

**Jefferson County Rural Library District
Board of Trustees Board Meeting
Library Shold Room, Port Hadlock, WA.
Minutes – November 8, 2017**

Call to Order: Chair Sylvia White called the meeting to order at 9:59 AM. Present were Trustees Michael Kubec, Leigh Hearon, and Ellen Hargis; Director Tamara Meredith; and Staff Members Brwyn Griffin, and Andrea Hergert.

Citizen's Questions and/or Comment: None.

Agenda: There was a **motion** by Michael Kubec to approve the agenda as written, **seconded** by Ellen Hargis. **Motion carried.**

Trustee Education: NONE

Minutes: It was **moved** by Ellen Hargis that the minutes of the October 11, 2017, regular Board meeting be approved with the following edits: In the Trustee Education section, second paragraph, second sentence, remove the "s" from Stamp, and remove the word "sorts" from the same sentence; and in the final sentence under Communications, add the words "performed by" after "work" so the sentence reads "Ellen Hargis asked that the minutes reflect the board's appreciation of the work performed by Barbara Arnn, whose last meeting this is, as Recording Secretary." The motion was **seconded** by Michael Kubec. **Motion carried.**

Financial Report for October 2017: Director Tamara Meredith reported that she has added a new column on the revenue and expenditure report detailing the percentages collected or expended of individual line items. Property taxes are 90% collected, and overall budgeted revenues are 90.5% collected to date. Revenues received included \$519,974.00 of property tax, and \$20,246.00 of DNR, for a total of \$544,461.00 in October.

Ellen requested that Tamara move to a 12 month expenditure reporting system, rather than the current 13 month system for tracking expenditures. Discussion led to the decision that Tamara would consult both the State Auditor and the Jefferson County Auditor to ask if this change can be made.

Tamara reported that there was not much activity in capital expenditures, and that the figures for interest revenue in the gift account reflect two months of revenue (for this month only) due to the Jefferson County Treasurer "catching up" with a new reporting system. In the past, they were always one month behind reporting this figure.

Approval of Vouchers: Tamara Meredith explained several items on the list of vouchers that are not recurring or common expenses: There expenses included: Alliance 2020, the new background check service provider (\$344.48 for the new bookmobile drivers hired in October); Al's Carpet with fees of \$1,900.00 for cleaning the library carpet on Oct. 9; \$1200.10 in fees for repairs to the front automatic

entry doors in the library lobby; the purchase of a standing desk for Tamara's office (\$553.00); \$892.50 was paid to Creative Design Solutions for design development advice on the septic upgrade; Tamara was reimbursed for her final moving expense (\$172.00); and \$2,622.87 was transferred via check payment to the library unemployment reserve account (final payment to this reserve will occur at the end of 2017 to cap that fund at \$200,000.).

There was a **motion** to approve the vouchers for November 8, 2017 in the amount of \$177,169.07 by Ellen Hargis, **seconded** by Michael Kubec, then **approved**.

Friends of the Library News: Tamara reported that the Friends book sale on November 4 brought in \$1,913.00. At the meeting on October 30, the Friends reported that they are actively recruiting to fill volunteer slots, and Tamara has some ideas for how to help them. The Friends annual meeting will be on January 19 at 10:30 am. Tamara reported that she expects most of the officers will stay in their current roles, including Dale Hagen as President. Sylvia White asked for clarification of the fee to join the friends and it was confirmed that it is still \$10.00. The Friends currently have \$42,000 in the bank.

Chair's Report: Nothing to report.

Director's Report: Tamara noted that the Director's report circulated last week has been updated to include information about the Staff Education Day. She reviewed the new organization of her document, reflecting the heading changes made to better mirror the library's strategic plan categories.

Michael asked Tamara for an update on her meetings with stakeholders. Tamara reported that she had met briefly (sometimes a simple introduction) with approximately 15 stakeholders. She has had conversations with Rob Birman, Director of Centrum; school representatives; and the Economic Development Council representatives. She has decided to focus her immediate attention on the school representatives, the Chamber of Commerce, and Rotary. Some of the stakeholders that Tamara met with have extended invitations for her to join their boards, which she is considering.

Tamara reviewed the statistical reports, noting the new pages with charts included. Program attendance was high in October due to the almost full house attendance at the Huntingford Humanities lecture with author Anchee Min on October 19. Tamara also shared digital views of statistical reporting options she can make available for the trustees that show multiple year data comparisons.

Unfinished Business:

- a. **Compensation Study:** Tamara reported that she received an email from Cabot Dow yesterday with an update to the data shared at our meeting on October 16 attended by Meredith Wagner, Tamara Meredith, Leigh Hearon, and Brwyn Griffin. At the October meeting, Cabot Dow was asked by library staff to do more research on comps for the Mobile Services Manager and Librarian I positions, and to research C.O.L.A. practices for other libraries. The overall results are showing that we are on par with for current compensation, and Tamara is not expecting to need to adjust compensation for any of our positions.

Tamara shared that our benefits package is either the same or better than the other comps. This is the area Cabot Dow recommended targeting if the need arose to trim expenses. He also suggested that the Board consider creating a statement of the philosophical approach to the district providing health benefits to their employees.

Leigh mentioned that she was surprised that the study had branched out into many non-library organizations, and she was impressed by the strength of the feedback from staff to Cabot Dow to go do more research. It was agreed that an internal meeting would be scheduled for the staff and Leigh to review the final recommendations and to prepare a final report to the full board.

- b. **Strategic Plan:** Ellen shared two documents connected to the Strategic Plan that were the result of her meeting with Tamara last month. The first document was an edited draft of the narrative of the current Strategic Plan, and the second document was a Work Plan chart for Tamara to use to report data and outcomes to the board.

The draft edits to the narrative Strategic Plan were explained as general wordsmithing, i.e. changing the words “seek to” to “will,” and reorganization of the contents. The biggest change she is recommending is relabeling the Facilities Planning section to “Universal Access”. She suggested that “Facilities Planning” didn’t have the goal focused intention we desire, yet the facility is important and changes to the facility would allow us to do more for more people. She is proposing a new introduction sentence in this section, as written in the draft.

Michael mentioned that in previous discussions, the board has spoken generally about expanding the existing facility, and she would like to see that possibility mentioned in the document. It was agreed to edit the draft document, under the Universal Access section, first paragraph, second sentence to read: The Universal Access focus will create a five-year facilities plan to guide the development, renovation *and expansion* of our facilities and consider alternative spaces to optimally serve our communities...

Sylvia then mentioned her objection to the use of the word “customer” in the document, stating that we are not serving customers because we are not a business. She agrees that the word patron is dated, as mentioned by Michael, but wants us to use the term “clients” instead.

Ellen reminded the board that this discussion had occurred during the development of the original Strategic Plan, and the board had reached consensus at that time to use the word “customer,” which was considered strategic language for current library planning, based on the book used as a model for our Strategic Plan, written by Valerie Gross, *Transforming Our Image, Building Our Brand: The Education Advantage*.

Discussion continued, then Sylvia moved that the board use the word “client” in the Strategic Planning document. Her motion did not receive a second. It was agreed to leave the word “customer” for now, and in January, when the full board is present, to revisit the discussion.

The second document presented by Ellen for use in Strategic Plan analysis was the Work Plan chart draft. Ellen explained that the document/ chart would allow Tamara to quantify data under various headings: the Outputs column would be for data, and the Outcomes column would be where results of the data changes could be documented as a measurable change. The request to Tamara is to add this document to her monthly reports to the trustees, while acknowledging that many library activities would not be captured as there would be too many to include. Michael agreed that because this is the first year that the Strategic Plan would be measured, we need to be realistic about how many focus areas we can tackle.

Tamara offered an example of how she could quantify a series of events: Russ Stamp's visits to the schools as measured against an increase in the number of teens and/or faculty visiting the library. She suggested choosing two to three key focus areas for the next year.

It was agreed to cancel the extended meeting time for December, intended for deeper discussion about the Strategic Plan and the Work Plan use by Tamara until January, with the full board in attendance. Leigh Hearon will not be able to attend the December meeting.

New Business

- a. **Approval of 2018 Budget: Resolution 17-04: 2018 Budget Approval, Resolution 17-05: Property Tax Increase Resolution:** Tamara noted that one change had been made to the budget revenue figure based upon new information from the Jefferson County Treasurer's office: The addition of \$4,000 of property tax based upon new construction estimates.

The expenditure offset for this additional revenue was: \$2,500.00 added to communications, to allow upgrades to the flip cell phones; and \$1,500.00 added to salaries. Tamara recommended doing a budget review mid-year (or quarterly) based upon her discussions with the Jefferson County staff. Ellen suggested we set policy to require the board approval for any changes in line-item spending over 10%. It was agreed to discuss this practice at a future board meeting.

Ellen Hargis read Resolution 17-04: 2018 Budget Approval then **moved** that the board adopt said resolution. Leigh Hearon **seconded**. **Resolution adopted/ approved.**

Leigh Hearon read Resolution 17-05: Property Tax Increase Resolution. Michael Kubec **moved** that the board adopt said resolution. **Resolution adopted/ approved.**

*Ellen
seconded*

(Leigh Hearon left the meeting at 11:30 AM.)

- b. **2018 Holiday/Closures Calendar:** Michael moved that the board approve the Jefferson County Rural Library District 2018 Holiday/ Library Closures calendar as presented. Ellen **seconded the motion**. The three remaining board members unanimously **approved the motion**.

Communications: Tamara announced that the State Auditors have called to schedule the library's audit for November 27. She will notify the board when she has more information.


Meeting Adjourned at 11:35 AM



Brwyn Griffin, Board Scribe



Sylvia White, Chair



Michael Kubec, Corresponding Secretary

Next Regular Meeting: 10:00 AM – 12:00 PM, Wednesday, December 13, 2017 (Main Library)