

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Wednesday, June 12, 2019**

Call to Order: Chair Ellen Hargis called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Hal Beattie, and Tom Hagen; Director Tamara Meredith; Recording Secretary Emily Henry; Staff Representative Quintana Kelley; and Jefferson County Library Administrative Services Manager Brwyn Griffin.

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 May 8th minutes as amended. Hal Beattie **seconded the motion** and the **motion carried**.

[Trustee Sylvia White arrived at the meeting at 10:06 A.M.]

Trustee Education/Staff Update: Administrative Services Manager – Brwyn Griffin: Brwyn Griffin is the Administrative Services Manager at the Jefferson County Library. She oversees and manages accounting and administrative functions, human resources, payroll, purchasing, communications, marketing, and volunteer activities. In 2019, Brwyn has been facilitating changes and updates connected with the payroll software, the online banking system, Washington State sick leave, and Washington State Department of Retirement. She has coordinated new relationships with the local press, and designed the second annual teen poetry anthology.

[JCL Administrative Services Manager Brwyn Griffin departed the meeting at 10:35 A.M.]

Director's Report: Director Tamara Meredith reported that May included staffing changes, ongoing plumbing challenges, and community infrastructure conversations. In addition to two longtime employees retiring, the library will be conducting two searches for Librarian I positions throughout the summer. Plumbing issues seem to be resolved when a tin can lid was removed from one of the toilet lines. Tech Tuesdays continue to draw 15 participants per week and there has been significant interest in the Virtual Reality device provided by the Washington State Library. The library was invited to contribute to community conversations around sewer, broadband, and health issues.

Financial Report: Revenues received for May totaled \$204,764. Operating expenditures were \$145,178, and Capital expenditures were \$13,838. Total balance of funds at the end of April was \$3,881,538. Other balances: capital reserve account, \$2,125,487; gift account, \$55,231; and unemployment reserve, \$218,529.

[Trustee Sylvia White departed the meeting at 11:10 A.M.]

Approval of Vouchers: Tom Hagen **moved to approve** payment of vouchers for May in the amount of \$156,428.95. Hal Beattie **seconded the motion** and the **motion carried**.

Chair's Report: Chair Ellen Hargis reported that she and Trustee Michael Kubec are making progress with the recommended changes for the current by-laws. The by-laws will be brought to a Board meeting later this summer for further review. The Board is interested in moving forward with the Friends concerning future fundraising needs and would like to see a job description created for a part-time Development Director position as part of the next budget cycle.

Friends of the Library News: Thirteen people signed-up to volunteer with the Friends of the Jefferson County Library at the "Friendraiser" event on June 6th at Finnriver. The next book sale is scheduled for Saturday, August 10th.

Unfinished Business:

Photography and Video Recording Policy (2nd Reading – Reviewed by attorney): Michael Kubec moved to approve the Photography and Video Recording Policy as amended and reviewed by attorney. Hal Beattie seconded the motion and the motion carried.

Architectural Services Contract – Garage: Director Tamara Meredith contacted Weddermann Architecture, PLLC to receive more information regarding design services for Project 2: Dual-vehicle Garage. The Board decided to move forward with a design proposal for this project. Tom Hagen moved to approve the proposal of design services for Project 2: Dual-vehicle Garage. Michael Kubec seconded the motion and the motion carried.

"Backstage Pass" Exoplanets Donor Appreciation Event: The Board will be hosting a donor appreciation event in August. The Trustees will bring additional guest list suggestions of library supporters to the next board meeting.

New Business:

Updated Operations Manual Documents: Director Tamara Meredith provided the Board with reformatted copies of Section 3 and Section 4 of the Operations Manual. The Board will examine the current financial and board policies over the next few months and consider what changes and updates might be warranted.

"Safe Routes to School" Update: The "Safe Routes to School" grant project has a new objective – walking/biking access from Cedar Ave. to the Primary School. This project will commence within the next year.

Community Infrastructure Updates: Discussion about Community Infrastructure Updates was postponed until the July board meeting.

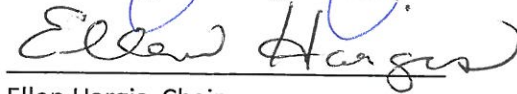
Communications: None.

Meeting adjourned at 12:09 P.M.

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



Emily Henry, Recording Secretary



Ellen Hargis, Chair



Hal Beattie, Corresponding Secretary

