

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Online Via Zoom Conference Call  
Minutes – Wednesday, October 13, 2021**

**Call to Order:** Chair Michael Kubec called the meeting to order at 10:00 A.M. Present were Trustees Hal Beattie, Joan Chapdelaine, Michael Kubec, Raj Rakhra, Cheri Van Hoover, Director Tamara Meredith, and Staff Members Claudia Pieper and Jamie Pena.

**Citizen Questions and/or Comments:** None.

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

**Approve/Amend Minutes of Sept. 15th Meeting and Sept. 29th Budget Workshop:** Joan Chapdelaine **moved to approve** the minutes of September 15th, 2021, as written. Raj Rakhra **seconded the motion** and the motion carried. Hal Beattie **moved to approve** the September 29<sup>th</sup>, 2021, Budget Workshop minutes as written. Raj Rakhra **seconded the motion** and the **motion carried**.

**Board Education/Staff Update: Claudia Pieper, Library Assistant:** Claudia Pieper is originally from Germany where she worked as a newspaper correspondent; she has resided in Port Hadlock since 1995. She started at the Library as a substitute, moved into technical processing, and most recently began a new role in interlibrary loan. She stated that legal questions were often the most difficult to answer due to their sensitive nature. The Board thanked Claudia Pieper for her service.

**Director's Report:** Tamara Meredith reported to the Board that the Bookmobile had expanded service to include Saturdays in South County and preparations were underway for the Library to reopen for 7 day/week service as of November 1st. Youth programs included outdoor storytimes, Take-and-Make programs/craft kits, and online storytimes. Online adult programs included two Tech Tuesday classes, a Trivia night, and a book discussion group. Recipients of Kids and Adult Summer Reading awards were honored via social media posts. The Huntingford Humanities Lecture with author Craig Johnson was livestreamed with over 125 individuals logged in and an estimated attendance of 150. The Library van was decorated and driven at the Quilcene Fair and Parade while the Bookmobile served patrons at Quilcene School. The Library received a "Citizen's Comment on Collection" form for a Young Adult graphic novel; after following the required review policy and procedure, a response was promptly mailed to the submitter noting that the title had been both selected and shelved appropriately according to the Library's *Material Selection and Management Policy*. The Equity Workgroup met with a focus on developing a professional development program for staff in 2022. Four sumac trees were removed from the property—three were dead/dying, and one was impeding access. Engineering design work is underway for the Hagen Building and plans are expected by late October.

**Financial Report:** Revenues received for September totaled \$51,643.00. Operating expenditures for September were \$146,417.00. The total balance of funds at the end of September was \$3,606,203.00. Other balances include: Board Designated Unrestricted Funds of \$2,248,951.00 and unemployment reserve of \$234,750.00.

**Approval of Vouchers:** Hal Beattie **moved to approve** the payment of vouchers in October for \$162,543.39. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Chair's Report:** Michael Kubec informed the Board that she and Tamara Meredith had begun to explore opportunities for utilizing the Board's varied experience to a greater extent.

**Friends of the Library News:** Tamara Meredith reported that the September book sale generated approximately half of its average revenue and that the FOL had cleared space in the Bookmobile garage through a bulk recycling program. A FOL meeting is expected soon with a date to be determined.

#### Unfinished Business

- **ACTION: Director's Compensation in 2022:** Hal Beattie **moved to approve** Tamara Meredith's 2022 compensation package (\$106,100 salary, 18 total days vacation) as discussed in the September 2021 Executive Session. Joan Chapdelaine **seconded the motion** and the **motion carried**.

#### New Business:

- **DISCUSSION/ACTION: Board Letter to Public:** Joan Chapdelaine **moved to approve** the Board Letter to the Public regarding vaccinations with a minor amendment. Cheri Van Hoover **seconded the motion** and the **motion carried**.
- **DISCUSSION/ACTION: Resolution 21-05, Cancel Unclaimed Warrants:** Hal Beattie **moved to approve** Resolution 21-05 as written. Joan Chapdelaine **seconded the motion** and the motion carried.
- **DISCUSSION/ACTION: Resolution 21-06, Amend the Budget:** Joan Chapdelaine **moved to approve** Resolution 21-06 as written. Hal Beattie **seconded the motion** and the **motion carried**.
- **DISCUSSION/ACTION: Resolution 21-07, Declare Property as Surplus:** Hal Beattie **moved to approve** Resolution 21-07 with a minor amendment. Cheri Van Hoover **seconded the motion** and the **motion carried**.
- **DISCUSSION/ACTION: 2022 Budget:** Cheri Van Hoover **moved to approve** the 2022 Budget for public review as written. Hal Beattie **seconded the motion** and the **motion carried**.
- **DISCUSSION: Operations Manual, Section 7:** Board members Cheri Van Hoover and Joan Chapdelaine volunteered to assist in Section 7 policy revisions with Tamara Meredith.

**Communications:** Hal Beattie informed the Board he may not be present at the November meeting.

**The meeting was adjourned at 11:15 A.M.**

**NEXT REGULAR MEETING –10:00 A.M., Wed., November 10, 2021**

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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