

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Online via Zoom Conference Call
Minutes – Wednesday, June 9, 2021**

Call to Order: Chair Michael Kubec called the meeting to order at 10:00 A.M. via Zoom. Present were Trustees Hal Beattie, Joan Chapdelaine, Michael Kubec, Raj Rakhra, Youth Librarian Scott Bahlmann, Director Tamara Meredith, and Staff Member Jamie Pena.

Citizen Questions and/or Comments: None.

Approve/Amend Agenda: Hal Beattie **moved to approve** the agenda as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Approve/Amend Minutes of May 12, 2021: Hal Beattie **moved to approve** the minutes of May 12, 2021, as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Board Education/Staff Update: Scott Bahlmann, Youth Librarian: Scott Bahlmann shared a preview video for the 2021 Summer Reading Program, *Reading Colors Your World*. In addition to reading prizes, SRP events will include Outdoor Storytimes, various online presentations, and Take & Make Fridays. Responsibilities and costs for SRP online presentations are being shared between JCL, PTPL, and NOLS.

Director's Report: Tamara Meredith shared that the library had aligned with Jefferson County's masking ordinance, documenting staff vaccination status, and eliminating materials quarantine requirements. In-library hours had been expanded to 10 am - 5 pm, Tuesday through Saturday, and computer room access from noon - 4:45 pm. May programs included Family Storytimes, Tech Tuesday classes, Trivia nights, and a book discussion group. Summer Reading Program planning was completed and is being promoted. The Teen Photography show received its final entries and winners will be announced on June 14. A new anti-discrimination and anti-racism webpage was created to highlight JCL collection resources. A translation tool providing patrons with access to the Library's web content in 100 different languages was added. Kristin Hill, a current hourly employee, was awarded the Library Assistant I hours made available by a library employee who moved to a Library Assistant II position. JCL is in discussions about funding for a Digital Navigator position and awaiting additional information. The Director's email account had a security intrusion in May which was quickly identified and blocked. Security measures are being reviewed with stricter controls being implemented. Library Board of Trustee Michael Kubec's appointment to a second term was confirmed by the Jefferson County Commissioners.

Financial Report: Revenues received for May totaled \$217,531.00. Operating expenditures for May were \$180,743.00. Total balance of funds at the end of May was \$4,136,024.00. Other balances include: Board Designated Unrestricted Funds of \$2,228,726.00 and unemployment reserve of \$234,673.00.

Approval of Vouchers: Joan Chapdelaine **moved to approve** the payment of vouchers in June for \$151,687.74. Hal Beattie **seconded the motion** and the **motion carried**.

Chair's Report: Michael Kubec reminded the Board that their SPI homework was due June 11 and that the Board of County Commissioners Breakfast would be on June 16, online via Zoom. She also asked they review the Visions, Values, and Mission statement drafted by Casey Reeter. Library Board of

Trustee Ellen Hargis submitted her letter of resignation, effective May 24. The Board agreed to post the open position immediately. Ellen Hargis will be eligible to be a Trustee Emeritus in one year.

Friends of the Library News: Tamara Meredith shared with the Board that the Friends of the Library would be using the on-site Drybox container for donations. A book sale will be held on June 26 to help create space in the Bookmobile garage. They hope to begin accepting donations in early July and are seeking a used book drop. The Friends of the Library will be holding a meeting on June 18.

Unfinished Business

- **INFORMATION: Equity Work Update:** Tamara Meredith informed the Board that signs were ordered to address ADA compliance issues and planning had begun for long-term projects. A budget amendment had been submitted to enroll the Library in a program by vendor Ingram Library Services to assess JCL's collection for content diversity and provide recommendations.
- **INFORMATION: Mobile Services Expansion Project (Hagen Building):** Tamara Meredith informed the Board that The Hagen Building/Garage plans had been reviewed by a Jefferson County engineer who provided clarifying questions and comments to be asked as the project progresses. The Library is awaiting more information and direction from the state in early July.
- **INFORMATION: Updates to Circulation and Fee policies/procedures:** Tamara Meredith reviewed existing and new policies that will be brought to the Board for approval at the July regular meeting.

New Business:

- **ACTION: Resolution 21-04, "Amendments to the 2021 General Budget":** Hal Beattie moved to approve Resolution 21-04 as written. Raj Rakhra seconded the motion and the motion carried.
- **INFORMATION: SAO Annual Financial Report:** Tamara Meredith reviewed the 2020 Washington State Auditor Annual Financial Report with the Board, highlighting salient points.
- **DISCUSSION: Director's Annual Performance Evaluation Process:** The Board agreed to continue to utilize the Director's evaluation process from 2020 with additional input from library staff.

Communications: NONE

The meeting was adjourned at 12:03 P.M.

Next Meeting: REGULAR MEETING –10:00 A.M., Wed., July 14, 2021



Michael Kubec, Chair



Joan Chapdelaine, Secretary