

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes–Wednesday, August 9, 2017**

Call to Order: Chair Sylvia White called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Ellen Hargis, Hal Beattie, and Leigh Hearon, Director Meredith Wagner, and staff members Teri Burroughs and Barbara Arnn.

Citizen’s Questions and/or Comment: None

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

Trustee Education: None

Minutes: Hal Beattie **moved to approve the minutes of both** the July 12, 2017, regular board meeting and the July 27, 2017 special board meeting as written. Michael Kubec **seconded the motion, and the motion was carried.**

Financial Report for July 2017: Revenues received for this period included \$5,693 of property tax, \$63 in DNR revenue, \$163 in interest, and \$8,068 in miscellaneous revenue for a total of \$13,987. According to Assessor Jeff Chapman, low lumber prices have contributed to the lower trend in DNR funds. Operating expenditures totaled \$135,959. The library is 51% through the expenditure year and 41% expended. The operating monthly reconciliation shows a balance of \$909,507.

The Gift Account balance is \$53,549, and the Unemployment Account balance is \$192,424. Reserve Accounts earned a total of \$1,816 in interest, which was distributed across accounts, making the total held in reserve \$1,970,595. The grand total of library fund balances is \$3,326,408.

Approval of Vouchers: Meredith Wagner explained several items on the list of vouchers that are not recurring or common expenses, including a \$107.91 bill for repairs to the HVAC system after an incident of vandalism. This month’s vouchers also reflect a payment of \$120,364.34 to Garland/DBS, Inc. for replacement of the roof. Ellen Hargis **moved to approve** the vouchers for August 2017 in the amount of \$261, 113.19. Michael Kubec **seconded** the motion, which was then **approved.**

Friends of the Library News: The FOJCL will have a book sale on August 13. They are also discussing hosting a friend-raiser at Finnriver Farm and Cidery in September.

Chair’s Report: None

Director’s Report: Staff are busy with summer programs. Wagner and Chris HoffmanHill met with representatives from Worksource in August. WorkSource is a statewide partnership of state, local and nonprofit agencies that provides an array of employment and training services to job seekers and

employers in Washington. They will be moving their Worksource office from Port Hadlock to Port Townsend this fall. To fill the void, Worksource staff will train JC Library staff in August about their resources so Library staff can successfully assist job seekers at the library.

It has been determined that staff has faced some difficulty making change with the \$50 float in the cash drawers at the front desk, and Wagner asked to increase the float amount to \$75 for each drawer to make transactions easier. Michael Kubec **moved to approve** that increase. Ellen Hargis **seconded the motion, and the motion was carried.** Wagner will update the Financial Operations document to reflect this change and bring copies to next month's board meeting.

Statistics show that adult program attendance is up slightly, after significant growth the last two years. There has been a small drop in use of public computers, while aggregate service is up 17% for the year.

Unfinished Business: a. **Library Director Search**—Tamara Meredith accepted the conditional offer of the directorship, and agreed to a background check. Ellen Hargis reported that Kelly Skovbjerg was grateful for the board's consideration, and indicated she would be positive if for any reason the board might approach her again.

Ellen Hargis and Michael Kubec drafted a contract and with Wagner's assistance had it reviewed by the library's attorney. The attorney pointed out that with the addition of a "no cause" for termination clause, the document has become an "at will" employment agreement rather than a contract with a set term of employment. Kubec noted that Tamara Meredith requested an October 9, 2017 start date. Meredith Wagner's last day of employment is October 31, 2017, giving Wagner several weeks overlap with the incoming director.

[Because the background check on Tamara Meredith was still in process, **the meeting was recessed at 10:55 A.M.** so Ellen Hargis and Michael Kubec could see if the results had been completed.

The meeting was reconvened at 11:05 A.M.]

Michael Kubec stated that the background check was complete and confirmed that there were no concerns in the data presented.

The board then discussed the timing of evaluations in the employment agreement and agreed on the wording "an evaluation after six months' employment, after 12 months' employment, and annually thereafter."

Hal Beattie proposed inviting Tamara Meredith to the September budget workshops.

Ellen Hargis then **moved to approve** the agreement, as amended, to employ Tamara Meredith effective October 9, 2017. Hal Beattie **seconded the motion,** and it was carried.

b. Compensation Study—Meredith Wagner informed the board that following review of the three proposals submitted to conduct the compensation study, that she had chosen the firm of Cabot Dow Associates to conduct the study for the library for a total cost of \$11,500. The firm has extensive

public sector experience with cities, counties, and special districts in Washington State, including work with libraries. They will review current benefits, pay structure, etc., and make sure that Jefferson County Library is competitive in these areas. Cabot Dow will either validate or recommend changes to the current compensation plan. As previously discussed, it would fall to the new director to work with the Board of Trustees to implement any changes.

Communications: Trustees discussed meeting to outline specific goals for the new director, and agreed to meet for that purpose at an extended board meeting—through lunch--after the regular board meeting on October 11, 2017.

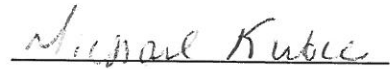
Meeting Adjourned at 11:40 A.M.



Barbara Arnn, Recording Secretary



Sylvia White, Chair



Michael Kubec, Corresponding Secretary

Next Regular Meeting : 10:00 A.M., Wednesday, September 13, 2017 (Main Library)
BUDGET WORKSHOPS: 9:00 A.M., Mon, Sept 18, 2017 and 10:00 A.M., Fri, Sept 22, 2017
(Main Library)

