

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Wednesday, April 10, 2019**

Call to order: Chair Ellen Hargis called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Hal Beattie, Tom Hagen, and Sylvia White; Director Tamara Meredith; Recording Secretary Emily Henry; Staff Representative Andrea Hergert; and Washington State Auditor Program Manager Carol Ehlinger.

Citizen Questions and Comments: None.

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

Minutes: Michael Kubec **moved to approve** the March 13th minutes as written. Hal Beattie **seconded the motion**, and the **motion carried**.

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

Trustee Education/Staff Update: Washington State Auditor Program Manager – Carol Ehlinger: Carol Ehlinger is the Program Manager for the Washington State Auditor, an independent state office which provides examinations of how state and local governments use public funds, and develops strategies to make government more efficient and effective. The objective of auditing the library is to assure the public that the district is running well, that the Board is meeting its fiduciary responsibility, and that all actions take place within the law. The next audit will take place in fall of 2020.

[Washington State Auditor Program Manager Carol Ehlinger departed the meeting at 10:36 A.M.]

Director's Report: ^{Tamara reported that} March was a month full of new deployments (MiFi devices, program calendar) and community relationships (McCurdy Library, county jail educator). It has also been busy with administrative tasks and planning (architectural services RFP, VOIP transition planning, evening mobile services in Quilcene). Award-winning Seattle author Laurie Frankel was selected as this year's Huntingford Lecture speaker and the event date was confirmed for October 17th, 2019. Two staff members will be retiring at the end of May. Tamara Meredith gave an overview for the first quarter of the 2019 Strategic Plan.

Financial Report: Revenues received for March totaled \$148,158. Operating expenditures were \$146,346, and Capital expenditures were \$7,220. Total balance of funds at the end of March was \$3,300,082. Other balances: capital reserve account, \$2,015,004; gift account, \$55,010; and unemployment reserve, \$217,658.

Approval of Vouchers: Tom Hagen **moved to approve** payment of vouchers for March in the amount of \$151,212.90. Sylvia White **seconded the motion**, and the **motion carried**.

Chair's Report: Chair Ellen Hargis reviewed the definition of a reserve fund. She suggested making changes to the classifications in order to reflect each fund's specific purpose. Trustee Michael Kubec will meet with Director Tamara Meredith to discuss these adjustments.

Friends of the Library News: FOJCL President Dale Hagen discussed future focus areas for fundraising needs. They are working to recruit more volunteers to support fundraising goals, and they will be hosting a "Friendraiser" on May 30th at Finnriver Cidery from 5:30 - 6:30 P.M. Trustee Tom Hagen is constructing a new cash box for the Friends of the Library Book Shop located in the foyer of the main library. Their book sale is scheduled for this Saturday, April 13th from 10:00 A.M. – 4:00 P.M.

Unfinished Business:

Budget Amendment: Tamara Meredith provided the Board with a suggested list of amendments for the 2019 General Budget. Michael Kubec **moved to approve** the budget amendments. Hal Beattie **seconded the motion**, and the **motion carried**.

Resolution 19-02, Amendments to 2019 General Budget: Trustee Hal Beattie read aloud the resolution of Amendments to the 2019 General Budget. Hal Beattie **moved to approve** the Resolution. Michael Kubec **seconded the motion**, and the **motion carried**.

[Friends of Jefferson County Library President Dale Hagen departed the meeting at 11:41 A.M.]

Trustee Vacancy: The Board reviewed the single applicant for the vacant trustee position. Hal Beattie **moved to ^{recommend} approve** Tom Hagen for reappointment. Michael Kubec **seconded the motion**, and the **motion carried**. The Board's recommendation will be forwarded to the Board of County Commissioners for final review and approval.

[Trustee Tom Hagen recused himself from the vote]

RFP for Architectural Services: The proposal review committee reviewed the single bid from Weddermann Architecture, PLLC. The committee recommended that the Board accept this firm's proposal. Tom Hagen **moved to approve** the architectural services proposal of Weddermann Architecture, PLLC. Hal Beattie **seconded the motion**, and the **motion carried**.

New Business:

Photography and Video Recording policy (1st reading): This is the first reading of the Photography and Video Recording policy which focuses on the community's ability to take photographs or videos in the public areas of the library. The Board requested that this policy be taken for legal review. *submitted to ~~the~~ an attorney for legal review.*

Internet Use Policy (Amendment): The Internet Use Policy was updated to clearly delineate the three ways of using Library-provided internet. Michael Kubec **moved to approve** the Internet Use Policy as amended. Tom Hagen **seconded the motion**, and the **motion carried**.

ALA Library Bill of Rights: The American Library Association made an amendment to the Library Bill of Rights. Trustee Sylvia White **moved to approve** the adoption of the amended document. Michael Kubec **seconded the motion** and the **motion carried**.

Exoplanets "Backstage Pass" event: The Board will be hosting a donor event scheduled for Friday, August 9th. The event will showcase the new *Discover Exoplanets* exhibit coming this summer.

Updated Coop. Purchasing Agreement with Port Townsend: Director Tamara Meredith will be signing an updated purchasing agreement with the City of Port Townsend.

Communications: The Commissioner's Breakfast is scheduled for Wednesday, April 17th at 8:00 A.M.

Meeting adjourned at 12:09 P.M.

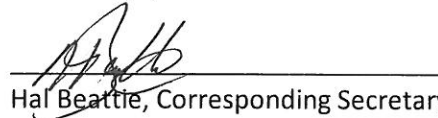
Next Meeting: REGULAR MEETING – 10:00 A.M., Wed, May 8, 2019 at Main Library



Emily Henry, Recording Secretary



Ellen Hargis, Chair



Hal Beattie, Corresponding Secretary

