

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, August 10, 2022**

Call to Order: Chair Michael Kubec 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, and staff member Monica le Roux.

Citizen Questions and/or Comments: none.

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

Approve/Amend Minutes of July 13th regular meeting: Vickie Norris **moved to approve** the minutes of the July 13th regular meeting as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Board Education/Manager Update: Tamara Meredith gave a presentation on Intellectual Freedom as it relates to management of the Library District's meeting rooms. The Board discussed the concept of Limited Public Forum spaces, and what management of behavior rather than content entails. Related topics will be covered at future meetings.

Director's Report: Tamara Meredith reports that the Summer Read Program (SRP) has been very successful, and will be wrapping up this month. Construction of the Hagen Building began August 9th, and is currently slated to finish in late October. The District was closed July 16-17th as a result of staffing issues related to COVID, the first (and hopefully only) time this has happened during the pandemic. A Department of Retirement Services Audit is being completed this month, and a report will be submitted to the Board for the next board meeting. Another Librarian has been hired, and will be starting August 25th, and a weekend Janitor began work July 19th. Finally, a new "Live Online: Author Talks" series began in July, and the first in-person program in the Humphrey Room occurred on July 27th.

Financial Report: Revenues received for July totaled \$54,060.00 from the Financial Report. Operating expenditures paid in July were \$176,797.00. The total balance of funds at the end of July was \$4,168,393.00. Other balances include: Board Designated Unrestricted Funds of \$2,562,538.00 and unemployment reserve of \$240,093.00.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from July for \$140,597.04. Cheri Van Hoover **seconded the motion** and the **motion carried**.

Chair's Report: Michael Kubec reported that she had nothing that she needed to mention apart from items already on the agenda.

Friends of the Library News: Tamara Meredith stated that the Friends of the Library reported they had had an excellent sale on August 6th, with possibly their highest total for an event. The President of the Friends also met with Tamara this month to discuss shelving for the new building, and they noted that the new space might become a recruiting tool to encourage new members to join the Friends.

Unfinished Business

DISCUSSION: Board Retreat: Michael Kubec reviewed the current plans for lunch, with Trustees making meal selections. It was also agreed that a map would be provided to show the location and parking options.

UPDATE: Hagen Building Schedule: Tamara Meredith went over details of the timeline of the project. It was noted that the next Friends of the Library book sale in November will be held in the current building, since there won't be time to complete their move before that date.

New Business

DISCUSSION/ACTION: Public Comment/Agenda Policy: Tamara Meredith and the Board discussed the current wording of the draft, and decided to specify time limits for comment and that the chair would be the sole respondent. Tamara will make the edits and will put the revised draft on next month's agenda.

DISCUSSION: 2022 Director Workplan Review: Tamara Meredith noted that the Community Needs Survey would be complete this month, that a MOA with the Chimacum School District had been signed for their membership in CLEO, that linkages with communities in South County were being facilitated, that she was still waiting on news regarding the Solar Grant, that the Board would be discussing a succession plan at their Retreat, that an RFP for the EV should go out in the next month, and that the switch to the new payroll program continued to move forward, if more slowly than initially expected.

EXECUTIVE SESSION: Director Performance Review: At 11:43 A.M. Chair Michael Kubec 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 11:58 A.M.

[Director Tamara Meredith and staff member Monica le Roux left the regular meeting at 11:43 A.M. and returned at 11:58 A.M.]

Communications: Vickie Norris reported that the Community Opportunity Fair had been very successful, with 52 organizations present, including the Chimacum School District and the JC Library District.

The meeting was adjourned at 11:59 A.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wednesday, September 14th, 2022.

Michael Kubec

Michael Kubec, Chair

Joan M Chapdelaine

Joan Chapdelaine, Secretary