

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Humphrey Room & Zoom Conference Call  
Minutes – Wednesday, February 15, 2023**

**Call to Order:** Chair Cheri Van Hoover 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, staff member Mary Coté, and staff member Quintana Kelley.

**Citizen Questions and/or Comments:** none

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

**Approve/Amend Minutes of January 11th regular meeting:** Joan Chapdelaine moved to approve the minutes of the January 11th regular meeting as amended. George Sibley seconded the motion and the motion carried.

**Board Education/Staff Update: Quintana Kelley, Interlibrary Loan:** Quintana Kelley shared information about her work with Interlibrary Loan and responded to Trustee questions about the service. All showed much appreciation for the work of Interlibrary Loan staff.

**Director's Report:** Tamara Meredith discussed a return to normal in-person programs and staff training and travel. The Computer Basics class has seen strong attendance, and patrons are showing growing trust of Library staff on technology issues. Recent examples include asking questions of Library staff to avoid being embarrassed by asking family, and a question about opening a suspicious email. The Bookmobile staff rallied during the vehicle's absence due to maintenance, covering the county with the minivan for hold deliveries. LAll staff continue cross-training, and Chimacum Schools' integration also continues. Database use is up due to training at the schools. Administrative review of personnel files is almost done, and improvements are being made to QuickBooks and ADP. Three new substitutes have been hired. The "Solar plus Storage" grant through the Department of Commerce was not a good fit for the District and will not be pursued. The Winter Giving Campaign finished with \$35,288 in direct gifts from individual donors, and \$6,000 in grant funds from the Jefferson Community Foundation. Tamara shared documents summarizing donor statistics. The Trustees appreciated all the staff Shoutouts.

**Financial Report:** Revenues received for January totaled \$121,137. Operating expenditures paid in January were \$206,496. The total balance of funds at the end of January was \$3,811,773. Other balances include: Board Designated Unrestricted Funds of \$2,579,991, and unemployment reserve of \$243,974.

**Approval of Vouchers:** Vickie Norris moved to approve the payment of vouchers from January for \$370,577.54. Michael Kubec seconded the motion and the motion carried.

**Chair's Report:** Cheri Van Hoover completed the Washington State Library Trustee training and felt that the Board is being well prepared for its work through regular in-house trainings. Cheri reported, unofficially, that the Fire and EMS levies have passed. The Washington State House and Senate are

considering bills that would allow the Department of Natural Resources to sell carbon credits directly instead of contracting with a third party, which would benefit Junior Taxing Districts. Cheri asked George Sibley to report on the ad hoc committee on the Community Needs Assessment and the Strategic Plan. George reported that the library is already addressing many of the common points, with misinformation and disinformation standing out. Housing and transportation are key but not “in our lane” as much. Tamara Meredith pointed to the end of 2023 for an update of the Strategic Plan. Cheri mentioned Jefferson County COVID numbers are in the high range again.

**Friends of the Library News:** The annual meeting resulted in a new secretary, Claire Noland. The next book sale will be April 15, and the Friends’ website is coming soon.

**Unfinished Business:**

**DISCUSSION:** Hagen Building - Ribbon-Cutting and Donor Events: Tamara Meredith cleared two dates with the Trustees, April 7<sup>th</sup> for a private major donor event, and April 8<sup>th</sup> for a public ribbon cutting event. The Trustees requested a tour of the new garage after next month’s board meeting. Construction is on track to finish by the end of February.

**DISCUSSION:** Land Acknowledgement: The Trustees discussed the various options, suggesting some wording changes. Tamara Meredith will take these to the Equity Workgroup and return with feedback next month.

**DISCUSSION/ACTION:** E-Transit Vehicle Quote: Tamara Meredith presented a quote received through the Washington State Department of Enterprise Services’ Contract Automobile Request System (CARS) and requested approval for this purchase. Michael Kubec **moved to approve** \$75,000 for the purchase of the van. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**New Business:**

**DISCUSSION/ACTION:** Resolution 23-01, Appointment of Agent to Receive Claims: This resolution brings the District into compliance with the requirements of RCW 4.96.020. George Sibley **moved to approve** the resolution. Vickie Norris **seconded the motion** and the **motion carried**.

**DISCUSSION:** Financial Review: the Trustees reviewed the balances in the General Fund, Unemployment Fund, Payroll Account, and Board Designated Unrestricted Fund (BDUF). Unallocated interest in the BDUF was discussed with a recommendation to move funds to the Unemployment Reserve (\$15,000 to meet policy minimum), Capital Asset Fund (\$75,000 for the van purchase), and the remaining amount to the Operating Fund. Tamara Meredith will prepare a Resolution for the funds transfer and present it for approval at the March Board Meeting

**DISCUSSION:** Trustee Term Ending April 2023: Joan Chapdelaine would like to continue to serve as Trustee and will submit a letter to the Library Director/Board before the next meeting .

**Communications:** The Board of Trustees roster has been updated.

The meeting was adjourned at 11:58 A.M.

**Next Meeting:** Regular Meeting – 10:00 A.M., Wednesday, March 15, 2023

  
Cheri Van Hoover, Chair

  
Vickie Norris, Secretary