

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Humphrey Room & Zoom Conference Call
Minutes – Wednesday, November 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 guest, Administrative Services Manager Monica le Roux.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: none

Approve/Amend Agenda: Vickie Norris **moved to approve** the agenda as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Approve/Amend Minutes of October 11th regular meeting: George Sibley **moved to approve** the minutes of the October 11th regular meeting as written. Michael Kubec **seconded the motion** and the **motion carried**.

Board Education: Monica le Roux, Administrative Services Manager: Monica le Roux shared her work background and love of systems. She enjoys creating and refining systems and supporting others in finding what they need at work. Tamara Meredith appreciates Monica's accounting assistance in particular. Monica will become a member of the Society for HR Management (SHRM) in the new year and expressed her great appreciation for the Board and Library District.

Director's Report: Tamara Meredith spoke of the successful Huntingford Humanities presentation and great attendance at programs including LEGO, Teen Escape Room, Sewing Machine Basics, and the Pokémon party. Mobile Services staff attended the ABOS Conference held in King County, and Tamara presented about rural library services to MLIS students at the University of Washington. The Friends of the Jefferson County Library approved the 2024 Wish List, and the audit with the State Auditor's Office has begun. A new electronic sign is now in the works, mobile office permits are going forward, Staff Education Day and LEAP training took place, new volunteers onboarded, landscape planning moved forward, and Winter Giving Campaign plans and materials are ready.

Financial Report: Revenues received for October totaled \$593,519. Operating expenditures paid in October were \$166,557. The total balance of funds at the end of October was \$4,211,862. Other balances include: Board Designated Unrestricted Funds of \$2,381,197, and unemployment reserve of \$268,484.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from October for \$230,213.06. Michael Kubec **seconded the motion** and the **motion carried**.

Chair's Report: Cheri Van Hoover related the success of the recent Friends Book Sale, encouraged reading about library materials censorship in prisons in a new PEN Institute study, and suggested a Library District program on pro bono legal services. Regarding levy lid lifts, Cheri reminded the Board of

the differences between No and Yes campaigns. Cheri requested Board Education on reciprocal timber land agreements and then relayed the latest county public health report.

Friends of the Library News: The 2024 Wish List was approved at the October FOJCL meeting and a great book sale (\$3,613.06) was held on November 4th. Tamara Meredith will approach the Friends later this year for partial funding for the electronic sign.

Unfinished Business:

DISCUSSION/ACTION: Employee Manual – update: After discussion, Michael Kubec **moved to adopt** the updated Employee Manual as revised. Vickie Norris **seconded the motion** and the **motion carried**.

DISCUSSION: 2024 Proposed Budget: Tamara Meredith discussed additional funds for the electronic sign and the increase in cost of the contract for library services with the North Olympic Library System.

PUBLIC HEARING: 2024 Proposed Budget: Chair Cheri Van Hoover closed the regular meeting and convened a public hearing at 11:25 A.M. There was no public comment. This public hearing was adjourned at 11:26 P.M and the Chair returned the meeting to a regular meeting.

DISCUSSION/ACTION: Resolution 23-07, Property Tax Increase: Michael Kubec **moved to approve** the resolution. Joan Chapdelaine **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Resolution 23-06, Approve 2024 Budget: Vickie Norris **moved to approve** the resolution. Michael Kubec **seconded the motion** and the **motion carried**.

New Business:

DISCUSSION/ACTION: Update Board Bylaws: After discussion, Joan Chapdelaine **moved to adopt** the updated Board Bylaws as revised. Vickie Norris **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Landscape Policy: Michael Kubec **moved to rescind** the Landscape Policy. Joan Chapdelaine **seconded the motion** and the **motion carried**.


DISCUSSION/ACTION: Resolution 23-08, 2023 Budget Amendment: Vickie Norris **moved to approve** the resolution. Joan Chapdelaine **seconded the motion** and the **motion carried**.


INFORMATION: 2023 Winter Giving Campaign: Tamara Meredith described the campaign’s kickoff the week after Thanksgiving with mailings and social media posts. Tamara shared the online giving page and asked that any speaking opportunities be relayed to her.

Communications: Tamara Meredith received communication from a concerned patron about the Friends book sale. This was shared with the FOJCL leadership and they are reaching out to the concerned patron. Trustees are invited to the Holiday Open House on December 14th.

The meeting was adjourned at 11:59 A.M.

Next Meeting: Regular Meeting – 10:00 A.M., Wednesday, December 13, 2023

DocuSigned by:

E87050503CF0428... Cheri Van Hoover, Chair

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582B6D8F47B8449... Vickie Norris, Secretary