

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Wednesday, October 10, 2018**

Call to Order: Vice Chair Ellen Hargis called the meeting to order at 10:00 A.M. Present were Trustees Hal Beattie, Michael Kubec, and Tom Hagen; Director Tamara Meredith; Recording Secretary Emily Henry; and Staff Representative Robin Van Dyke.

Citizen Questions and/or Comments: None.

Agenda: Michael Kubec **moved to approve** the agenda with two added items. Hal Beattie **seconded the motion**, and the **motion carried**.

Trustee Education: None.

Minutes: Hal Beattie **moved to approve** the September minutes as corrected. Tom Hagen **seconded the motion**, and the **motion carried**.

Financial Report: Revenues received for September totaled \$65,340. Operating expenditures were \$134,310, and Capital expenditures were \$41,650. Total balance of funds at the end of September 2018 was \$3,135,406. Other balances: capital reserve account, \$2,001,840; gift account, \$54,388; and unemployment reserve, \$215,199.

Approval of Vouchers: Vouchers in the amount of \$154,288.68 were presented for payment. Michael Kubec **moved to approve** payment of the September vouchers. Tom Hagen **seconded the motion**, and the **motion carried**.

Friends of the Library News: The Friends of the Library have their next meeting scheduled for October 26, and they will be hosting their book sale on November 10.

Chair's Report: Chair Pro Tem Ellen Hargis noted a need to indicate a distinction between policies and procedures by creating separate manuals, and requested that the Board receive print copies of all recently adopted and amended policies at the next meeting. Hargis reminded the board that the board officer election will take place in January 2019.

Director's Report: Tamara Meredith reported that much of September was focused on planning the 2019 budget, All Staff Day, and the Managers Retreat. Guest speaker Thor Hanson gave a dynamic presentation at the seventeenth annual Huntingford Humanities Lecture with approximately 250 guests in attendance. The library hosted six Port Townsend Film Festival showings with an average of 16 attendees at each event. The September Staff Meeting included a fire extinguisher training, giving all staff in attendance the opportunity to practice using a fire extinguisher.

Unfinished Business:

Signatory Authority Policy (reviewed by attorney): This is the second reading of the Signatory Authority Policy after being reviewed by an attorney. Tom Hagen **moved to approve** the Signatory Authority Policy. Michael Kubec **seconded the motion**, and the **motion carried**.

Investment of library Funds: Michael Kubec presented an investment strategy to allocate available investment dollars from the Operating General Fund and the Reserve Fund into secure investment opportunities. Ellen Hargis noted that the library's current Investment Policy will need to be amended before funds can be invested. Tamara Meredith was charged with updating the current policy.

with the possibility of a higher return.

PLA – Project Outcome: The board watched a video about a Project Outcomes Assessment program that is designed for public libraries. This program provides services that will help measure outcomes and maintain patron anonymity. The board agreed that this would be a helpful step in obtaining data for the library.

[The meeting was recessed at 11:15 A.M. and reconvened at 11:20 A.M.]

New Business:

Executive Session: Director Performance Review: Vice-chair Ellen Hargis **adjourned the meeting into executive session** at 11:20 A.M. for fifteen minutes to discuss the director's Performance Evaluation. Hargis **adjourned the executive session and reconvened the regular meeting** at 11:35 A.M.

[Emily Henry and Robin Van Dyke left the meeting at 11:20 A.M. and returned to the meeting at 11:35 A.M.]

Based on executive session discussion,
Director's Salary: Hal Beattie **moved to approve** the director's salary for 2019. Michael Kubec **seconded the motion**, and the **motion carried**.

Review 2019 Budget: There were two changes made to the 2019 draft budget: an addition of \$3,000 to the Professional Services line item under allotment "General – Misc" and a correction of 2019 Budget Summary projected years to 2019 and 2020.

Donor Development/Fundraising: Discussion about Donor Development/Fundraising was postponed until the November 14 board meeting.

Early Closure on New Year's Eve: Michael Kubec **moved to approve** that staff members who are regularly scheduled to work until closing on December 31, 2018 will receive regular pay for the three hours that their shift will be reduced by the early closure. Hal Beattie **seconded the motion**, and the **motion carried**.

MRSC of Washington – Small Works and Consultant Rosters: This nonprofit organization provides a comprehensive vetting tool for project development. Tamara Meredith will draft a resolution to join MRSC for the board to review at the November meeting.

Communications: Trustee Hal Beattie will be absent at the December board meeting.

Meeting adjourned at 12:05 P.M.


Next Meeting: REGULAR Meeting – 10:00 a.m., Wed., Nov. 14, 2018 at Main Library



Emily Henry, Recording Secretary



Ellen Hargis, Chair Pro Tem



Michael Kubec, Corresponding Secretary

