

**Jefferson County Rural Library
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Wednesday, November 14, 2018**

Call to Order: Chair Sylvia White called the meeting to order at 10:02 A.M. Present were Trustees Hal Beattie, Michael Kubec, Tom Hagen, and Ellen Hargis; Director Tamara Meredith; Recording Secretary Emily Henry; and Staff Representative Andrea Hergert.

Citizen Questions and/or Comments: Lyle Courtsel shared his preference for public libraries to maintain physical materials documenting the Post-Vietnam-era as opposed to discarding or replacing them with digital copies. It was noted that the Jefferson County Library has not actively weeded or replaced any materials on that topic. Chair Sylvia White thanked Mr. Courtsel for sharing his thoughts.

Agenda: Michael Kubec **moved to approve** the agenda as written. Hal Beattie **seconded the motion**, and the **motion carried**.

Trustee Education: None.

Minutes: Hal Beattie **moved to approve** the October 10th board minutes as corrected. Ellen Hargis **seconded the motion**, and the **motion carried**. Ellen Hargis **moved to approve** the October 3rd Budget Workshop minutes as corrected. Hal Beattie **seconded the motion**, and the **motion carried**. Ellen Hargis **moved to approve** the October 2nd Budget Workshop minutes as written. Michael Kubec **seconded the motion** and the **motion carried**.

Financial Report: Revenues received for October totaled \$579,733. Operating expenditures were \$149,927, and Capital expenditures were \$2,014. Total balance of funds at the end of October 2018 was \$3,561,651. Other balances: capital reserve account, \$2,005,018; gift account, \$54,486; and unemployment reserve, \$215,587.

Approval of Vouchers: Vouchers in the amount of \$156,607.06 were presented for payment. Hal Beattie **moved to approve** payment of the October vouchers. Michael Kubec **seconded the motion**, and the **motion carried**.

Friends of the Library News: The book sale on Saturday, November 10, netted \$2,627 in sales. The next book sale is scheduled for April, 2019. At the Friends meeting on October 26, Tamara Meredith presented a budget request for 2019 which was approved. The Friends will be helping with the Holiday Open House on December 12.

Chair's Report: None.

Director's Report: Tamara Meredith reported that October was a month of learning. Several staff members attended different trainings throughout the state. All Staff Day was held on October 8th, and included sessions on technology, the opioid crisis in Jefferson County, team building exercises, and reader's advisory practice. There were many successful evening programs in October with 22 people attending Poets in Conversation, 65 people attending the "Race to Alaska: Team Bunny Whaler" event, and strong attendance at the "Open Tech" sessions on Tuesday afternoons. The "Safe Routes to School" grant project has a new objective – walking/biking access from Cedar Ave. to the Primary School.

Unfinished Business:

Amendment – Investment of Library Funds Policy: Several wording changes were suggested and it was requested that a section describing the “Gift Account” be added. Tamara Meredith will make the changes, and the policy will come back for review/approval at the December board meeting.

Investment Recommendations: Trustee Michael Kubec will revise the document with current rates and provide new investment recommendations at the December board meeting.

Donor Development Event: The Winter Giving 2018 Campaign will be sent out in early December. The Board discussed hosting a donor appreciation event in February 2019.

New Business:

Amendment – Purchasing Policy: Michael Kubec moved to approve the Purchasing Policy as amended. Tom Hagen seconded the motion, and the motion carried.

Resolution 18-03, Establishing a Small Public Works Roster (MRSC): Tom Hagen read aloud the resolution for Establishing a Small Public Works Roster (MRSC). Hal Beattie moved to approve joining the MRSC roster. Ellen Hargis seconded the motion, and the motion carried.

Resolution 18-04, 2019 Budget Approval; Resolution 18-05, Property Tax Increase: There was an addition of \$40 to Revenues under the Library CLEO Services line item. Due to updates and changes, the total increase to the 2019 budget totaled \$6,960. Trustee Michael Kubec read aloud the resolution for the 2019 Budget Approval. Michael Kubec moved to approve the 2019 Budget Resolution. Tom Hagen seconded the motion, and the motion carried. Hal Beattie read aloud the resolution for Property Tax Increase. Hal Beattie moved to approve the Property Tax Increase Resolution. Tom Hagen seconded the motion, and the motion carried.

Resolution 18-06, Authorize the Library Director to Execute an Interlocal Agreement with Jefferson County: Ellen Hargis read aloud the resolution to Authorize the Library Director to Execute an Interlocal Agreement with Jefferson County. ^{Ellen Hargis} Tom Hagen moved to approve the resolution. Michael Kubec seconded the motion, and the motion carried.

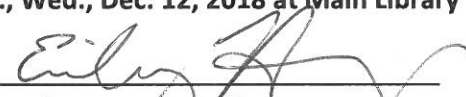
2019 Holidays/Closures Calendar: Ellen Hargis moved to approve the Holiday/Closures Calendar. Michael Kubec seconded the motion, and the motion carried.

ALA Midwinter Board of Trustees Event: Library trustees are invited to attend a roundtable discussion at the 2019 ALA Midwinter Meeting. Tamara Meredith gave the board more information regarding this event.

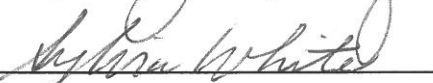
Communications: The Holiday Open House will be on December 12th from 3:00 – 6:00 P.M.

Meeting adjourned at 11:44 A.M.

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



Emily Henry, Recording Secretary



Sylvia White, Chair



Michael Kubec, Corresponding Secretary