

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA  
Minutes–Wednesday, May 10, 2017**

**Call to Order:** Chair Sylvia White called the meeting to order at 9:58 A.M. Present were Director Meredith Wagner and trustees Ellen Hargis, Hal Beattie, Michael Kubec, and Leigh Hearon. Also present were staff members Mary Fran Ryan, Brwyn Griffin, and Barbara Arnn.

**Citizen’s Questions and/or Comment:** Mary Fran Ryan shared the news that she has earned her Certificate in Public Services in Library and Information with an “A” average. In a letter to the Board, she thanked them for the tuition reimbursement support they provided. She also noted that she received an apprenticeship discount on her tuition because she is employed by the library.

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

**Trustee Education:** Trustees and staff shared the titles of interesting books they have been reading recently, with subjects ranging from murder mysteries to the science of the biome.

**Minutes:** Michael Kubec **moved to approve** the minutes of the regular April 12, 2017, board meeting as submitted. Ellen Hargis **seconded the motion,** and **it was carried.** Ellen Hargis **moved to approve the** minutes of the special April 13, 2017, board meeting as written. Michael Kubec **seconded the motion,** and **it was approved.**

**Financial Report for May 2017:** Wagner highlighted some of the April figures. Revenues received included \$533,883 of property tax and \$2,939 in miscellaneous revenue for a total of \$536,946. Operating expenditures totaled \$133,803. Capital expenditures totaled \$1,549, for a grand total of \$135,352 in expenditures.

The operating monthly reconciliation shows an ending balance of \$904,517. The gift account balance is \$53,393, and the Unemployment Insurance account balance is \$189,256, resulting in a total General Fund balance of \$1,147,166. The Capital Reserve balance is \$2,115,488.

**Approval of Vouchers:** Meredith Wagner explained several items on the list of vouchers that are not recurring or common expenses. Hal Beattie **moved to approve** the vouchers for May 2017 in the amount of \$125,541.40. Michael Kubec **seconded the motion,** and the motion was **approved.**

**Friends of the Library News:** Meredith Wagner reported that the Friends of the Library realized \$2,376 from their recent book sale. The FOJCL has also offered to support the purchase of a new CD buffer.

**Chair’s Report:** None

**Director's Report:** Jefferson County Library been accepted to participate in the jointly sponsored Washington State Library/Humanities Washington *Prime Time Family Reading Program*. The literacy program, for third and fourth graders and their families, will be held over a six-week period in February and March 2018.

Barbara Arnn will leave her job as development assistant/recording secretary after the October board meeting. She will be available to help with any end-of-year transition issues with the donor database.

The Chimacum School District met with JCL staff to consider the possibility of joining the C.L.A.N. system.

April showed a 14.7% increase in print circulation. The library collection currently includes 138,205 items. Meredith Wagner reported that statistics on usage of the Rosetta Stone software program show that users are progressing through the language courses.

**Unfinished Business:**

**a. Library Director Search**—Chair Ellen Hargis reported that the Search Committee is working well together. The director position has been advertised on the American Library Association website, with a featured listing for one month and a blast email to ALA membership. The job is also being advertised on the PNLA and WLA websites. Committee members and staff produced and edited a brochure about the library and the community. The committee will not be reviewing applications until the beginning of June. Trustee Leigh Hearon has agreed to help with background checks.

[Leigh Hearon left the meeting at 11:00.]

Ellen Hargis and Michael Kubec attended the most recent staff meeting and report that the staff are concerned about the search, but calm, and they asked good questions. Mary Fran Ryan stated that the chairs communicating is a very positive aspect of the search.

**b. Roofing Project**—Meredith Wagner reported that the roofers worked extremely efficiently and finished the sloping part of the roof in three rather disruptive days. The staff and public weathered the disruption well. The flat roof and skylights remain to be done, and the roofers will return in ten days or so to complete the work. The original bid did not include gutter replacement, and the estimated cost would be approximately \$16,000. Handyman Gene Gardner checked the gutters and believes they are in good condition. The board agreed to not replace the gutters at this time.

**New Business:**

**a. 2017 Huntingford Lecture**—The 2017 Huntingford Lecturer will be novelist and memoirist Anchee Min, an immigrant from the People's Republic of China. The lecture will take place on October 19, 2017.

**Communications:** None

**Meeting Adjourned at 11:15 A.M.**

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Barbara Arnn, Recording Secretary

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Sylvia White, Chair

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Michael Kubec, Corresponding Secretary

**Next Regular Meeting : 10:00 A.M., Wednesday, June 14, 2017 (Main Library)**