

**Jefferson County Rural Library District
Board of Trustees Board Meeting
Library Shold Room, Port Hadlock, WA.
Minutes – December 13, 2017**

Call to Order: Chair Sylvia White called the meeting to order at 10:00 AM. Present were Trustees Michael Kubec, Hal Beattie, and Ellen Hargis; Director Tamara Meredith; Staff Member Quintana Kelley, and Administrative Services Manager, Brwyn Griffin.

Citizen's Questions and/or Comment: None.

Agenda: Moved/Seconded/Approved as presented.

Trustee Education: Postponed

Minutes: Moved/Seconded/Approved with the following amendments: Page 4, New Business, section a., last sentence, the words, "Ellen Hargis seconded" were added. At this time it was agreed that future minutes could be less detailed, and the individual names of Trustees moving and seconding motions were unnecessary.

Financial Report for October 2017: Tamara noted the change made to the financial statements requested by Ellen to remove the 13 month structure. It is anticipated that the library will reach 100% collection of budgeted income. Tamara updated the board that approximately \$8,000 in interest revenue will be deducted from our financial statements based upon an error made by the Jefferson County Treasurer. Also, the recent audit revealed that a \$20.00 fund used to make change on the bookmobile was not reflected in the financials or in the cash management policies. Financials have been updated to include the \$20.00 in Petty Cash and Cash Drawers fund balance.

Approval of Vouchers: Tamara Meredith explained several items on the list of vouchers that are not recurring or common expenses. The total expenditure of \$164,585.99 was **Moved/Seconded/Approved**.

Friends of the Library News: Tamara reported that the Friends of the Jefferson County Library were now going to begin to participate more frequently in library events, and that over 10 volunteers from the Friends would be helping at the upcoming Holiday Open House on December 14. It was suggested that a Board Member might attend the Friends' annual meeting in January to extend the Trustees gratitude for all they do on behalf of the library. It was requested that the Trustees' gratitude be recorded in these minutes.

Chair's Report: Nothing to report.

Director's Report: Tamara announced a new system for staff to collect statistics online that is working well. Sylvia asked Tamara to include a geographic map with pins of the areas of the county served by the library that would include bookmobile stops.

Online shared folders have been made available to the managers so monthly budget data and other documents are now accessible.

Tamara is working with Daniel Heaton on facilities issues such as the pot holes in the parking lot and plumbing repair. Billing details with Jefferson County Public Works are being worked out for when they assist with parking lot maintenance.

Emily B., a University of Washington student earning her degree in Library Science, is planning to do her fieldwork at the library this summer. Emily previously worked at the library as a Library Page.

Regarding the statistical number calculations: Tamara noted that the Aggregate Service Activity number includes the total number of registered patrons, which she feels needs to be revised.

Unfinished Business:

- a. **Holiday/Closures Calendar:** Tamara reported that the previously approved calendar didn't address the past practice of closing early on New Year's Eve. This revised schedule includes the information that we will be closing New Year's Eve at 5:00 PM. The revised schedule was **Moved/Seconded/ Approved** as presented.
- b. **Website:** Tamara gave the board a progress report on the new website project. She has taken the lead on the project, is changing the scope-of-work to include reorganizing the site map, and will be adding pages and new content for K-6 and teens. The vendor doing the design has agreed to these changes at no additional cost to the contract signed in 2016. Tamara reminded the board that this project was not included in either the 2017 or the 2018 budgets. \$7,000 of the \$14,000 contract fee was paid in 2016, with the balance due upon completion. It is anticipated that the project will be complete in early/mid-2018.

It was agreed to discuss at a future meeting: budget parameters for the Library Director, and a possible March/April budget review.

New Business

- a. **Jefferson County Interest Reporting Error:** Tamara informed the board of a recent discovery by the Jefferson County Treasurer of an interest reporting calculation error that has affected all junior taxing districts resulting in over-reporting the amount of interest earned from July 2016 to present. Interest earned on library funds - Unemployment, Gift, Capital, etc. - have been incorrectly reported and \$8,093.99 in interest income previously allocated to the library will be deducted from the related accounts at the end of December, 2017, which will be reflected on the January financial statements.
- b. **Fines and Fees – Addressing Old Overdue Charges:** Tamara requested input from the Trustees about how to manage existing late fees in Polaris while creating language for the “no late fees” policy that goes into effect in 2018. It was agreed to discuss details in January.

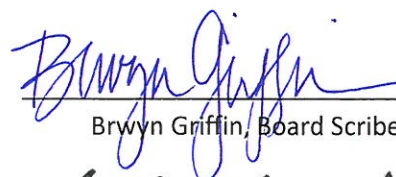
- c. **Updated Fines and Fees Policy – New Circulation Policy:** Tamara presented a draft Circulation Policy to the board that addresses the need to remove procedures from policy; combines a number of policies into one; and reorganizes language. It will be on the agenda again in January for approval. Ellen requested that all policies be put on the library website.

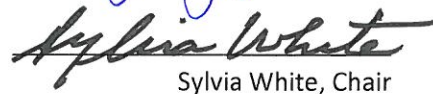
- d. **Paid Sick Leave in 2018:** Tamara updated the trustees on the voter initiative that approved paid sick leave for all employees, effective January 1, 2018. The RCW requires that all employees earn a minimum of 1 hour of sick leave for every 40 hours worked. The Administrative Services Manager (A.S.M.) has made accommodations to assure compliance with payroll. Draft language will be added to the Employee Manual for the board’s approval in January.

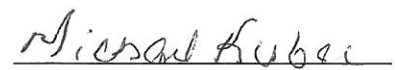
- e. **Resolution 17-06, “Resolution to Establish a Section 125 Cafeteria Plan”:** Tamara informed the board that the contract with the Washington Health Care Authority for 2017 (which provides medical benefits to the library employees) required the library to make available to employees a Section 125 Cafeteria Plan. As such, the A.S.M. worked with Navia Benefit Solutions to file with the IRS and the plan is now in place. The resolution was read aloud: **Moved/ Seconded/ Approved.**

Communications: The audit final report meeting is scheduled for Friday, December 15 at 9:00 AM. Sylvia will attend.

Meeting Adjourned at 11:30 AM


Brwyn Griffin, Board Scribe


Sylvia White, Chair


Michael Kubec, Corresponding Secretary

Next Regular Meeting: 10:00 AM – 12:00 PM, Wednesday, January 10, 2018 (Main Library)