

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Wednesday, January 9, 2019**

Call to Order: Chair Sylvia White called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Tom Hagen, Hal Beattie, and Ellen Hargis; Director Tamara Meredith; Recording Secretary Emily Henry; Staff Representative Chris HoffmanHill; and Trustee Emeritus Ray Steinberg.

Citizen Questions and/or Comments: Richard Christopher (RC) Shivetts shared his desire for a foundation for the Jefferson County Library. He provided the Trustees with a handout which listed his previous experience ideas for development growth. The Board thanked Mr. Shivetts for sharing his thoughts.

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

Minutes: Ellen Hargis **moved to approve** the December 12th minutes as written. Michael Kubec **seconded the motion**, and the **motion carried**.

Election of Officers for 2019: The proposed slate of officers is: Chair – Ellen Hargis; Vice Chair – Michael Kubec; Corresponding Secretary – Hal Beattie. Sylvia White **moved to approve** the slate as presented. Tom Hagen **seconded the motion** and the **motion carried**.

[Newly-elected Board Chair Ellen Hargis assumed leadership of the meeting at 10:25 A.M.]

Trustee Education/Staff Update: *Empowered Teens Coalition* – Chris HoffmanHill: Chris HoffmanHill is the Public Services Manager at the Jefferson County Library and a volunteer for the Empowered Teens Coalition (ETC). ETC is a volunteer prevention advocacy organization that brings parents, schools, agencies, community groups, and community members together to work on preventing youth substance abuse. They work in collaboration with the Chimacum School District, Olympic Educational Service District 114, and Jefferson County Public Health. HoffmanHill has invited the Trustees to attend two film showings about resiliency factors for youth which will be hosted by ETC in February.

[Trustee Emeritus Ray Steinberg departed the meeting at 10:50 A.M.]

Director's Report: Tamara Meredith reported that the library closed out 2018 with a much appreciated and well-attended holiday open-house, and a successful Winter Giving fundraising campaign. The library experienced challenges associated with multiple power outages due to wind storms and downed trees. A contract for towing services was signed with All City Towing in Port Townsend, WA, and the library has posted tow company signs throughout the parking lot. An attempted break-in to the Bookmobile garage resulted in minor damage to the door. The investments approved by the Board at the December meeting were initiated by the County Treasurer's office on December 20th.

Financial Report: Revenues received for December totaled \$37,251. Operating expenditures were \$162,277, and Capital expenditures were \$1,312. Total balance of funds at the end of December was \$3,475,355. Other balances: capital reserve account, \$2,010,701; gift account, \$54,687; and unemployment reserve, \$216,384.

[RC Shivetts departed the meeting at 11:02 A.M.]

Approval of the Vouchers: Michael Kubec **moved to approve** payment of vouchers for December in the amount of \$152,659.17. Sylvia White **seconded the motion**, and the **motion carried**.

Chair's Report: Chair Ellen Hargis gave an overview of the Board's primary fiduciary responsibilities, and requested that the by-laws be updated. Trustee Education will be changing to have each manager provide reports and to have a scheduled list of outside presenters for the calendar year.

Friends of the Library News: The Friends were extremely helpful at the Holiday Open House on December 12th. Tamara will be working with the Friends on confirming their type of 501c3 status, and adding more of their information onto the library website. They are currently looking for volunteers to fill leadership roles and board positions.

Unfinished Business:

Donor Event: The Board will be hosting a donor appreciation party in February. Michael Kubec will work with Tamara Meredith and Emily Henry to coordinate the event.

Emergency Closure Policy: This is a second reading of the Emergency Closure Policy. Hal Beattie **moved to approve** the Emergency Closure Policy. Michael Kubec **seconded the motion**, and the **motion carried**.


New Business:

Memberships in Community Organizations Policy (1st Reading): The Board conducted a first reading of the Memberships in Community Organizations Policy. Necessary changes will be made to the third paragraph. This policy draft will be reviewed at the next board meeting for a second reading.

Communications: A patron submitted a donation with a thank you message to staff for their exemplary service at the library.

Michael Kubec **moved to adjourn** the meeting at 12:00 P.M. Hal Beattie **seconded the motion**, and the **motion carried**.

Next Meeting: REGULAR MEETING – 10:00 a.m., Wed., Feb 13, 2019 at Main Library



Emily Henry, Recording Secretary



Ellen Hargis, Chair



Hal Beattie, Corresponding Secretary