

**Jefferson County Rural Library District  
Board of Trustees Board Meeting  
Library Shold Room, Port Hadlock, WA.  
Minutes – January 10, 2018**

**Call to Order:** Chair Sylvia White called the meeting to order at 10:02 AM. Present were Trustees Michael Kubec, Hal Beattie, Leigh Hearon and Ellen Hargis; Director Tamara Meredith; Staff Member Teri Burroughs, and Outreach Services Manager, Celeste Bennett.


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

**Agenda:** Moved/Seconded/Approved as presented.

**Minutes:** Minutes of December 13<sup>th</sup> Board Meeting **Moved/Seconded/Approved** as presented.

**Trustee Education:** Celeste Bennett presented a PowerPoint slideshow of the 2017 Highlights of Mobile Services. She talked about the mission of Outreach Services and thanked the Board for approving the financial assistance to enable her to work on competing her MLS.

**Financial Report:** Tamara noted that we have collected 98.95% of our property tax income and that we underspent Operating and Capital expenditures for 2017. Our operating balance finishes at \$853,935. Ellen noted that the reconciliation balance did not match in the voucher spreadsheet – Tamara will investigate this issue with the County Auditor.

**Approval of Vouchers:** Tamara pointed out noteworthy expenses including reimbursements to staff for the Holiday Open House and  standing desks for the Public Services Manager and two other staff members. She also noted that after fixing the men's restroom toilet, water consumption is normal again as reflected in the PUD bill. All insurance policies were paid, and it was noted that there will be a significant increase in our monthly landscaping bill beginning in January 2018. The total expenditure of \$164,585.99 was **Moved/Seconded/Approved**.

**Friends of the Library News:** Annual meeting Friday, Jan 19.

**Chair's Report:** NONE

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**Director's Report:** Tamara reviewed an ongoing problem with our septic system. She explained that after an on-site inspection, it was concluded that there are no issues with the septic system and that the drain field is in good condition. Tamara noted that after repairing the toilet in the men's restroom, our septic system alarms have stopped going off.

Tamara announced that two staff members are now assigned to each bookmobile shift, and also that she is officially a Rotary member. Tamara attended the County Chamber CEO breakfast and talked about net neutrality. She also pointed out that the Jefferson County WSU Cooperative Extension has moved back to Port Hadlock, and that the library staff has a new social media team.

### Unfinished Business

**Audit Report:** Tamara explained the findings in our audit, which was very clean, except for an error made regarding the library's self-insurance. Tamara noted that the Auditor approved the library to use digital documentation of our future files.

Ellen thanked the staff for the work they put in to our financial bookkeeping resulting in such a clean audit.

**Director's Work Plan:** Tamara summarized her work model for 2018. Included are staff work space improvements, expanding outreach and presenting a financial literacy program series. Michael recommended Susan Whitmire as someone who may be able to help with a financial literacy program. Tamara plans to focus on surveying and decision making in 2018.

Tamara also suggested that money not used to upgrade our septic system might be used for expanding staff work space.

Ellen suggested varying the times we hold adult programs so that they aren't only in the evening. Tamara agreed to research that possibility.

Tamara asked the board if there is anything else they would like her to focus on in addition to her work plan. Hal asked about Boolean searching and patron frustration with our catalog system. Tamara agreed to look into Polaris features as well as other ILS options.

Tamara will flesh out work plan and add more detail to share with board.

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Michael noted that Tamara had exceeded her expectations in her short period of time as Director. The board agreed.

**Terminology for JCL Official Documents:** Tamara is rewording policy documents for continuity in terminology, using words like cardholders, non-cardholders, or people, and removing old terms, such as clients, etc. The board agreed that we needed ~~to~~ to come up with a universal word to refer to the people who use our library. Leigh suggested a survey be given out at the front desk to ask patrons what word they preferred. The board agreed that input from the community was important. Tamara agreed to do some surveying with public and staff and bring results to next board meeting.

**Strategic Plan Update:** Some basic wording was revised in the strategic plan before it was finalized. Ellen ~~mentioned~~ <sup>moved</sup> to approve the strategic plan for 2018 as presented today, with a possible additional revision to the wording in the future. Michael seconded motion. The new Strategic Plan will be placed on our website as well as a printable PDF version. **Moved/Seconded/Approved.**

### New Business

**Resolution 18-01, "Resolution to Eliminate Fees for Overdue Materials":** Motion approved as of January 10, 2018. **Moved/Seconded/Approved.**

**Circulation Policy:** Tamara revised the Circulation Policy using the new, agreed upon terminology. **Moved/Seconded/Approved.**

**Food and Beverage Policy:** Tamara presented a new food and beverage policy which will allow the library to occasionally purchase food and beverages for library events. This policy will supplant the previous "Hospitality Policy." The words "to encourage public participation" were removed from policy. The policy will be brought back for vote at the February board meeting.

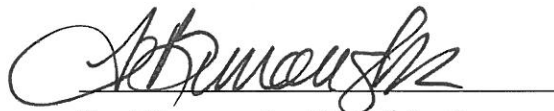
**Social Media Policy:** Tamara presented a new social media policy for staff who are posting to library social media accounts. Ellen questioned the public records part of the policy and some wording changes were made to reference the fact that we will follow Washington State law when it comes to public records. Tamara explained the vetting process for posting photos on Facebook and that we ask permission and have a form to sign. The policy will be voted on at the February board meeting.

**Commissioners' Breakfast:** Possible dates for the breakfast are April 25 or May 2.  
Tamara will talk to the commissioners.

**Communications:** None

**Meeting adjourned at 12:48 pm.**

Next Regular Board Meeting: 10:00 am – 12:00 pm, Wednesday, February 14, 2018 at the Main Library.

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Teri Burroughs, Board Scribe

A handwritten signature in cursive script, appearing to read "Sylvia White", written over a horizontal line.

Sylvia White, Chair

A handwritten signature in cursive script, appearing to read "Michael Kubec", written over a horizontal line.

Michael Kubec, Corresponding Secretary