

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

**Call to Order:** Chair Sylvia White called the meeting to order at 10:00 A.M. Present were Trustees Hal Beattie, Leigh Hearon, Michael Kubec, and Ellen Hargis; Director Tamara Meredith; Recording Secretary Emily Henry; and Staff member Jim Nyby.

**Citizen's Questions and/or Comment:** None.

**Agenda:** Michael Kubec **moved to approve** the agenda as written; Leigh Hearon **seconded the motion**, and the **motion carried**.

**Trustee Education:** None.

**Minutes:** Michael **moved to approve** the minutes from the June 13 board meeting as written. Hal Beattie **seconded** the motion, and the **motion carried**.

**Financial Report:** Revenues received for June totaled \$19,077. Operating expenditures were \$167,457.51. Total balance of funds at the end of June 2018 was \$3,474,140. Other balances: capital reserve account, \$1,993,351; gift account, \$54,127; and unemployment reserve, \$214,161.

**Approval of Vouchers:** Vouchers in the amount of \$138,110.26 were presented for payment. Hal Beattie **moved to approve** payment the July vouchers; Michael Kubec **seconded**, and the **motion carried**.

**Friends of the Library News:** The next Friends of the Library quarterly meeting is scheduled for Friday, July 20, and their next book sale is scheduled for Saturday, August 11.

**Chair's Report:** None.

**Director's Report:** Tamara Meredith reported on the success of the Stories at the Park program at H.J. Carroll Park with library intern Emily Bufford. Library staff member Russ Stamp offered a teen poetry writing contest, and submitted works were published in an anthology created by staff member Brwyn Griffin. The 3D printer has been offered to the public as an opportunity to engineer and create a multitude of objects. The library's mid-year appeal letter went out on June 30.

**Unfinished Business:**

**Signatory Authority Policy:** Maximum amounts were determined for various levels of signatory authority, and it was requested that sections on Competitive Bidding, Personal Services, and Professional Services be re-added to the draft. The trustees will review a new draft of this policy at the next board meeting.

**Process for Director's 10-month Review:** Trustees Michael Kubec and Hal Beattie, Director Tamara Meredith, and staff representative Chris HoffmanHill communicated the process for the Director's 10-month review. The board will go into Executive Session at the next board meeting to discuss

collected Board, staff, and Director review feedback, and trustee Hal Beattie will summarize the comments for the Director's personnel file.

[The meeting was recessed at 11:18 A.M. and reconvened at 11:23 A.M.]

**Trustee Vacancy:** The trustee applicant interviews were rescheduled to Monday, July 16 from 8:30 A.M. – 12:00 P.M.

**Work Plan Report – Q2:** Discussion about the Work Plan Report – Q2 was postponed until the August 8 board meeting.

### **New Business**

**Investment Opportunities for Library Funds:** Trustees Michael Kubec and Hal Beattie will meet with Tamara to discuss an investment strategy for the library's funds. They will bring recommendations to the board for further discussion.

**Budget Workshops and Schedule:** The board agreed on Tuesday, October 2 from 1:00 to 4:00 P.M. and Wednesday, October 3 from 9:00 A.M. to 12:00 P.M. for budget workshop dates.

**Kitsap Bank Account:** The library will be closing its petty cash account at Kitsap Bank, and will be opening a new petty cash account with 1<sup>st</sup> Security Bank.

**Youth Safety Policy – 1<sup>st</sup> Reading:** The board conducted a first reading of The Youth Safety Policy which focuses on the safety and welfare of each child at the Jefferson County Library. This policy draft will be reviewed at the next board meeting for a second reading.

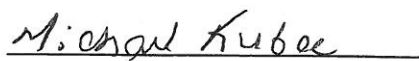
**Communications:** Board member Leigh Hearon's last meeting will be on August 8.

**Meeting adjourned at 11:55 A.M.**

**Next regular Board Meeting: 10:00 A.M. – 12:00 P.M, Wednesday, August 8, 2018 at Main Library**

  
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Emily Henry, Recording Secretary

  
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Sylvia White, Chair

  
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Michael Kubec, Corresponding Secretary