

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Online Via Zoom Conference Call
Minutes – Wednesday, February 9, 2022**

Call to Order: Chair Michael Kubec called the meeting to order at 10:02 A.M. Present were Trustees Hal Beattie, Joan Chapdelaine, Michael Kubec, Raj Rakhra, Cheri Van Hoover, Director Tamara Meredith, Library Director of Development Mark Paxton, and staff member Teri Burroughs.

Citizen Questions and/or Comments: None.

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

Approve/Amend Minutes of January 12th: Hal Beattie **moved to approve** the minutes of January 12th with amendments. Cheri Van Hoover **seconded the motion** and the **motion carried**.

Board Education/Staff Update: Director of Development Mark Paxton reported that the Winter Giving campaign generated a total of 49,011.40 in gifts from 173 donors.

Director's Report: Tamara Meredith reported that the library began partnering with Jefferson County Public Health to distribute COVID tests through curbside services at the library and on the Bookmobile, and also distributed masks provided by the Department of Emergency Management. She noted that the library will continue with online programming through spring, with the hope of implementing hybrid online/in-person programming by summer. The library hopes to reopen meeting rooms for public use in April as pandemic conditions permit. Youth programs for January included online storytimes, school outreach visits, and take-and-make craft kits. Regularly scheduled online adult programs included: two Tech Tuesday classes, a Trivia night, and a book discussion group. The library also hosted an adult Hygge night and the first three sessions of a six-part series on Climate Change. The Equity Workgroup hosted local resident David Griffiths as a speaker for their January meeting. David (they/them) is active in the disability rights community. Tamara reviewed a new set of statistical reports she plans to use moving forward.

Financial Report: Revenues received for January totaled \$74,915.00. Operating expenditures paid in January were \$159,974.00. The total balance of funds at the end of January was \$4,053,405.00. Other balances include: Board Designated Unrestricted Funds of \$2,510,812.00 and unemployment reserve of \$234,820.00.

Approval of Vouchers: Hal Beattie **moved to approve** the payment of vouchers from January for \$247,606.68. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Chair's Report: Michael Kubec presented topics of discussion (Getting to Know You, Levy Lid Lift, Intellectual Freedom, Board Officer Rotation) for the Board Retreat, which she hopes to schedule in late summer 2022. She also asked Trustees to review the Director's 2022 Workplan and let her know the areas in which they may be able to assist.

Friends of the Library News: Tamara Meredith reported that the Friends expect to resume their regular book sale schedule beginning in April. She also noted that they are in the process of creating their own website.

Unfinished Business

DISCUSSION/ACTION: Joan Chapdelaine **moved to approve** the 2022 Board Calendar as written. Cheri Van Hoover **seconded the motion** and the **motion carried**.

DISCUSSION: The Board of Trustees discussed the replacement of trustee Hal Beattie, whose term will expire in April. Tamara Meredith will seek applicants in March, with a goal to have the new Trustee in place by the May board meeting.

New Business

DISCUSSION: Review Fund Balances and Investments: The Board of Trustees and Tamara Meredith conducted the annual review of account balances and determined amounts to transfer between funds. A Resolution to make those transfers will be brought to the Board for approval in April.

DISCUSSION: Commissioners' Breakfast: The Board of Trustees suggested the dates of June 1st or June 8th for the annual Commissioners' Breakfast. Tamara Meredith will work to confirm a time/date with the Commissioners.

DISCUSSION/ACTION: Electric Vehicle Consultant: The Board of Trustees reviewed a proposal from Specialty Vehicle Services to engage a consultant to assist with designing and acquiring an electric delivery vehicle. Joan Chapdelaine **moved to approve** allowing Tamara Meredith to sign the contract. Cheri Van Hoover **seconded the motion** and the **motion carried**.

Communications: Michael Kubec complimented the Peninsula Daily News article that reported the District's receipt of a \$235,000 donation from the estate of Paul Anderson. Raj Rakhra noted that his name had been passed to the Seattle Public Library Foundation regarding a possible position on their board. Raj Rakhra proposed arranging a staff/board co-gathering for everyone to become better acquainted when pandemic conditions permit.

The meeting was adjourned at 11:56 A.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wednesday, March 9, 2022.

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Michael Kubec

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Michael Kubec, Chair

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Joan Chapdelaine

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Joan Chapdelaine, Secretary