

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA  
Minutes–Wednesday, June 14, 2017**

**Call to Order:** Chair Sylvia White called the meeting to order at 9:58 A.M. Trustees Michael Kubec, Ellen Hargis, and Leigh Hearon were present. Also present were Dr. Laura Lewis, Director of Washington State University's Jefferson County Extension Program, Library Director Meredith Wagner, and staff members Brwyn Griffin, Jim Nyby, and Barbara Arnn.

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

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

**Trustee Education:** Dr. Laura Lewis provided an overview of Washington State University Extension activity, building on over a century of history. The Jefferson County WSU Extension office will be moving to Port Hadlock from Port Townsend later this year, and will gain a community classroom space which might serve as an additional space for library classes. Lewis pointed out that the missions of WSU and JCL are aligned along the idea of lifelong learning for the community.

**Minutes:** Ellen Hargis **moved to approve** the minutes of the May 10, 2017, board meeting as written. Michael Kubec **seconded the motion, and it was carried.**

**Financial Report for June 2017:** Wagner highlighted some of the May figures. Revenues received included \$223,686 of property tax and \$25,137 in TAV revenue for a total of \$403,058, which includes an internal capital transfer of \$150,000 to pay for the roofing project. Operating expenditures totaled \$123,773. The library's operating monthly reconciliation with the county shows a balance of \$1,182,034.

Reserve Accounts earned a total of \$1,600 in interest which was distributed across accounts. The total held in reserve is \$1,967,088. The Unemployment Insurance account balance is \$189,430. The grand total of library fund balances is \$3,592,646.

**Approval of Vouchers:** Meredith Wagner explained several items on the list of vouchers that are not recurring or common expenses. Michael Kubec **moved to approve** the vouchers for June 2017 in the amount of \$169,072.41. Ellen Hargis **seconded** the motion, which was then **approved.**

**Friends of the Library News:** None

**Chair's Report:** Former chair Leigh Hearon reported that although initially unenthusiastic, an acquaintance with a young daughter took her to a storytime session, found that her daughter loved it, and now takes her daughter to storytime at both Port Townsend and Jefferson County libraries.

**Director's Report:** Jefferson County Library hosted several events in May including a program on mathematics, which drew an audience of 61 people. Meredith Wagner attended four Rotary Club meetings in May and also participated in the Chimacum *Citizen's Institute for Rural Design* workshops with other public and non-profit agencies.

Brwyn Griffin attended the Association of Washington Cities Labor Relations Institute in Yakima May 3–5; Martha Ashenfelter attended Prime Time Reading training May 4–5 in Tacoma.

**Unfinished Business:** a. **Library Director Search**—Ellen Hargis reported that the committee had received 20 applications by the end of May. The search committee met, having read all the applications, and has scheduled six video interviews to decide if any of this initial pool of applicants are finalists. The ALA job list advertisement has been renewed for an additional 45 days. Daniel Heaton has worked to set up the video infrastructure so the interviews will run smoothly. Considering staff and board schedules, the preferred dates for finalist visits are July 18 and 19. Board members agreed to hold a special board meeting on July 27, 2017, to discuss and consider the final applicants for the job of Library Director.

b. **Roofing Project Update**--The roofing project began May 2 and was substantially completed by May 25. The contractor will return in early June to replace a damaged skylight and do touch-up work on some trim.

**New Business:** a. **Compensation Study**--On May 15 the library released a Request for Proposals for a compensation study. The deadline for proposals was June 9. Supervisors met with staff members in May in order to review job descriptions. Wagner will be working with the supervisors to update job descriptions prior to the the Compensation Study, which is expected to begin this summer.

b. **Meeting Room Use Policy Amendment**—The board conducted a first reading of the amendment to the Meeting Room Use policy, and agreed to insert “as defined by RCW” after the phrase “Meeting rooms may not be used for political purposes.”

**Communications:** Neither Michael Kubec nor Ellen Hargis will be able to attend the regularly scheduled board meeting on July 12, 2017, but there will be a quorum of board members present.


**Meeting Adjourned at 11:32 A.M.**



Barbara Arnn, Recording Secretary



Sylvia White, Chair



Michael Kubec, Corresponding Secretary

Leigh Heaton, Trustee

**Next Regular Meeting : 10:00 A.M., Wednesday, July 12, 2017 (Main Library)**