

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Online Via Zoom Conference Call
Minutes – Wednesday, ~~September 18, 2021~~
August**

Call to Order: Chair Michael Kubec called the meeting to order at 10:00 A.M. Present were Trustees Hal Beattie, Michael Kubec, Raj Rakhra, Director Tamara Meredith, and Staff Members Teri Burroughs and Jamie Pena.

Citizen Questions and/or Comments: None.

[Joan Chapdelaine joined the regular meeting at 10:03 A.M.]

Approve/Amend Agenda: Hal Beattie **moved to approve** the agenda as amended. Raj Rakhra **seconded the motion** and the **motion carried**.

Approve/Amend Minutes of July 14th, 2021: Hal Beattie **moved to approve** the minutes of July 14th, 2021, as written. Raj Rakhra **seconded the motion** and the **motion carried**.

Board Education/Staff Update: Staff Member Teri Burroughs spoke to the Board about her tenure at the library. She began 33 years ago in the Circulation department, then later was a Bookmobile driver. She was an assistant to former Director Meredith Wagner and Administrative Services Manager Brwyn Griffin, where she was responsible for the library's accounts payables. Currently, she is the library's webmaster, performs graphic design, and is one of the library's social media administrators. She expressed her appreciation to the Board for working at the library, with its staff and patrons.

Director's Report: Tamara Meredith informed the Board that the library would not be returning to seven-day-a-week public services in September as planned due to staffing requirements and pandemic concerns. The library hired a new Library Assistant I and multiple Library Assistant substitutes but will be losing a part-time staff member in early September. The Bookmobile will resume offering Saturday services in September.

In-person youth programs in August included outdoor storytimes in Brinnon and at HJ Carroll Park. Online children's programs included: storytimes and six Summer Reading programs. Online teen programs included two animation workshops with Jim Bradrick. Other youth programs included Take-and-Make kits which were well-received. Total registrants for the Summer Reading Program: 128 children, 37 teens, and 107 adults. Online adult programs included two Tech Tuesdays, a Trivia night, book discussion, and a pendant-making class. The Digital Equity Navigator position has received one year of committed funding from local groups and the library continues to seek a second year of funding from the State Broadband Office. Local Master Gardeners are being consulted for recommendations to replace heat-damaged plants and empty areas. Over 4,200 patron accounts which had shown no activity in over three years were purged from the library patron database.

Financial Report: Revenues received for July totaled \$22,460.00. Operating expenditures for July were \$168,139.00. The total balance of funds at the end of July was \$3,856,157.00. Other balances include: Board Designated Unrestricted Funds of \$2,234,048.00 and unemployment reserve of \$234,687.00.

Approval of Vouchers: Hal Beattie **moved to approve** the payment of vouchers in August for \$169,452.21. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Chair's Report: Michael Kubec thanked the Board for their time and flexibility in the creation of the library's new Strategic Plan.

Friends of the Library News: Tamara Meredith informed the board that there would be a book sale on September 25 at the library Bookmobile garage from 10 am – 2 pm.

Unfinished Business

- **INFORMATION: Mobile Services Expansion (Hagen Building):** Tamara Meredith informed the board that the Hagen Building plans have been updated by the library architect to reflect additional requests including restroom plumbing, washer/dryer, and electric vehicle hookups.
- **DISCUSSION/ACTION: Mission, Vision, and Values:** Joan Chapdelaine **moved to approve** the Mission, Vision, and Values statements (without the additional "narrative" text) as written. Hal Beattie **seconded the motion** and the **motion carried**.
- **DISCUSSION/ACTION: Strategic Plan:** Raj Rakhra **moved to approve** the Strategic Plan. Hal Beattie **seconded the motion** and the **motion carried**.

New Business:

- **EXECUTIVE SESSION: Director's Performance Evaluation:** At 11:03 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 an open session at 11:33 A.M.
[Director Tamara Meredith and staff members Teri Burroughs and Jamie Pena left the regular meeting at 11:03 A.M. and returned at 11:33 A.M.]
- **DISCUSSION/ACTION: New Trustee Recommendation:** The Trustees discussed the applicants for the vacant Library Trustee position. A candidate was selected, and Joan Chapdelaine **moved** that the candidate be recommended to the Commissioners for appointment. Hal Beattie **seconded the motion** and the **motion passed**.
- **DISCUSSION: Budget Workshop Dates:** Tamara Meredith informed the Board she would coordinate with Jefferson County Assessor Jeff Chapman for a tentative budget workshop date on either September 27 or September 29.

Communications: None.

The meeting was adjourned at noon.

Next Meeting: REGULAR MEETING –10:00 A.M., Wed., September 15, 2021

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Michael Kubec

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Michael Kubec, Chair

DocuSigned by:

Joan Chapdelaine

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Joan Chapdelaine, Secretary