

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA.  
Minutes – April 11, 2018**

**Call to Order:** Vice Chair Ellen Hargis called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Hal Beattie, and Leigh Hearon; Director Tamara Meredith; Recording Secretary Emily Henry; Staff member Quintana Kelley; and Jefferson County Sheriff David Stanko. Absent was Board Chair Sylvia White.

**Agenda:** Hal Beattie **moved that the agenda be approved as written**; Ellen Hargis **seconded the motion**, and the **motion carried**.

**Citizens' Questions and/or Comments:** None.

**Trustee Education:** Jefferson County Sheriff David Stanko gave an overview of the Jefferson County Sheriff's Office's mission to preserve peace in the community and to help those in need. He reviewed their Annual Report, Strategic Plan, and shared their programming goals which focus on de-escalation training, and promoting trust, transparency, and accountability within the community.

[Sheriff David Stanko left the meeting at 10:20 A.M.]

**Minutes:** Minutes from the February 14<sup>th</sup> Board Meeting were amended to change the title "Board Scribe" to "Recording Secretary" in the signature line. Michael Kubec **moved to approve the amended February 14<sup>th</sup> minutes**; Leigh Hearon **seconded the motion**, and the **motion carried**.

Minutes from the March 14<sup>th</sup> Board Meeting were amended to change the phrase "they would like" to "they had intended" in the first paragraph of Unfinished Business, and the title "Board Scribe" to "Recording Secretary" in the signature line. Hal Beattie **moved to approve the amended March 14<sup>th</sup> minutes**; Leigh Hearon **seconded the motion**, and the **motion carried**.

**Financial Report:** Revenues from March were \$287,753. Operating expenditures totaled \$827,549. Total balance of funds at the end of March 2018 was \$3,282,528. Other balances: general reserve account, \$1,981,704; gift account, \$53,896; and unemployment account, \$196,309.

**Approval of Vouchers:** Vouchers in the amount of \$141,845.51 were presented for payment. Michael Kubec **moved to approve** the March vouchers; Hal Beattie **seconded the motion**, and the **motion carried**.

**Friends of the Library:** The Friends of the Library will be hosting their book sale on April 14<sup>th</sup>, 2018.

**Chair's Report:** None.

**Director's Report:** Tamara Meredith reported on the success of the agricultural film series *Menu for the Future*. Mobile Services now has three Read and Return collections, located at the Coyle Community Center, and Tri-Area Food Bank. The library held a fire drill and will be updating its alarm system.

## Unfinished Business:

**Investment Policy:** The board conducted a second reading of this policy. Hal Beattie **moved to approve** the Investment Policy as written; Leigh Hearon **seconded** the motion, and the motion **carried**.

**Materials Selection and Management Policy:** The board conducted a second reading of this policy. Hal Beattie **moved to approve** the Materials Selection and Management Policy as written; Leigh Hearon **seconded** the motion, and the motion **carried**.

**Continuing Education/Tuition Reimbursement Policy:** The board conducted a second reading of this policy. Requested changes include: the title "Work Schedule" to "Operations of the Library" for paragraph 5; rewording the phrase "branch or department" to "library" in the last line of paragraph 5; rewording the word "Employer" to "Library" in categories 1h, section (ii) and 1j, section (ii). Ellen Hargis <sup>motioned to table</sup> **moved to table** the Continuing Education/Tuition Reimbursement Policy pending a decision to include it in either the Operations Manual or the Employee Manual. Hal Beattie **seconded** the motion, and the motion was ~~tabled~~ <sup>approved</sup>.

## New Business:

**End of Year Reserve Transfer:** After reviewing the End of Year Reserve Transfer, the board approved the following allocations: \$8,000 to Shortfall Reserve; \$150,000 to Building Needs; \$25,000 to Operating Emergency. It was also requested that \$17,000 be put into the Unemployment fund.

**Trustee Vacancy:** Tamara received an official letter of resignation from board member Leigh Hearon. The application process to fill the open trustee position will begin in June.

**MRSC of Washington – Small Works and Consultant Rosters:** This nonprofit organization provides a comprehensive vetting tool for project development. A resolution on this topic will be brought to a future board meeting.

**Commissioner's Breakfast:** The Commissioner's Breakfast is scheduled for Wednesday, May 2<sup>nd</sup> at 8:00 A.M. The breakfast is being catered by Farm's Reach Cafe, and the coffee is being donated by Sunrise Coffee Co.

**Director's 6-month Review:** At 11:50 A.M., the Vice Chair adjourned the meeting into executive session pursuant to RCW 42.30.110(1)(g) to review the performance of Tamara Meredith. The board would reconvene in open session at 12:10 P.M.

[Director Tamara Meredith and staff members Emily Henry and Quintana Kelley left the meeting at 11:50 A.M. Tamara Meredith and Emily Henry returned to the meeting at 12:10 P.M.]

The board reconvened in open session at 12:10 P.M. and announced that they had completed the performance review. Trustee Michael Kubec would meet with Tamara Meredith by the end of the month to discuss the review.

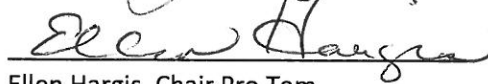
**Communications:** Michael Kubec will not be attending the May board meeting. Sylvia White was reappointed to the Board of Trustees by the Jefferson County Board of Commissioners.

**Meeting adjourned at: 12:15pm.**

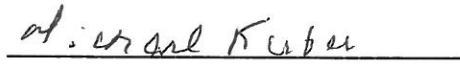
Next Regular Board Meeting: 10:00 am – 12:00 pm, Wednesday, May 9, 2018 at the Main Library.



Emily Henry, Recording Secretary



Ellen Hargis, Chair Pro Tem



Michael Kubec, Corresponding Secretary

