

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Wednesday, February 13, 2019**

Call to order: Chair Ellen Hargis called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Hal Beattie, Sylvia White, and Tom Hagen (via phone); Director Tamara Meredith; Recording Secretary Emily Henry; and Staff Representative Claudia Olney.

Citizen Questions and Comments: None.

Approve/Amend Agenda: Hal Beattie **moved to approve** the agenda as written. Sylvia White **seconded the motion**, and the **motion carried**.

Minutes: Michael Kubec **moved to approve** the January 9th minutes as written. Sylvia White **seconded the motion**, and the **motion carried**.

Trustee Education/Staff Update - Tamara Meredith, ALA Midwinter/Fundraising: Jefferson County Library Director, Tamara Meredith, gave an overview of the United for Libraries workshop sessions on fundraising held at the 2019 American Library Association Midwinter Conference. She provided handouts for the Board and reviewed the different roles played by library foundations and Friends groups at public libraries in Washington and around the country.

Director's Report: Tamara Meredith reported that the library accomplished many end-of-year duties, including account reconciliation, payroll system updates, and filing tax reports. The Farming Film Festival kicked off in January with 39 in attendance. A battery exploded on the Bookmobile while being inspected; fortunately, no one was injured and all Bookmobile batteries will be replaced with a closed-cell design to eliminate this risk in the future. Claudia Kelley, an ergonomics specialist with the Department of Labor and Industries, made many helpful suggestions at the January 11th staff meeting.

Financial Report: Revenues received for January totaled \$41,140. Operating expenditures were \$149,564, and Capital expenditures were \$2,060. Total balance of funds at the end of January was \$3,369,511. Other balances: capital reserve account, \$2,012,172; gift account, \$54,798; and unemployment reserve, \$216,819.

Approval of Vouchers: Hal Beattie **moved to approve** payment of vouchers for January in the amount of \$213,601.25. Michael Kubec **seconded the motion**, and the **motion carried**.

Chair's Report: Chair Ellen Hargis reviewed the Board's fundraising responsibilities. The trustees were asked to examine the current by-laws and consider what changes and updates might be warranted.

Friends of the Library News: The Friends of the Library are preparing for their upcoming book sale.

Unfinished Business:

Donor Event: The Board is hosting a donor appreciation party this month. Trustee Michael Kubec has been working with Tamara Meredith and Emily Henry to coordinate the event.

Memberships in Community Organizations Policy (2nd Reading): This is the second reading of the Memberships in Community Organizations Policy. Necessary changes were made to the third paragraph as requested at the previous meeting. Michael Kubec **moved to approve** the amended policy. Hal Beattie **seconded the motion**, and the **motion carried**.

New Business:

Commissioner's Breakfast dates: The Trustees selected three possible dates for the Commissioners Breakfast. Tamara Meredith will consult with the Commissioners and communicate the best date for all.

Board Vacancy – May: Trustee Tom Hagen is finishing former Trustee Leigh Hearon's Board term which ends in May 2019. He stated his interest in continuing to serve on the Board of Trustees after the expiration of that term.

Transfer to Reserves from 2018: After consulting with the County Treasurer about transferring funds into the capital reserve account, Tamara Meredith will draft a resolution for the Board to review at the March meeting.

Recycling: Tamara Meredith will assess the advantages and disadvantages of having more recycling services at the library and provide the Board with a proposal.

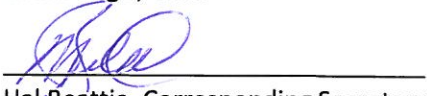
Communications: None.

Meeting adjourned at 12:03 P.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., Mar. 13, 2019 at Main Library


Emily Henry, Recording Secretary


Ellen Hargis, Chair


Hal Beattie, Corresponding Secretary