

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

Call to Order: Chair Sylvia White called the meeting to order at 10:00 A.M. Present were Trustees Ellen Hargis, Michael Kubec, Hal Beattie, and Leigh Hearon; Director Tamara Meredith; Jefferson Community Foundation Executive Director Siobhan Canty; and library staff members Teri Burroughs and Emily Henry.

Agenda: Moved/Seconded/Approved

Trustee Education: Jefferson Community Foundation Executive Director Siobhan Canty gave an overview about the Jefferson Community Foundation's mission to build a thriving community through engaged philanthropy. Their current programming focuses on building a community endowment, creating an online philanthropy catalogue for community donations, and providing support with donor advised funds and designated funds.

Minutes: Discussion of the minutes for the February 14th Board Meeting led to a request for two separate amendments: insertion of the title "Trustee Emeritus" for attendee Tom Hagen in the first paragraph, and insertion of the word "community" in the phrase "[community]-centric starting point" in the third paragraph of Unfinished Business. It was also requested that the names of Board Members who move and second motions be included in the minutes in the future.

Ellen Hargis **moved** that we put off approving the minutes until there is a revised version presented at the next board meeting; Leigh Hearon **seconded** the motion, and the motion was **approved**.

Financial Report: Tamara reviewed the financial reports for February 2018. Revenues received for this period totaled \$155,228 and the operating balance totaled \$726,543. The Auditor and Treasurer's office have communicated that our cash for our operating balance could be invested for higher rates of interest revenue. Total balance of funds at the end of February 2018 is \$3,154,850.

Approval of Vouchers: Tamara explained several items on the list of vouchers that are not recurring or common expenses, including the final installment of \$2,887.50 to Cabot Dow Associates for their work on the Compensation Study. Michael Kubec **moved to approve** the February vouchers in the amount of \$186,797.25. Hal Beattie **seconded** the motion, and the motion was **approved**.

Friends of the Library News: The Friends of the Library will be hosting their book sale on April 14th, 2018.

Chair's Report: None

Director's Report: Tamara Meredith shared that planning for the Huntingford Lecture is moving forward. Thor Larson, has been tentatively selected, and the lecture will take place on September 27th. The library has won the *Nasa: Discover Exoplanets!* exhibition grant and will be hosting it at the end of July 2019-October 2019. This was a collaborative proposal led by Chris Hoffman Hill. All three school superintendents were visited this month (Chimacum, Quilcene and Brinnon) to discuss a monthly newsletter distribution delivered by the Bookmobile. Parking lot repair bids are due Friday, March, 16th. First-aid trainer Jordan Pollack suggested that speed bumps be considered for new parking lot plan.

Unfinished Business:

had intended
Strategic Plan/Work Plan: After discussion about the Strategic Plan the board agreed that they ~~would like~~ the Strategic Plan to function as an internal document within this organization. Director Tamara Meredith is working with both the Strategic Plan and a more personalized Work Plan to help give framework to different focus areas at the library. She will be continuously updating and keeping these plans as living documents. Board Trustee Michael Kubec will meet with Tamara to discuss a planned six-month evaluation before the next board meeting on April 11th.

Memorials/Landscaping: Tamara reviewed options for commemorative benches and tables. A company in Snohomish County can construct and ship stone benches with plaques by the desired early May date for under \$2,000. Michael Kubec **moved that we purchase two benches with inset plaques as memorials for Jan Jeffery and Mary Van Etten.** Leigh Hearon **seconded the motion, and the motion was approved.**

Trustee Vacancy: The library received two applications for the trustee position currently held by Chair Sylvia White whose board term is ending in April 2018.

[Sylvia White left the meeting at 11:55am for the board to vote on the trustee position]

Board members reviewed Sylvia White's letter requesting reappointment to the board and the single additional application. Ellen Hargis **moved that we recommend to the County Commissioners that Sylvia White be reappointed as a trustee.** Hal Beattie **seconded the motion, and the motion was approved.**

[Sylvia White returned to the meeting at 12:03pm]

Board member Leigh Hearon announced that she will be stepping down from her trustee position one year early. She will be submitting a letter of resignation to the board.

New Business:

Unemployment Reserve: The Auditor has requested that the library's financial policies include a justification for the library's reserve fund balance. The Board agreed that the rationale for the minimum balance is two months of the average salaries and benefits from

the prior fiscal year. This justification will be added to the current policy and reviewed at the next board meeting.


Materials Selection and Management Policy: The board conducted a first reading of the new Materials Selection and Management Policy. Suggested revisions included: rewording the paragraph on weeding; removal of the paragraph referencing the *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement* (to be addressed in a separate statement instead); and, that addition of the words "or removed" to the phrase "to be selected [or removed] by the Library Board" in the last line of the first paragraph.

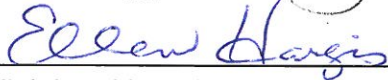
Continuing Education Policy: The board conducted a first reading of the revised Continuing Education/Tuition Reimbursement Policy. Suggested revisions included: changing the \$500 assistance per semester to \$1000; category 3d, removal of "(3.0)" in the first line; category 4a, section (i); removal of the duplicate phrase "to the library Director," in the first line; and, removal of "(3.0)" in the second line.

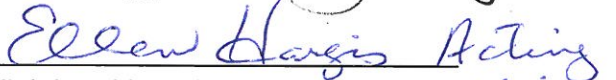
Communications: None.

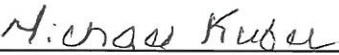
Meeting adjourned at 12:24 pm.

Next Regular Board Meeting: 10:00 am – 12:00 pm, Wednesday, April 11, 2018 at the Main Library.


Emily Henry, ~~Board Scribe~~ Recording Secretary


Sylvia White, Chair


Eileen Hargis Acting Chair


Michael Kubec, Corresponding Secretary

