

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA  
Minutes–Wednesday, April 12, 2017**

**Call to Order:** Chair Sylvia White called the meeting to order at 10:00 AM. Present were Trustees Michael Kubec, Ellen Hargis, Hal Beattie, and Leigh Hearon. Also present were Director Meredith Wagner and staff members Brwyn Griffin, Daniel Heaton, and Barbara Arnn.

**Citizen’s Questions and/or Comment:** None.

**Agenda:** Hal Beattie **moved that the agenda be approved as written;** Michael Kubec **seconded the motion,** and the **motion was carried.**

**Trustee Education:** Earll Murman and Daniel Heaton gave a presentation on LEAN management and its applications in Jefferson County organizations and businesses. Murman, a retired M.I.T. professor of aerospace engineering who lives in Port Townsend, has been active in bringing LEAN training to the area. He provided background and a basic explanation of LEAN management concepts, which originated in late 20th-century Japanese manufacturing practice. Two cornerstones of the system are the concept of continuous improvement and respect for people.

Library staff members were part of a LEAN training course last year, and Daniel Heaton described several ways in which the LEAN management concepts have been incorporated to good effect in Jefferson County Library’s daily operations.

**Minutes:** Michael Kubec **moved to approve** the minutes of the March 8, 2017, board meeting as written. Ellen Hargis **seconded the motion,** and **it was carried.**

**Financial Report for April 2017:** Director Meredith Wagner pointed out a few changes in the format of the Revenue and Expenditures report, including putting revenue and expenditures on the same physical page and providing a balance for all funds. Ellen Hargis suggested that it might also be useful to add a line showing year-to-date revenue vs. expenses. The board agreed that the new format gives a clearer picture of overall finances.

Wagner highlighted some of the March figures. Revenues received included \$119,353 of property tax and \$2,169 in miscellaneous revenue for a total of \$122,127. Operating expenditures totaled \$132,561 and capital expenditures totaled \$1,082 for a grand total of \$133,643 in expenditures. The operating monthly reconciliation shows an ending balance of \$802,923. The gift account balance is \$53,351, and the Unemployment Insurance account balance is \$189,107.

**Approval of Vouchers:** Meredith Wagner explained several items on the list of vouchers that are not recurring or common expenses. Ellen Hargis **moved to approve** the vouchers for April 2017 in the amount of \$135,351.69. Michael Kubec **seconded** the motion, which was then **approved.**

**Friends of the Library News:** Meredith Wagner reported that the Friends of the Library realized \$2,367 from their recent book sale. Gallery 9 has offered to put the sculpture donated by Arliss Newcomb to the Friends for auction on display for two months, in the hope it can be sold there.

The Friends of the Library will help support this year's Summer Reading Program in partnership with Jefferson County Library and the Port Townsend Library.

**Chair's Report:** None

**Director's Report:** Jefferson County Library has applied to participate in the Prime Time Family Reading program. Prime Time Family Reading is supported by Humanities Washington and the Washington State Library.

The library is collecting data on water use to help define its needs for a new septic system. The roof replacement project is scheduled to begin May 2 and expected to last 7–14 days. Celeste Bennett and Robin Van Dyke have been hired to fill the permanent positions of Mobile Services Coordinator and Circulation/Technical Processor respectively. The library will stop collecting library card replacement fees (as will Port Townsend Library).

Jefferson County Library will participate in a pilot program with the YMCA in July to provide lunch in the Humphrey Room for any children who would like to participate. In addition, the library is working with the Backpacks for Kids program by providing bags of food for children in need to take home during the summer months. This will augment the Backpacks for Kids program offered at Chimacum School District through the school year.

Also, Wagner and other library staff will be meeting with the Chimacum School District to discuss the possibility of its joining the C.L.A.N. system.

March showed a 29.2% increase in holds placed, a 12.6% increase in attendance at adult programs, and an 22.3% increase in aggregate service, over March of 2016.

**Unfinished Business:**

**a. Purchasing Policy—Third reading.** Ellen Hargis **moved to approve** the edited version of the policy, which included additional definitions. Hal Beattie **seconded the motion**, and it was **approved**.

**b. Library Director Search—**Ellen Hargis presented the job description for library director, as amended by the attorney. The edited version includes the statement "This is a full-time exempt position," and revisions to the Physical Demands and Work Environment sections.

Ellen Hargis **moved to approve** the job description as revised by the attorney. Michael Kubec **seconded the motion**, and **the motion was carried**.

Hargis reported that the Search Committee is in place and at work. Although Joe Baisch is unable to participate, there seems no need to recruit another member. The next meeting will be April 13. Ellen

Hargis and Michael Kubec attended last week's staff meeting to report on the search process and answer questions.

**c. Resolution to Add Funds to the 2017 General Budget**—Having previously approved the transfer of \$300,000 from cash to the Library District Reserve Fund #676.001.042 (on March 8, 2017), the Board of Trustees voted to adopt Resolution 17-02, requesting the Jefferson County Auditor increase the library's 2017 General Budget in the amount of \$300,000 for the purpose of covering the transfer. Michael Kubec **moved to approve** Res. 17-02 as read, and Ellen Hargis **seconded the motion**. The motion was **carried**.

**New Business:**

**a. Commissioners' Breakfast meeting agenda**—The trustees reviewed the agenda for the Commissioners' Breakfast scheduled for April 13, 2017.

**b. Board member vacation schedules**—Board members reviewed their calendars and discussed coverage at board meetings and director search meetings for the next few months.

**Communications:** None

**Meeting Adjourned at 11:45 A.M.**

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Barbara Arnn, Recording Secretary

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Sylvia White, Chair

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Michael Kubec, Corresponding Secretary

**Next Regular Meeting : 10:00 A.M., Wednesday, May 10, 2017 (Main Library)**