

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA  
Minutes – Wednesday, August 14, 2019**

**Call to Order:** Chair Ellen Hargis called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec and Hal Beattie; Director Tamara Meredith; Recording Secretary Emily Henry and Jefferson County Public Works employee Wendy Clark.

**Citizen Questions and Comments:** None.

[Trustees Tom Hagen and Sylvia White arrived at the meeting at 10:03 A.M.]

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

**Minutes:** Minutes of the July 10<sup>th</sup> meeting will be amended and brought back for approval at the September 11<sup>th</sup> board meeting.

**Trustee Education/Staff Update:** Jefferson County Public Works employee – Wendy Clark. Wendy Clark is an employee for Jefferson County Public Works, a county department that is coordinating the “Safe Routes to School” program. “Safe Routes to School” is an approach that promotes walking and bicycling to school through infrastructure improvements, enforcement, tools, safety education, and incentives to encourage walking and bicycling to school. Wendy Clark reviewed the collaborative process and progress that is taking place with the “Safe Routes to School” program within this community.

[Jefferson County Public Works employee Wendy Clark departed the meeting at 10:33 A.M.]

**Director’s Report:** Director Tamara Meredith reported that the month of July was busy with Summer Reading events, the arrival of the *Discover Exoplanets!* exhibit, and the Staff Appreciation picnic. The application/interview/hiring process was completed for two Librarian I positions – Acquisitions/Public Services and Youth Services. Architect Jennifer Wedderman met with library staff and Friends leadership to gather more input on planned building projects. The Washington Digital Library Consortium members voted to enact a six-month boycott on Blackstone Audio due to their recent decision to embargo audiobooks purchased by libraries.

**Financial Report:** Revenues received for July totaled \$11,491. Operating expenditures were \$164,456, and Capital expenditures were \$10,115. Total balance of funds at the end of July was \$3,584,289. Other balances: capital reserve account, \$2,134,114; gift account, \$55,450; and unemployment reserve, \$219,395.

**Approval of Vouchers:** Michael Kubec moved to approve payment of vouchers for July in the amount of \$142,204.67. Tom Hagen seconded the motion and the motion carried.

**Chair’s Report:** Chair Ellen Hargis reported that the updated by-laws have an additional section that addresses the virtual or physical participation of the board members.

**Friends of the Library News:** The quarterly Friends meeting was held on July 26<sup>th</sup>. The FOJCL voted to approve sharing their members list with the library with the proviso that members would be given the opportunity to "opt out" of sharing their email. The Friends book sale on Saturday, August 10<sup>th</sup>, netted \$3,005 in sales. The Friends are now accepting credit cards at their book sales.

**Unfinished Business:**

**Date of Meeting to discuss Director's Performance Evaluation:** The Board <sup>rescheduled</sup> ~~scheduled~~ a Special Meeting <sup>from Aug 28<sup>th</sup> to</sup> on Thursday, September 5<sup>th</sup> at 2:00 P.M. to discuss the collected Board, staff, and Director review feedback with Tamara Meredith.

**New Business:**

**Approve Moving Expense Reimbursement for New Hire:** Trustee Michael Kubec moved to approve the authorization of a \$1,500 moving budget for the new Youth Services Librarian. Tom Hagen seconded the motion and the motion carried.

**Bylaws Revision:** Discussion about the Bylaws Revision was postponed until the September 11<sup>th</sup> board meeting

**Financial Policies:** Discussion about the Financial Policies was postponed until the September 11<sup>th</sup> board meeting.

**Budget Work Session Dates:** The Board agreed on Tuesday, September 24<sup>th</sup> from 1:00 to 4:00 P.M. and Wednesday, September 25<sup>th</sup> from 9:00 to 12:00 P.M. for budget workshop dates.

**Director's Performance Evaluation:** At 11:08 A.M., Chair Ellen Hargis adjourned the meeting into executive session pursuant to RCW 42.30.110(1)(g) to review the performance of Director Tamara Meredith. The Board would reconvene open session at 11:40 A.M.

[Director Tamara Meredith and Recording Secretary Emily Henry left the meeting at 11:09 and returned to the meeting at 11:40 A.M.]

The Board reconvened open session at 11:40 A.M.

[Trustee Michael Kubec departed the meeting at 11:41 A.M.]

At 11:41 A.M., Chair Ellen Hargis adjourned the meeting into executive session. The Board would reconvene open session at 12:00 P.M.

[Director Tamara Meredith and Recording Secretary Emily Henry left the meeting at 11:41 A.M. and returned to the meeting at 12:00 P.M.]

The Board reconvened open session at 12:00 P.M.

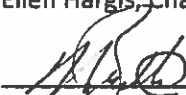
**Communications:** None.

**Meeting adjourned at 12:00 P.M.**

**Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., Sept. 11, 2019 at Main Library**

  
\_\_\_\_\_  
Emily Henry, Recording Secretary

  
\_\_\_\_\_  
Ellen Hargis, Chair

  
\_\_\_\_\_  
Hal Beattie, Corresponding Secretary

