

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA  
Minutes – Wednesday, March 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; Director Tamara Meredith; Recording Secretary Emily Henry; Friends of Jefferson County Library President Dale Hagen; and Staff Representative Jim Nyby.

**Citizen Questions and Comments:** None.

**Approve/Amend Agenda:** Michael Kubec **moved to approve** the agenda as amended. Hal Beattie **seconded the motion**, and the **motion carried**.

**Minutes:** Hal Beattie **moved to approve** the February 13<sup>th</sup> minutes as written. Michael Kubec **seconded the motion**, and the **motion carried**.

**Trustee Education/Staff Update:** None.

**Director's Report:** February was beset by extreme weather closures. Bookmobile services were suspended for 3.5 days, and the library lost approximately 32.5 public service hours due to emergency closures. Staff completed an online ALICE (active shooter) course in small groups, each led by members of the Safety Committee. Performance evaluation forms have been updated and were piloted by the management team. Celeste Bennett, Greg Turner, and Tamara Meredith completed LEAN Training at the end of February.

[Friends of Jefferson County Library President Dale Hagen joined the meeting at 10:18 A.M.]

**Financial Report:** Revenues received for February totaled \$136,488. Operating expenditures were \$206,381, and Capital expenditures were \$7,220. Total balance of funds at the end of February was \$3,294,804. Other balances: capital reserve account, \$2,013,509; gift account, \$54,898; and unemployment reserve, \$217,216.

**Approval of Vouchers:** Sylvia White **moved to approve** payment of vouchers for February in the amount of \$146,345.73. Michael Kubec **seconded the motion**, and the **motion carried**.

**Chair's Report:** Chair Ellen Hargis asked the trustees to examine the current by-laws and consider what changes and updates might be warranted. After reviewing the suggested changes, Director Tamara Meredith will be coordinating with Chair Ellen Hargis and Trustee Michael Kubec to make the necessary adjustments. Three trustees attended the film showings about resiliency factors for youth hosted by the *Empowered Teens Coalition* last month.

**Friends of the Library News:** The Friends of the Library are preparing for their next book sale scheduled on Saturday, April 13<sup>th</sup> from 10:00 A.M. – 4:00 P.M.

**Unfinished Business:**

**Board Vacancy – May:** Trustee Tom Hagen is finishing former Trustee Leigh Hearon’s Board term which ends in May 2019. The Board will be accepting applications for the open trustee position until April 5, 2019, and then applications will be reviewed at the May board meeting.

**End of Year 2018 Transfer to Reserves:** The Trustees determined they would like to transfer \$106,068.21 remaining in the 2018 General Budget to the reserves. Michael Kubec **moved to approve** the end of year transfer to reserves. Tom Hagen **seconded the motion**, and **the motion carried**.

**Recycling – parameters of additional services:** Tamara Meredith provided the Board with a proposal to add one recycling receptacle at the library, accessible only to staff. It will cost roughly \$40/month to add this additional recycling service.

**Donor Appreciation Event:** The Trustees received positive feedback regarding the Donor Appreciation Event that took place in February. There will be further discussion about hosting another donor appreciation event this summer.

**Friends of the JCL – Dale Hagen, FOJCL President:** The Board is interested in collaborating with the Friends of Jefferson County Library concerning future fundraising needs. Tamara Meredith and FOJCL President Dale Hagen will provide the Board with a list of the primary areas of focus, and address any staffing or volunteer support that will be needed to achieve those fundraising goals.

[Friends of Jefferson County Library President Dale Hagen departed the meeting at 11:49 A.M.]

#### **New Business:**

**Budget Amendments:** The Board discussed conducting a quarterly budget review to determine whether any amendment may be necessary. Tamara Meredith will be providing the Trustees with a list of potential amendments to review at the next board meeting.

**RFP for Architectural Services:** Tamara Meredith emphasized three projects of interest in which she would like to procure proposals. Trustees Sylvia White and Tom Hagen will provide assistance with the proposal review process.

**Commissioners Breakfast Agenda:** The Commissioner’s Breakfast has been scheduled for Wednesday, April 17<sup>th</sup>, from 8:00 to 9:30 A.M. The chair of the Board of Trustees will give a welcome message, then the director will give an overview of the annual report followed by updates from each manager.

**Resolution 19-01, “Add Funds to the 2019 General Budget”:** Resolution 19-01 was presented to the Board for consideration. This resolution increases the Library’s 2019 General Budget to facilitate moving remaining 2018 funds into the reserve account. Michael Kubec **moved to approve** the resolution. Tom Hagen **seconded the motion**, and **the motion carried**.

**Communications:** None.

**Meeting adjourned at 12:08 P.M.**

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



Emily Henry, Recording Secretary



Ellen Hargis, Chair



Hal Beattie, Corresponding Secretary

