

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

**Call to Order:** The meeting was called to order by Chair Sylvia White at 10:00 A.M. Present were Director Meredith Wagner, trustees Hal Beattie, Michael Kubec, Ellen Hargis, and Leigh Hearon, and staff members Brwyn Griffin, Kim Tinglestad, and Barbara Arnn. Also present was Amanda Milholland, director of the Jefferson County Famers Markets.

**Citizen’s Questions and/or Comment:** None

**Agenda:** Ellen Hargis **moved to approve the agenda.** Hal Beattie **seconded the motion,** and **the motion was carried.**

**Trustee Education:** Jefferson Country Farmers Markets Director Amanda Milholland gave an overview of the three active farmers markets in Jefferson County: a Saturday market in Port Townsend, a Wednesday Port Townsend market, and a Chimacum market on Sundays. The Saturday Port Townsend Market is by far the largest of the three, with up to 70 vendors, while the Chimacum Market has been averaging 12 vendors and the Wednesday PT market five vendors.

The Farmers Market Board is exploring different sites for the two smaller markets, and a partnership with Jefferson County Library is one of the possibilities the Farmers Market Board is interested in pursuing with the library.

[Milholland left the meeting at this point.]

After discussion of various issues related to having a farmers market at the library’s location-- library policies that would need to be revised, how such a partnership would fit with the library’s strategic plan, for instance—the trustees agreed to postpone any further discussion of this topic until after the transition to a new library director has taken effect, perhaps early in 2018. Wagner agreed to communicate this to Milholland.

**Minutes:** Ellen Hargis **moved to approve the minutes** of the August 9, 2017, board meeting as written. Michael Kubec **seconded the motion,** and **the motion was carried.**

**Financial Report for August 2017:** Revenues received for this period included \$11,025 of property tax, \$37,933 in TAV revenue, \$24,819 in DNR revenue, \$184 in interest, and \$3,635 in miscellaneous revenue for a total of \$77,596. The library is 66% through the revenue year and 66% collected. Operating and capital expenditures totaled \$261,113. The operating monthly reconciliation with the county shows a balance of \$725,990. The grand total of fund balances is \$3,145,266.  
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**Approval of Vouchers:** Meredith Wagner explained several items on the list of vouchers that are not recurring or common expenses. Cabot Dow Associates has billed the library \$2,887.50 for the first

installment on its work on the Compensation Study. Michael Kubec **moved to approve** the vouchers for August 2017 in the amount of \$153,421.93. Hal Beattie **seconded** the motion, which was then **approved**.

**Friends of the Library News:** The recent FOJCL book sale realized \$2,533. The in-house book sales are averaging \$800–\$1,000 a month.

**Chair’s Report:** None

**Director’s Report:** Successful programs in the last month included the *Books on Tap* event at Finnriver Cidery, and the solar eclipse viewing party, a wonderful community event that attracted more than 400 people.

On August 30, Mary Fran Ryan retired from her inter-library loan position. Kim Tinglestad was selected to fill that position, opening up a new processing position. Tinglestad has also begun a MLS program at San Jose State and is requesting some funding support from the library. Wagner recommended the library provide \$500 in tuition compensation for the fall semester provided Tinglestad maintains a 3.0 GPA.

The Youth Services staff conducted meetings—similar to the stakeholder meetings conducted for the strategic plan—with a number of youth providers in the community, researching their thoughts on services and needs of the community. Wagner provided a summary report to the Trustees.

The library has learned that it is required by the Health Care Authority to have a health benefits cafeteria plan for employees. Navia Benefit Solutions will provide necessary documents and file required documents with the IRS. A resolution to adopt the plan will be forthcoming.

**Unfinished Business:**   **a. Compensation Study**—Jefferson County Library has been providing data to Cabot Dow Associates, who are currently investigating market comparables, including the City Libraries of Anacortes, Camas, Mount Vernon, Port Townsend and Puyallup, Kitsap Regional Library District, North Olympic Library System, Jefferson County, the Port Townsend Food Co-op, Peninsula College, and Chimacum School District. They will review current classifications and benefits and make sure that Jefferson County Library is competitive in these areas.

**New Business:**   **a. Update to Financial Operations** – Meredith Wagner reviewed the proposed changes to the Financial Operations to account for the increased cash drawer floats. There was some discussion regarding the term “financial officer” for the library director and whether it should be “executive officer.” Wagner will review the By-laws and bring a fully revised copy of the Financial Operations to the October board meeting.

**b. New Director Orientation**-- Trustees discussed the extended “orientation” segment of the regular board meeting on October 11, 2017, to include Tamara Meredith, who assumes her duties as library director on October 9, 2017. The trustees agreed that this meeting should be an introductory

event, and that it could serve such functions as introducing the board itself, reviewing the strategic plan, and helping the new director develop a list of important local contacts external to the library.

**Communications:** Meredith Wagner called the attention of the board to the construction of the book drop enclosure, which has begun.

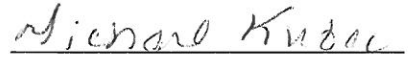
**Meeting Adjourned at 12:00 P.M.**



Barbara Arnn, Recording Secretary



Sylvia White, Chair



Michael Kubec, Corresponding Secretary

**Next Regular Meeting : 10:00 A.M., Wednesday, October 11, 2017 (Main Library)**