

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

**Call to Order:** Chair Ellen Hargis called the meeting to order at 10:01 A.M. Present were Trustees Hal Beattie, Sylvia White, and Tom Hagen; Director Tamara Meredith; Recording Secretary Emily Henry; and Staff Representative Robin Van Dyke.

**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:** Sylvia White moved to approve the minutes as written. Hal Beattie seconded the motion and the motion carried.

[Assistant Attorney General for Open Government Nancy Krier joined the meeting via phone at 10:05 A.M.]

**Trustee Education/Staff Update: Assistant Attorney General for Open Government – Nancy Krier:** Nancy Krier is the Assistant Attorney General for Open Government at the Washington State Office of the Attorney General. She coordinates the Attorney General’s legislative and policy efforts on the Public Records Act and Open Public Meetings Act, and she speaks to citizen and agency groups about open government laws. The Board’s objective of meeting with her was to raise their awareness about the Open Public Meetings Act.

[Assistant Attorney General for Open Government Nancy Krier departed the meeting via phone at 10:29 P.M.]

**Director’s Report:** Director Tamara Meredith reported that June included the Summer Reading Program. With a theme of “A Universe of Stories,” the programs have centered around space, exploration, and STEAM activities. The Library helped promote a “Friendraiser” hosted by the Friends of the Jefferson County Library that attracted 13 new members to that group of library supporters. More than 26 patrons have participated with the Virtual Reality device provided by the Washington State Library. Tuesday evening Bookmobile service in Quilcene has seen an increase in attendance. The septic should be back to a quarterly pump-out schedule. Discussions are ongoing between the State Library, public libraries, and LinkedIn Learning/Lynda.com reps.

**Financial Report:** Revenues received for June totaled \$14,481. Operating expenditures were \$155,897, and Capital expenditures were \$532. Total balance of funds at the end of June was \$3,744,277. Other balances: capital reserve account, \$2,129,121; gift account, \$55,339; and unemployment reserve, \$218,957.

**Approval of Vouchers:** Hal Beattie moved to approve payment of vouchers for June in the amount of \$174,570.94. Sylvia seconded the motion and the motion carried.

**Chair's Report:** Chair Ellen Hargis reported that she and Trustee Michael Kubec met with Director Tamara Meredith as a committee to discuss specific questions concerning the by-laws. The committee submitted the by-laws to an attorney for legal review and will put them into a final draft for the Board when they have returned from the attorney.

**Friends of the Library News:** The next book sale is scheduled for Saturday, August 10. The Friends have signed a contract with Wind Rose Sellers to create a "Liberry" red wine. The new cash box for the Friends of the Library book shop is finished and located in the foyer of the main library.

**Unfinished Business:**

**"Backstage Pass" Exoplanets Donor Appreciation Event:** The Board will be hosting a "Backstage Pass" donor appreciation event on Wednesday, August 2<sup>nd</sup> at 5:30 P.M. Guests will have the opportunity to experience the Discover Exoplanets interactive exhibits and enjoy light refreshments.

**Capital projects update:** Director Tamara Meredith provided the Board with the architectural designs that Weddermann Architecture, PLLC has submitted thus far. The Board would like to move forward with the plans drawn up for the Emergency Exit/Egress Window and the Technical Services Manager Office. Weddermann Architecture, PLLC will continue to work on the design process for the Public Services Manager Office and the Dual-vehicle Garage.

**New Business:**

**Library Director Evaluation:** The Board communicated the process for the Director's Review. The Board will call a Special Meeting on August 28<sup>th</sup> at 10:00 A.M. to discuss the collected Board, staff, and Director review feedback with Tamara Meredith. Trustee Tom Hagen will summarize the comments for the Director's personnel file.

**Review "Performance of the Library Director" document (section 7-10 in Operations Manual):** The Board determined that the "Performance of the Library Director" document had never been formally adopted as a policy and could therefore be edited or removed in the future without a vote of the board.

**Communications:** None.

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

**Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., Aug. 14, 2019 at Main Library**

  
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Emily Henry, Recording Secretary

  
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Ellen Hargis, Chair

  
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Hal Beattie, Corresponding Secretary