

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

Call to Order: Chair Sylvia White called the meeting to order at 10:00 A.M. Trustees Hal Beattie and Leigh Hearon were present. Also present were Library Director Meredith Wagner and staff members Brwyn Griffin and Barbara Arnn.

Citizen's Questions and/or Comment: None

Agenda: Meredith Wagner added Employee Manual Update under New Business to the agenda. Hal Beattie **moved to approve the agenda as amended**, Leigh Hearon **seconded the motion**, and the **motion was carried**.

Trustee Education: None

Minutes: Leigh Hearon **moved to approve** the minutes of the June 14, 2017, board meeting as written. Hal Beattie **seconded the motion**, and **it was carried**.

Financial Report for June 2017: Meredith Wagner reminded the board that June revenues were typically low, and this year is no exception. Revenues received included \$12,099 of property tax, \$1,394 in DNR revenue, and \$4,881 in miscellaneous for a total of \$18,517. The library is 50% through the revenue year and 53% collected. Operating expenditures totaled \$169,002. The library is currently 42% through the expenditure year and 35.1% expended. The operating monthly reconciliation with the county shows a balance of \$1,031,479.

The Gift Account balance is \$53,492, and the Unemployment Account balance is \$189,607. Reserve Accounts earned a total of \$1,691 in interest, which was distributed across accounts. The total held in reserve is \$1,968,779. The grand total of library fund balances is \$3,444,377.

Approval of Vouchers: Meredith Wagner explained several items on the list of vouchers that are not recurring or common expenses. Leigh Hearon **moved to approve** the vouchers for July 2017 in the amount of \$135,959.49. Hal Beattie **seconded** the motion, which was then **approved**.

Friends of the Library News: The FOJCL are planning a book sale on August 12. Finnriver Cidery has released this year's batch of Liberry wine, to benefit the FOJCL, and is promoting it at the Cidery.

Chair's Report: None

Director's Report: The roofing project has been completed, and the library is awaiting a final invoice from the contractor. Meredith Wagner is seeking estimates for the bookdrop enclosure project and hopes that it can be completed by September.

Port Townsend Library has begun work on a strategic plan, and the issue of annexation has come up. In response to this, Wagner has prepared an updated calculation of the potential budget gap for 2017 which was distributed to the Board. A copy will be sent to Port Townsend Library Director Melody Sky Eisler.

Clarity Enterprises reviewed JCL payroll practices and issued a positive report on the procedures being used. No changes were recommended.

Quintana Kelly received her Associates Degree from Highline Community College in Library and Information Services.

Unfinished Business:

a. Library Director Search—Trustees discussed logistics for the visits of the two finalists for the position. Alliance 2020, a background check company, will conduct the background check.

Board members agreed to hold a special board meeting on July 27, 2017. They will meet to discuss qualifications for candidates for the position of library director and consider an amendment to the Employee Manual regarding employment of the Library Director.

b. Compensation Study—Wagner is completing reference checks for the Compensation Study, which is now expected to begin in August. The range of fees from the three responses is between \$9,800 and \$18,500.

c. Meeting Room Use Policy Amendment—The board conducted a second reading of the Meeting Room Use policy. Hal Beattie **moved to approve the policy as amended**. Leigh Hearon **seconded the motion, and the policy was approved**.

New Business

a. Budget Workshop Dates—The board agreed on September 18 and 20, 2017, for the budget workshop dates.

b. Employee Manual update—The manual as currently written states that the director is responsible for hiring staff, but does not address the fact that the Board hires and supervises the director. After consulting an attorney, Wagner suggests an amendment to the manual which will resolve the issue by assigning that duty to the Board of Trustees. The board conducted a first reading of the amendment and agreed to include the second reading on the agenda for the special meeting of the board on July 27, 2017.

Communications: None

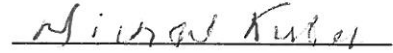
Meeting Adjourned at 11:04 A.M.



Barbara Arnn, Recording Secretary



Sylvia White, Chair



Michael Kubec, Corresponding Secretary

Next Regular Meeting : 10:00 A.M., Wednesday, August 9, 2017 (Main Library)