

**Jefferson County Rural Library District
Board of Trustees Special Meeting
Library Shold Room, Port Hadlock, WA
Minutes—Thursday, July 27, 2017**

Call to Order: Chair Sylvia White called the meeting to order at 10:00 A.M. Trustees Hal Beattie, Michael Kubec, Ellen Hargis, and Leigh Hearon were present. Also present were Jefferson County Library Director Search Committee members Tom Hagen and Marilyn Mitchell, and staff member Barbara Arnn.

Agenda: Hal Beattie moved that the agenda be approved as written and Leigh Hearon seconded the motion. The motion was approved unanimously.

Unfinished Business: a. **Employee Manual Update**—On this second reading of the library’s Employee Manual update [Section 2.4], Michael Kubec moved to approve the Employee Manual as updated. Hal Beattie seconded the motion, and the motion was carried.

b. **Director Search**—The chair adjourned the meeting into executive session at 10:03 for 30 minutes in order to consider the qualities of the candidates for the library director position and to receive the advice and recommendations of the search committee. The executive session included both trustees and members of the search committee as integral to the process.

[Barbara Arnn left the meeting at 10:03 A.M.]

[Barbara Arnn returned to the meeting at 10:33, at which time the trustees and committee members agreed to extend the executive session until 11:00 A.M. for further discussion.]

[Barbara Arnn returned to the meeting at 11:02 A.M., when the executive session was ended and the special meeting was reconvened.]

Ellen Hargis moved that the board make an employment offer to Tamara Meredith for the position of Jefferson County Library Director. Michael Kubec seconded the motion, and the motion was approved.

Ellen Hargis reminded those present that this offer is contingent on negotiation of a contract and conclusion of background screening. Ellen Hargis and Michael Kubec will meet and draft a contract, and Michael Kubec agreed to conduct the negotiations with the candidate.

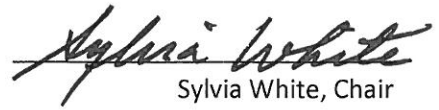
Michael Kubec asked to place on the record a statement commending Ellen Hargis for her extraordinary work throughout the process of the director search. Ellen Hargis responded that the search committee was fabulous and deserved much credit.

Staff member Brwyn Griffin was invited into the meeting at 11:10 to be informed of the board’s decision to offer the position of director to Tamara Meredith.

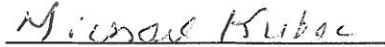
Meeting Adjourned at 11:16 A.M.



Barbara Arnn, Recording Secretary



Sylvia White, Chair



Michael Kubec, Corresponding Secretary

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