

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, April 13, 2022**

Call to Order: Chair Michael Kubec called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Hal Beattie, Joan Chapdelaine, and Cheri Van Hoover, as well as Director Tamara Meredith and staff member Monica le Roux.

Citizen Questions and/or Comments: none.

Approve/Amend Agenda: Trustee Hal Beattie asked that a discussion of Executive Session procedural requirements be added to the agenda as an item of New Business. Cheri Van Hoover **moved to approve** the agenda as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Approve/Amend Minutes of March 9th meeting: Cheri Van Hoover **moved to approve** the minutes of March 9th as written. Hal Beattie **seconded the motion** and the **motion carried**.

Board Education/Manager Update: none.

Director's Report: Tamara Meredith reports that the District anticipates reopening the Humphrey Room for public use on May 1. The Shold Room is undergoing a technology upgrade, and that meeting room should be available for public use in mid/late June. WSU Seed Library is back on board the Bookmobile, with good turnout and signups. Outdoor storytime continues at both H.J. Carroll Park and in Quilcene with excellent attendance. The Valueline Tech Tuesday session was also well attended, and the database has had several hundred uses in the last month. The Hagen Building RFP is in final draft stages. The Community Needs Assessment (CNA) consultant contract was finalized and a first meeting of the CNA committee was held April 11th. Several staff members attended virtual sessions of the Public Library Association annual conference. The District received a \$1500 grant from the East Jefferson Rotary Club toward the ongoing creation and maintenance of our Storywalks®. The District will be represented at the Rhody Parade on May 21st and Trustees are welcome to walk alongside the van or ride with us.

Financial Report: Revenues received for March totaled \$149,760.00 from Financial Report. Operating expenditures paid in March were \$151,733.00. The total balance of funds at the end of March was \$3,947,525.00. Other balances include: Board Designated Unrestricted Funds of \$2,519,987.86 and unemployment reserve of \$239,382.00.

Approval of Vouchers: Hal Beattie **moved to approve** the payment of vouchers from March for \$191,951.83. Cheri Van Hoover **seconded the motion** and the **motion carried**.

Chair's Report: Michael Kubec reported that Trustee Raj Rakhra had submitted his resignation due to the logistical challenges of participating in Jefferson County activities, and that she would be meeting with him in person to discuss other ways for him to remain involved as a District advocate. Michael also thanked Hal Beattie for his long and excellent service as a Trustee, as this will be his last Board meeting.

Friends of the Library News: Tamara Meredith reported that the Friends of the Library had hailed their most recent book sale as a success, but exact figures had not yet been shared with her.

Unfinished Business

INFORMATION: Community Needs Assessment: Tamara Meredith reviewed the Community Needs Assessment progress with the Board. The CNA committee, consisting of herself, Trustees Cheri Van Hoover and Raj Rakhra, and staff members Jamie Pena and Celeste Bennett met with ComEngage consultants on April 11th. The survey will be ready to be sent out in May after final drafts of the questions are approved. Details of the roll-out were further discussed, and Trustee questions answered.

New Business

DISCUSSION: OPMA and Executive Session: The Board discussed the procedural requirements for the use of Executive Sessions. Tamara Meredith shared information from MRSC that explained [RCW 42.30.110](#) and clarified that since Trustees are not elected, Executive Sessions cannot be used to discuss applicants for Trustee positions.

DISCUSSION: Evaluation of Library Director Policy - update: Tamara Meredith reported that the committee in charge felt that this policy should be simplified to include only the basic requirements of the process and no more. Trustees expressed agreement.

ACTION: Rescind "Library Director Evaluation Policy" (7-10, 7-13; adopted by consensus May 13, 2009): Hal Beattie **moved to rescind** the "Library Director Evaluation Policy." Cheri Van Hoover **seconded the motion** and the **motion carried**.

ACTION: Adopt "Evaluation of Library Director Policy": Joan Chapdelaine **moved to approve** the "Evaluation of Library Director Policy." Cheri Van Hoover **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Recommendation of new Library Trustee to County Commissioners: the candidates were discussed, and potential name(s) were put forward for recommendation. Hal Beattie **moved to approve** recommending the top two candidates to the County Commissioners for open positions. Cheri Van Hoover **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Resolution 22-03, Amend the 2022 Budget: due to a reduction in timber sale revenue and an increase in the cost of property insurance several adjustments to the budget are necessary. Cheri Van Hoover **moved to approve** Resolution 22-03, Amend the 2022 Budget, as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

INFORMATION: eTransit vehicle RFP: Tamara Meredith reviewed the estimate provided by the consultant (currently for \$140,000-150,000) and discussed next steps.

Communications: The Fall budget meeting schedule and retreat location will be discussed at the May Board meeting once new Trustees have been oriented and are in attendance.

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

Next Meeting: REGULAR MEETING – 10:00 A.M., Wednesday, May 11, 2022.

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Michael Kubec

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Michael Kubec, Chair

DocuSigned by:

Jean Chapdelaine

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Jean Chapdelaine, Secretary