

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

**Call to Order:** Chair Sylvia White called the meeting to order at 10:01 A.M. Present were Trustees Michael Kubec, Tom Hagen, and Ellen Hargis; Director Tamara Meredith; Recording Secretary Emily Henry; Staff Representative Daniel Heaton; and Teen Services Coordinator Russ Stamp.

**Citizen Questions and/or Comments:** None.

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

**Trustee Education:** Russ Stamp is the Teen Services Coordinator at the Jefferson County Library. He facilitates teen programming and works collaboratively with the community to promote positive resources for youth. Russ has been helping to encourage more teen-led programs, and he will be mentoring a student in the new part-time teen internship position that begins in 2019.

[Teen Services Coordinator Russ Stamp departed the meeting at 10:16 A.M.]

**Minutes:** Ellen Hargis **moved to approve** the November 12<sup>th</sup> board minutes as corrected. Michael Kubec **seconded the motion**, and the **motion carried**.

**Financial Report:** Revenues received for November totaled \$188,019. Operating expenditures were \$152,028, and Capital expenditures were \$4,579. Total balance of funds at the end of November was \$3,595,545. Other balances: capital reserve account, \$2,008,166; gift account, \$54,583; and unemployment reserve, \$215,971.

**Approval of Vouchers:** Vouchers in the amount of \$163,587.88 were presented for payment. Michael Kubec **moved to approve** payment of the November vouchers. Ellen Hargis **seconded the motion**, and the **motion carried**.

**Friends of the Library News:** The Friends helped with the Holiday Open House on December 12<sup>th</sup>. They have had new volunteers join their organization.

**Chair's Report:** None.

**Director's Report:** Tamara Meredith reported that the first distribution of newsletters was delivered to all elementary students (and some middle grade) in Chimacum, Quilcene, and Brinnon school districts. The first Storywalks, a collaborative project between Rotary, Chimacum schools, and the library, were completed and hung at Chimacum Creek Primary and Chimacum Elementary School. The Safety Committee is in the process of scheduling four specific staff trainings for 2019: ergonomics, active shooter training (online interactive format), earthquake preparedness, and drug/opioid use.

**Unfinished Business:**

**Amendment – Investment of Library Funds Policy:** The Board reviewed the Investment of Library Funds Policy. Recommended changes included: the removal of the Building Replacement Fund from the list of Reserve Funds; and adding a description of the Gift Account. Michael Kubec **moved to approve** the amended investment policy. Ellen Hargis **seconded the motion**, and the **motion carried**.

**Investment Recommendations:** Trustee Michael Kubec provided new investment recommendations with current rates. Ellen Hargis **moved to approve** the recommendations as written. Tom Hagen **seconded the motion**, and the **motion carried**. Tamara Meredith will send the Board's investment decisions to the County Treasurer for implementation.

**New Business:**

**Amendment - Meeting Room Use Policy:** The Board reviewed the Meeting Room Use Policy. Requested changes included: the removal of the ninth paragraph, indicating no meeting room use after library hours; and changing the tenth paragraph to "Smoking and alcoholic beverages are prohibited in library facilities." Michael Kubec **moved to approved** the Meeting Room Use Policy as amended. Tom Hagen **seconded the motion**, and the **motion carried**.

**Emergency Closure Policy (1<sup>st</sup> Reading):** The Board conducted a first reading of the Emergency Closure Policy which addresses when the library facility may close or suspend mobile library services due to events outside of Library control. This policy draft will be brought to the next board meeting for a second reading.

**Strategic Plan Update:** Tamara Meredith gave an update on the Strategic Plan (copies included in the board packets).

**Communications:** Trustees Michael Kubec and Ellen Hargis will not be able to attend the ALA 2019 Midwinter Board of Trustees Event.

**Meeting adjourned at 11:39 A.M.**

**Next meeting: Annual Meeting – 10:00 A.M., Wed., Jan. 9, 2019 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