

**Jefferson County Rural Library District  
Board of Trustees Board Meeting  
Library Shold Room, Port Hadlock, WA.  
Minutes – February 14, 2018**

**Call to Order:** Chair Sylvia White called the meeting to order at 9:58 am. Present were Trustees Michael Kubec, Hal Beattie, Leigh Hearon and Ellen Hargis; Director Tamara Meredith; Trustee Emeritus Tom Hagen, Staff Member Teri Burroughs, and Systems & Technical Services Manager Daniel Heaton. Also present were citizens Brad Collier and Jessica Dillon.

**Citizen's Comments:** Brad Collier and Jessica Dillon addressed the board to request that memorials be created to honor longtime volunteers Jan Jeffery and Marty Van Etten. Board Chair Sylvia White explained that discussion of a memorial for Jan Jeffery was already on the agenda for today's board meeting, and agreed to add a Marty Van Etten memorial to that discussion.

**Agenda: Moved/Seconded/Approved** after it was amended to add the discussion regarding a memorial to honor volunteer Marty Van Etten.

**Minutes:** Minutes of January 10th Board Meeting **Moved/Seconded/Approved** after a few minor wording corrections.

**Trustee Education:** None

**Financial Report:** Tamara noted that some corrections were made on the previous budget spreadsheet and that we underspent in 2017. Thus far we have collected 1.7% of our 2018 revenue. She explained to the board that the county prints reports for us, which are used to reconcile our budget each month with the county budget. She noted that we are limited by the county's system when it comes to the type of reports we get and how we can pull the data we need.

**Voucher Approval:** Tamara pointed out some noteworthy payments in the February vouchers, including the U.S. flag display (an annual service provided by East Jefferson Rotary), and our annual fee to the Secretary of State for our Anytime Library ebooks and audiobooks. Payment of vouchers in the amount of \$174,369.44 was **Moved/Seconded/Approved**.

**Friends of the Library:** Tom Hagen reported that the next Friends of the Library book sale takes place on April 14. He discussed the challenges of maintaining a crew of regular volunteers, but reported that the Friends were doing well. Tamara noted that the Friends' secretary is also going to take over treasurer duties, and that we used \$13,000 of the \$15,000 allocated to us by the Friends in 2017. We will be using a new tracking system for Friends expenditures in 2018.

**Director's Report:** Tamara reported that a new staff recognition award system will begin at the next staff meeting on Friday, February 16. She announced that Emily Henry has been hired as a new full-time Administrative Assistant. She begins on March 1.

### **Unfinished Business**

**Terminology Survey Results:** Tamara shared the results of the terminology survey taken last month, in which we asked the public how they preferred to be addressed. "Patron" received the most votes as preferred terminology to refer to those we serve.

**Landscaper Contract Increase:** The landscapers are contracted until December 2018, but the library is planning on going out to bid for landscape and janitorial services this year. Tamara will also be working on a Request for Proposal (RFP) for the parking lot repair over the next couple of weeks.

**Director's Work Plan:** After discussion the board agreed that the library outcomes should be library-centric rather than community-centric at this time. Ellen and Tamara will create and format a logic model.

**Food and Beverage Policy:** Minor edits and small language changes that were requested at last month's meeting were made. New Food and Beverage Policy was **Moved/Seconded/Approved**.

**Social Media Policy:** The public records portion of the policy was clarified before voting. New Social Media Policy was **Moved/Seconded/Approved**.

### **New Business**

**Compensation Study Final Report:** This final report confirmed that we are right where we should be in terms of employee salaries, benefits, and compensation. No significant changes were recommended.

**C.L.A.N. History and Current Momentum:** The Board discussed potential changes to the name of the Cooperative Libraries Automated Network, or "CLAN." Tamara reported that since 2012 there have been several discussions at consortium meetings about changing the name CLAN. She pointed out that that CLAN as a legal entity was disbanded in 2004, and that because Jefferson County Library owns the CLAN system, we can rename it. CLAN advisory committee members from other libraries recently agreed that CLEO – which stands for Cooperative Libraries of the East Olympics -- was a favorite. Tamara estimated that would cost approximately \$9000 to replace every patron's card in the system.

A motion was made to "allow the renaming of the consortium and delegate the responsibility of selecting a new name to the C.L.A.N. Advisory Committee." The motion was **Moved/Seconded/Approved** with one dissenting vote.

**Memorials for Jan Jeffery and Marty Van Etten:** The library agreed to fund memorials dedicated to two of our most prominent and longtime volunteers: Jan Jeffery and Marty Van Etten. To honor them for their lifelong service, the board decided that a stone bench and matching table would be purchased for the garden area of the library grounds. They discussed the possibility of combining a dedication ceremony with the upcoming Annual Commissioner's Breakfast. A motion was made to "purchase a bench and table for outdoor public use in memory of Jan Jeffery and Marty Van Etten." The motion was **Moved/Seconded/Approved.**

**Trustee Vacancy:** Chair Sylvia White's board term is ending in April 2018. Sylvia announced that she plans to reapply for another term. Sylvia will still have to reapply and the library must post the opening and accept and review new applications.

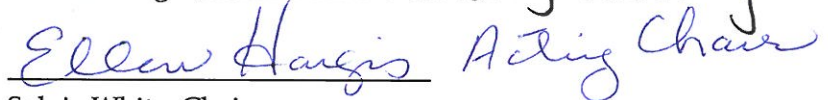
**Communications:** None

**Meeting adjourned at 11:57 am.**

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



Teri Burroughs, ~~Board Scribe~~ Recording Secretary



Sylvia White, Chair



Michael Kubec, Corresponding Secretary

