

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA  
Minutes – Wednesday, August 8, 2018**

**Call to Order:** Chair Sylvia White called the meeting to order at 10:01 A.M. Present were Trustees Hal Beattie, Leigh Hearon, Michael Kubec, and Ellen Hargis; Director Tamara Meredith; Recording Secretary Emily Henry; Staff member Robin Van Dyke; and Jefferson Land Trust Executive Director Richard Tucker.

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

**Agenda:** <sup>Michael Kubec</sup> ~~Micahel~~ moved to approve the agenda as written; Leigh Hearon **seconded** the motion, and the motion carried.

**Trustee Education: Jefferson Land Trust – Richard Tucker:** Richard Tucker is the executive director at the Jefferson Land Trust, a private, non-profit, community-driven, conservation organization in Jefferson County. <sup>They</sup> ~~They~~ provide many services to landowners in the area and work with them to choose protection strategies that meet both their own conservation goals and financial needs.

[Jefferson Land Trust Executive Director Richard Tucker departed the meeting at 10:20 A.M.]

**Minutes:** Micahel Kubec **moved to approve** the minutes from the July 11 board meeting as written. Leigh Hearon **seconded** the motion, and the **motion carried**.

**Financial Report:** Revenues received for July totaled \$17,719. Operating expenditures were \$137,861. Total balance of funds at the end of July 2018 was \$3,353,868. Other balances: capital reserve account, \$1,996,158; gift account, \$54,213; and unemployment reserve, \$214,504.

**Approval of Vouchers:** Vouchers in the amount of \$150,610.14 were presented for payment. Hal Beattie **moved to approve** payment of the July vouchers; Leigh Hearon **seconded** the motion, and the **motion carried**.

**Friends of the Library News:** The Friends of the Library will be hosting their next book sale on Saturday, August 11. Tamara Meredith attended the Friends of the Library meeting on July 20, and they requested to have their meeting dates uploaded onto the library website calendar.

**Chair's Report:** None.

**Director's Report:** Tamara Meredith reported on the Summer Reading Program outcomes thus far from the data gathered via a Project Outcome survey. The Port Townsend Leader published an article written by Tamara on STEAM in libraries, and she will be submitting next month's *Books and Beyond* column which will highlight the Huntingford Lecture. Three new Library Assistant I Substitutes were hired in July and are being trained at this time. This year's summer appeal has not seen as much return as last year's campaign, but the distribution of donation amounts has remained similar.

**Unfinished Business:**

**Signatory Authority Policy – 3<sup>rd</sup> Revision:** Several changes were suggested for wording and the section on “Competitive Bidding Requirements” was removed. The board asked that this draft be sent to the attorney for review.

**Youth Safety Policy – 2<sup>nd</sup> Reading:** The board conducted a second reading of the Youth Safety Policy. Requested changes include: the title “Youth Safety Policy” to “Child Safety Policy”; rewording “youth” to “child” in each paragraph. The board asked that this draft be sent to the attorney for review.

**Trustee Vacancy:** Hal Beattie **moved** that Tom Hagen be recommended to the County Board of Commissioners to fill the remainder of Leigh Hearon’s term as Library Trustee. Michael Kubec **seconded** the motion, and the **motion carried**.

**Investment of Library Funds:** Trustees Michael Kubec and Hal Beattie met with Director Tamara Meredith to discuss the current balances and go over investment recommendations. The board reviewed the recommendations, and Ellen Hargis **moved** that the Board investigate options to invest \$400,000 equally in vehicles which will mature in 2-5 years for the General Operating Fund and invest \$1,000,000 equally in vehicles which will mature in 2-5 years for the Capital Reserve Fund. Hal Beattie **seconded** the motion, and the **motion carried**.

**Work Plan Report – Q2:** Tamara Meredith gave a status update on the work plan which was included in the board packets.

**New Business:**

**3D Printing Policy – 1<sup>st</sup> Reading:** The board conducted a first reading of the 3D Printing Policy which focuses on the community’s access to new technology and the circumstances in which they may use the Library’s 3D printing service. The board requested that this draft be sent to the attorney for review.

**PLA – Project Outcome:** Discussion was tabled until the September 12 board meeting.

[The meeting was recessed at 12:00 P.M. and reconvened at 12:05 P.M.]

**Director’s 10-month Review:**

[Director Tamara Meredith and staff members Emily Henry and Robin Van Dyke left the meeting at 12:07 P.M. Tamara Meredith and Emily Henry returned to the meeting at 12:31 P.M.]

Trustee Hal Beattie will summarize the review comments, and chair Sylvia White and trustee Hal Beattie will meet with Tamara Meredith to discuss the results later this month.

**Communications:** This was trustee Leigh Hearon’s last board meeting. Trustee Michael Kubec will not be in attendance at the September 12 board meeting.

**Meeting adjourned at 12:32 P.M.**

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., Sept. 12, 2018 at Main Library

  
\_\_\_\_\_  
Emily Herry, Recording Secretary

  
\_\_\_\_\_  
Sylvia White, Chair

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