham Library has added a mental health professional position to their staff. Cheri provided a COVID report.

Friends of the Library News: Tamara Meredith will present the District's Wish List at the Friends meeting on October 12th. The next book sale is November 5th.

Unfinished Business:

DISCUSSION/ACTION: Signatory Authority Policy – update: Michael Kubec **moved to adopt** the updated Signatory Authority Policy. George Sibley **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Purchasing Policy – update: Vickie Norris **moved to adopt** the updated Purchasing Policy as amended. George Sibley **seconded the motion** and the **motion carried**.

INFORMATION: Workplan 2024 – Final: No changes were suggested.

DISCUSSION/ACTION: Landscape Architecture Proposal: Michael Kubec **moved to accept** the Landscape Architecture Proposal. Joan Chapdelaine **seconded the motion** and the **motion carried**.

New Business:

DISCUSSION/ACTION: Employee Manual – update: After discussion, Trustees requested that this be tabled until the next meeting.

DISCUSSION: 2024 Proposed Budget: Tamara Meredith reviewed the Proposed Budget with the Trustees.

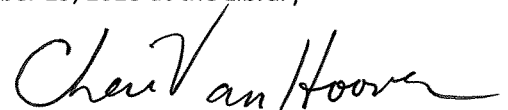
PUBLIC HEARING: 2024 Proposed Budget: Chair Cheri Van Hoover closed the regular meeting and convened a public hearing at 11:59 A.M. There was no public comment. The Proposed Budget will be available for public viewing for the next month. This public hearing was adjourned at 12:00 P.M. and the Chair returned the meeting to a regular meeting.

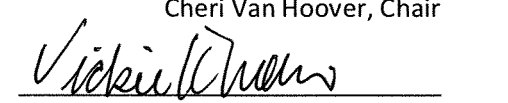
DISCUSSION: Updating Board of Trustee Bylaws: Tamara Meredith and Vickie Norris will work on this project. New Board of Trustees handbooks will be distributed in 2024.

Communications: None.

The meeting was adjourned at 12:03 P.M.

Next Meeting: Regular Meeting – 10:00 A.M., Wednesday, November 15, 2023 at the Library


Cheri Van Hoover, Chair


Vickie K. Norris, Secretary