

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA.  
Minutes – Wednesday, May 9, 2018**

**Call to Order:** Vice Chair Ellen Hargis called the meeting to order at 10:00 A.M. Present were Chair Sylvia White (arrival at 10:45 A.M.); Trustees Hal Beattie, Leigh Hearon, and Michael Kubec (via teleconference); Director Tamara Meredith; Recording Secretary Emily Henry; Staff member Claudia Olney; and Chimacum School District Superintendent Rick Thompson.

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

**Approve/Amend Agenda:** Leigh Hearon **moved to approve** the agenda with two added items. Hal Beattie **seconded** the motion, the **motion carried**.

**Trustee Education:** Chimacum School District Superintendent Rick Thompson gave an overview of the school district's properties analysis that was completed last year. Their Board of Directors authorized a Replacement Levy to provide funding for capital projects, technology, and safety improvements. Ballots are due August 7, 2018.

[Chimacum School District Superintendent Rick Thompson departed the meeting at 10:15 A.M.]

**Minutes:** Minutes of the April 11 meeting will be amended and brought back for approval at the June 13 board meeting.

**Financial Report:** Revenues received from April totaled \$632,103. Year to date operating expenditures totaled \$1,317,736. Total balance of funds at the end of April 2018 was \$3,574,480. Other balances: general reserve account, \$1,805,774; gift account, \$53,969; and unemployment reserve, \$196,582.

**Approval of Vouchers:** Vouchers in the amount of \$142,810.36 were presented for payment. Sylvia White **moved to approve** the April vouchers; Leigh Hearon **seconded the motion**, and the **motion carried**.

**Friends of the Library News:** The Friends hosted a successful book sale on April 14.

**Chair's Report:** The Commissioners reacted positively to the <sup>breakfast</sup> ~~brunch~~ hosted on May 2.

**Director's Report:** Tamara Meredith reported on the completion of the 2017 Annual Report. The North Hood Canal Chamber of Commerce staff visited the library to obtain more information for promoting library services. The Safe Routes to School grant is moving forward, which may permit the construction of new sidewalks around the library. Security Services has recommended the installation of a strobe fire alarm.

**Unfinished Business:**

**Resolution to Add Funds to the 2018 General Budget:** Jefferson County Treasurer Stacie Prada will be consulted to help determine which resolution strategies are required to move previous year's funds into reserve accounts.

**Delegation/Signatory Authority for Contracts:** Tamara will begin drafting a signatory authority policy to clearly delineate Director and Board of Trustees roles and responsibilities for contract solicitation and signing. Timberland Regional Library's policy will be used as a reference.

**New Business:**

**Process for Director's 10-month Review:** Trustees Michael Kubec, Hal Beattie, and one staff representative will design a <sup>top.mkt</sup>questionnaire for the Director's 10-month review. The board will review this evaluation with Tamara in executive session during the September board meeting.

**TeleMessage service – archiving texts/phone data:** TeleMessage is a secure software service that helps with communications and archiving solutions in the event of a public records request. Tamara informed the Board that the library has subscribed to the service to meet state public records law requirements.

**Donors:** The Board and the Library Director will be cultivating current donor relationships. There will be further discussion regarding a donor appreciation event this fall.

**Emails and Open Meetings Act:** If a majority of the members of the governing body takes "action" on behalf of the agency through an email exchange, that would constitute a meeting under the OPMA. The board has decided to write "For Information Only - Do not reply" in email subject lines to prevent open meeting exchanges.

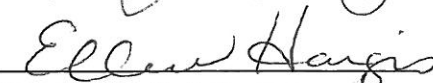
**Trustee Vacancy Timeline:** The application process to fill the open trustee position will begin in June. Interviews and the Commissioner approval request will take place in July. The new trustee will be seated by the August board meeting.

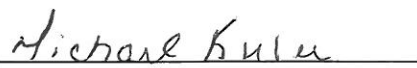
**Communications:** None.

**Meeting adjourned at: 12:10pm.**

Next Meeting: REGULAR MEETING: 10:00 am – 12:00 pm, Wed., June 13, 2018 at the Main Library

  
\_\_\_\_\_  
Emily Henry, Recording Secretary

  
\_\_\_\_\_  
Ellen Hargis, Chair Pro Tem

  
\_\_\_\_\_  
Michael Kubec, Corresponding Secretary