

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, December 14, 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 members Monica le Roux and Mary Cote.

Citizen Questions and/or Comments: none.

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

Approve/Amend Minutes of November 9th regular meeting: Joan Chapdelaine moved to approve the minutes of the November 9th regular meeting as corrected. George Sibley seconded the motion and the motion carried.

Board Education: Board Training Resources Update: Tamara Meredith reviewed the requirements for Trustees to complete Open Public Meetings Act training, discussed a forthcoming Board of Trustees handbook and guided the Trustees through the resources available on the JCL Board Group online. Possible training for Trustees may come up at state and national library conferences. Trustees acknowledged the importance of fiduciary duty, gave Tamara kudos for clarity regarding finances, and made a request for additional training on levy lid lifts.

Director's Report: Tamara Meredith reported that Youth Services visits to K-8 classrooms continue, with a focus on mis/disinformation, the Digital Equity Navigator has a presence at the food bank, Tamale Time in Brinnon was a success, and the district is fully staffed as of early December. The hiring of substitutes has become a rolling search. With a recent 3-day power outage impacting library services, Tamara is looking into a Department of Commerce grant for solar and storage. This would boost the library as a resilience center for the community. In positive news about the Hagen Building, the savings from not installing the originally bid plumbing has allowed us to upgrade the HVAC to include a split heating/cooling system that will be more effective and more energy efficient. The Community Needs Assessment results are scheduled to be shared with several organizations in the county during the months of December and January. Tamara and Michael Kubec will attend a meeting on that topic with the Quilcene School Board 12/21. Other upcoming events are the Holiday Open House and special hours over the winter holidays.

Financial Report: Revenues received for November totaled \$225,959 from the Financial Report. Operating expenditures paid in November were \$168,341. The total balance of funds at the end of November was \$4,130,795. Other balances include: Board Designated Unrestricted Funds of \$2,583,840 and Unemployment Reserve of \$242,307.

Approval of Vouchers: Vickie Norris moved to approve the payment of vouchers from November for \$393,365.02. Cheri Van Hoover seconded the motion and the motion carried.

Chair's Report: Michael Kubec reminded trustees to avoid using personal email for board activities, do not "reply all" to emails, and do check email often. She also commended Tamara for her article in the Port Ludlow Voice.

Friends of the Library News: Tamara Meredith reported their generous support of and help with the Holiday Open House tomorrow and their annual meeting coming up on January 20, 2023.

Unfinished Business

DISCUSSION: 2023 Workplan – Board Participation: Tamara Meredith, George Sibley, and Cheri Van Hoover will work together on incorporating the Community Needs Assessment Report into the Strategic Plan. Vickie Norris will help review the salary step schedule. Michael Kubec and Tamara will plan board meetings in other locations (Quilcene and Gardiner Community Centers) and review the action plans/advocacy.

New Business

ACTION: Board Meeting Dates in 2023: Joan Chapdelaine moved to approve the Board Meeting dates in 2023 with 2 meetings in different locations. Cheri Van Hoover seconded the motion and the motion carried. Cape George was suggested as a location in coming years.

DISCUSSION: Logo Drafts: Drafts were discussed, and feedback given.

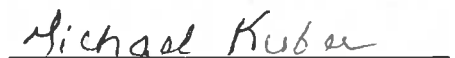
INFORMATION: Winter Giving Thank-yous: Process of Trustees thank-you note writing was discussed.

INFORMATION: Holiday Open House: Board of Trustees were invited.

Communications: Tamara invited volunteers from the Board to treat staff to lunch next week. Cookies and soup were coordinated.

The meeting was adjourned at 11:40 A.M.

Next Meeting: Regular Meeting – 10:00 A.M., Wednesday, January 11th, 2023


Michael Kubec, Chair


Joan M. Chapdelaine, Secretary