

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, December 13, 2023**

Call to Order: Vice-chair Joan Chapdelaine called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Joan Chapdelaine, Cheri Van Hoover (via Zoom), Vickie Norris, and George Sibley; Library Director Tamara Meredith, Library staff member Mary Coté, and guest Amit Sharma, WSU Extension Director.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: 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 November 15th regular meeting: Michael Kubec **moved to approve** the minutes of the **November 15th** regular meeting as amended. Vickie Norris **seconded the motion** and the **motion carried**.

Board Education: Amit Sharma, WSU Extension Director: Amit Sharma provided an overview of the WSU Extension programs, emphasizing their educational mission across the state. Amit discussed funding and local educational programs, including those that take place at the Library District (Seed Library and Master Gardeners), and his goals for improved cooperation within Extension and stronger partnerships. Amit welcomed questions and expressed admiration and appreciation for Tamara Meredith.

Director's Report: Tamara Meredith discussed completion of the ALA Public Programs Office grant to add a chair lift to the Bookmobile, a delayed electric vehicle delivery, landscape quotes/bids in progress, staffing changes and hiring, and plans to enroll with a new insurance provider in 2024. Tamara gave an update on the financial and accountability audit, and discussed the distribution from the Gerald Boarino estate and finalization of the new electronic sign contract.

\$313,781,51

Financial Report: Revenues received for November totaled \$164,528. Operating expenditures paid in November were \$191,237. The total balance of funds at the end of November was \$4,159,194. This balance includes: Board Designated Unrestricted Funds of \$2,389,366, and unemployment reserve of \$269,633.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from November for \$224,448.31. Michael Kubec **seconded the motion** and the **motion carried**.

Chair's Report: Cheri Van Hoover suggested that the Library District consider offering a guest appearance on KPTZ with the County Commissioners. She relayed the mention of the Library District as a possible neighbor if an aquatic center should be built in Port Hadlock and shared the current Public Health report.

Friends of the Library News: None

Unfinished Business:

DISCUSSION: Trustee Handbook – draft: Tamara Meredith asked for feedback to be discussed in a future meeting.

New Business:

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

DISCUSSION/ACTION: Pandemic Preparedness Policy – update: Vickie Norris **moved to adopt** the updated Pandemic Preparedness Policy. Michael Kubec **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Resolution 23-09, Correction to 2024 Budget Resolution 23-08: Michael Kubec **moved to approve** Resolution 23-09 “Correction to 2024 Budget Resolution 23-08” as amended. Vickie Norris **seconded the motion** and the **motion passed**.

ACTION: Board Meeting Dates in 2024: George Sibley **moved to adopt** the Board Meeting Dates as written. Michael Kubec **seconded the motion** and the **motion carried**.

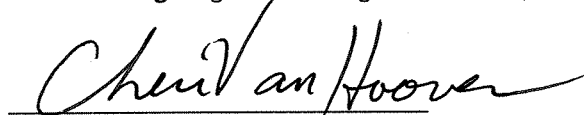
DISCUSSION/ACTION: Election of Officers: After discussion George Sibley **moved to retain** the current slate of officers. Vickie Norris **seconded the motion** and the **motion carried**.

INFORMATION: Winter Giving and Holiday Open House: Trustees received thank you cards to write and mail out to donors. A more obvious, visible link for online giving on the District’s website was requested, and Tamara Meredith said she will look at options. The invitation to the Holiday Open House was extended once more.

Communications: None

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

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



Cheri Van Hoover, Chair



Vickie K. Norris, Secretary