

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Online Via Zoom Conference Call
Minutes – Wednesday, December 15, 2021**

Call to Order: Chair Michael Kubec called the meeting to order at 10:00 A.M. Present were Trustees Hal Beattie, Michael Kubec, Cheri Van Hoover, Director Tamara Meredith, Systems and Technical Services Manager Daniel Heaton, and staff member Jamie Pena.

Citizen Questions and/or Comments: None.

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

Approve/Amend Minutes of November 10th: Cheri Van Hoover **moved to approve** the minutes of November 10th as written. Hal Beattie **seconded the motion** and the **motion carried**.

Board Education/Staff Update: Collection Diversity Audit Report: Systems and Technical Services Manager Daniel Heaton reviewed the results of the collection diversity audit with the Board. He shared that the results indicated that the library had a pre-existing diverse collection in place which could be further expanded upon with recommendations provided by the audit. The Board suggested the library make public the audit results and expressed their thanks to Daniel.

Director's Report: Tamara Meredith shared that in November the Library reopened for 7-days/week service for the first time since March 15, 2020. The library continues to only offer programs online-only or outside as COVID cases remain at or above the "high-risk" threshold of 75/100K. In-person youth programs included outdoor storytimes at HJ Carroll Park, take-home craft kits, and Brinnon and Quilcene school visits. Online weekly storytimes continue and regularly scheduled online adult programs included two Tech Tuesday classes, a Trivia night, and a book discussion group. The first of the "Great Dissenter" series was held with 12 attendees. Our annual "Homes for the Holidays" gingerbread house contest began with 52 kits distributed. The Winter Giving Campaign began on November 23rd and had a donation count of \$18,200 as of mid-December. Plans for a holiday take-away kit/craft combo have been made as the regular holiday party cannot be hosted at this time. Custodian, Janitor, and Digital Equity Navigator positions were posted in November. Hagen Building plans were submitted to the county permit office with an estimated review time of at least three weeks. The approved 2022 budget was delivered to the Treasurer, Assessor, Auditor, and County Commissioners. The library received its annual liability insurance invoice and noted that it was roughly \$5,000 higher than budgeted. The library will be able to absorb the cost but will want to adjust the 2022 budget at the April budget adjustment.

Financial Report: Revenues received for November totaled \$210,515.00. Operating expenditures for November were \$145,899.00. The total balance of funds at the end of November was \$4,026,331.00. Other balances include: Board Designated Unrestricted Funds of \$2,252,764.00 and unemployment reserve of \$234,758.00.

Approval of Vouchers: Hal Beattie **moved to approve** the payment of vouchers in December for \$198,230.32. Cheri Van Hoover **seconded the motion** and the **motion carried**.

Chair's Report: Michael Kubec reminded the Board about writing thank you notes to Winter Giving Campaign donors. Tamara Meredith will inform the Board members when materials are ready to be picked up at the library.

Friends of the Library News: Tamara Meredith shared that the FOL had contributed \$2300 to the Winter Giving Campaign.

Unfinished Business

- **ACTION: Director's 2022 Workplan:** Cheri Van Hoover **moved to approve** the Director's 2022 Workplan with a minor amendment. Hal Beattie **seconded the motion** and the **motion carried**.
- **ACTION: Revisions to Employee Manual, Section 8 –Benefits/Leave:** Hal Beattie **moved to approve** the revisions to Section 8 of the Employee Manual as written. Cheri Van Hoover **seconded the motion** and the **motion carried**.

New Business

- **ACTION: Resolution 21-10, "Establishing a Holiday Schedule":** Cheri Van Hoover **moved to approve** Resolution 21-10 as written. Hal Beattie **seconded the motion** and the **motion carried**.
- **DISCUSSION/ACTION: Board Meeting Dates in 2022:** Hal Beattie **moved to approve** the 2022 Board Meeting Dates as written. Cheri Van Hoover **seconded the motion** and the **motion carried**.
- **INFORMATION: Community Needs Assessment – draft:** Tamara Meredith reviewed the Community Needs Assessment Request for Proposal with the Board. She indicated that the assessment should be aligned with the library's new mission statement and would like to utilize Board members' experience for this project. The RFP will be posted in late January 2022.

[Chair Michael Kubec left and rejoined the regular meeting at 11:22 am]

Communications: Hal Beattie recommended the film Bad Education as an example of public malfeasance. Michael Kubec wished all a happy holiday.

The meeting was adjourned at 11:31 A.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., January 12, 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