

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA  
Minutes – Wednesday, September 12, 2018**

**Call to Order:** Chair Sylvia White called the meeting to order at 10:00 A.M. Present were Trustees Hal Beattie, and Ellen Hargis; Director Tamara Meredith; Recording Secretary/Staff Rep Chris HoffmanHill; and Jefferson County PUD General Manager Larry Dunbar.

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

**Agenda:** Ellen Hargis **moved to approve the agenda as written**; Hal Beattie **seconded the motion**, and the **motion carried**.

**Trustee Education: Jefferson County PUD – Larry Dunbar:** Larry Dunbar is the General Manager of the Jefferson County PUD. Five years ago the PUD changed from a water utility to a power and water utility. As a result they have grown significantly, experiencing many of the challenges of dramatic, swift growth. Mr. Dunbar discussed metering, PUD acquisition of power from PSE, and their top three goals: consolidation of facilities to one location at Four Corners, community solar, and fiber optics to Port Townsend downtown (test project).

[Jefferson County PUD General Manager Larry Dunbar departed the meeting at 10:28 A.M.]

**Minutes:** Hall Beattie **moved to approve the minutes from the August 8 board meeting as corrected**. Ellen Hargis **seconded the motion**, and the **motion carried**.

**Financial Report:** Revenues received for August totaled \$35,233. Operating expenditures were \$149,806. Total balance of funds at the end of August 2018 was \$3,242,301. Other balances: capital reserve account, \$1,999,011; gift account, \$54,301; and unemployment reserve, \$214,853.

**Approval of Vouchers:** Vouchers in the amount of \$176,004.13 were presented for payment. Hal Beattie **moved to approve** payment of the August vouchers; Ellen Hargis **seconded** the motion, and the **motion carried**.

**Friends of the Library News:** The book sale on Saturday, August 11, netted, \$3,004 in sales, a new record for the Friends of the Library.

**Chair's Report:** Sylvia White shared the *Why Libraries Still Matter* article recently published in the New York Times.

**Director's Report:** Tamara Meredith reported on the Summer Reading Program outcomes from the data gathered via a Project Outcome survey. County Commissioners have approved Tom Hagen as new library board member. Tamara has been working with Port Townsend Public Library Director Melody to make electronic resources consistent across the consortium. It was requested that in the future, acronyms be spelled out the first time and shortened thereafter in the Director's Report and other library documents.

**Unfinished Business:**

**Child Safety Policy – Final Reading:** The board had asked that this draft be sent to the attorney for review, attorney had no comments or suggestions. Hal Beattie **moved** that Child Safety Policy be approved; Ellen Hargis **seconded** the motion, and the **motion carried**.

**3D Printing Policy – Final Reading:** The board conducted a second 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 attorney reviewed with no comments or suggestions. Ellen Hargis **moved** that the 3D Printing Policy be approved; Hal Beattie **seconded** the motion, and the **motion carried**.

**Investment of Library Funds:** Trustees decided to wait on further discussion and making a decision until Trustees Michael Kubec and Tom Hagen are here to participate.

**New Business:**

**Information: Labor & Industries – Contracting for Services.** Tamara Meredith attended a Labor & Industries training on Friday, September 7, 2018. It has been discovered that the library needs to amend its contracting process for work on the library facility and grounds to comply with the Prevailing Wage Act. Tamara will be working with current contractors and staff who interact with them to achieve compliance by the beginning of 2019.

**Director's 10-month Review:**

[Chris HoffmanHill left the meeting at 11:00 A.M. and returned to the meeting at 11:15 A.M.]

**Communications:** Celeste completed her graduate program.

**Meeting adjourned at 11:23 A.M.**

**Next Meetings:**

**Budget Workshops**      **October 2, 2018 1:00 P.M. – 4:00 P.M.**  
   **October 3, 2018 9:00 A.M. – 12:00 P.M.**

**REGULAR MEETING – 10:00 A.M., Wed., October 10, 2018 at Main Library**

  
Chris HoffmanHill, Recording Secretary

  
Sylvia White, Chair

  
Michael Kubec, Corresponding Secretary