

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Wednesday, September 11, 2019**

Call to Order: Chair Ellen Hargis called the meeting to order at 10:05 A.M. Present were Trustees Tom Hagen, Hal Beattie, and Sylvia White; Director Tamara Meredith; Staff Member Emily Henry; Staff Representative Kim Tingelstad and Jefferson County Library Mobile Services Manager Celeste Bennett.

Citizen Questions and Comments: None.

Approve/Amend Agenda: Tom Hagen moved to approve the agenda as written. Sylvia White seconded the motion and the motion carried.

Minutes of July 10th, August 14th, and September 5th: Hal Beattie moved to approve the July 10th minutes as amended. Sylvia White seconded the motion and the motion carried. Hal Beattie moved to approve the August 14th minutes as amended. Sylvia White seconded the motion and the motion carried. Tom Hagen moved to approve the September 5th minutes as written. Sylvia White seconded the motion and the motion carried.

Trustee Education/Staff Update: Celeste Bennett, Mobile Services Manager: Celeste Bennett is the Mobile Services Manager at the Jefferson County Library. She is fleet manager and driver for the bookmobile and library van, maintains library collections, develops and delivers programs, and provides services to meet the needs of the community. Celeste has been building relationships with other agencies such as Jefferson County Public Transit and Jefferson County Corrections Division. She has coordinated trainings with the local schools to teach staff and students how to use the library and its resources.

[Mobile Services Manager Celeste Bennett departed the meeting at 10:32 A.M.]

Director's Report: Director Tamara Meredith reported that the month of August was spent in 2020 budget preparation, community outreach activities, and ongoing staffing shifts. Page/Courier, Hourly Circ, and ILL positions/hours were filled during August. Community outreach events included participation in the Jefferson County Fair, The All-County Picnic, and the Hadlock Days Parade. The Summer Reading Program wrapped up with the Finale on August 7th. New and corrected BARS codes were confirmed with the State Auditor's office. VOIP phones have been installed and the staff are being trained.

Financial Report: Revenues received for August totaled \$42,714. Operating expenditures were \$141,711. Total balance of funds at the end of August was \$3,488,601. Other balances: capital reserve account, \$2,135,699; gift account, \$55,552; and unemployment reserve, \$219,800.

Approval of Vouchers: Hal Beattie moved to approve payment of vouchers for August in the amount of \$138,967.93. Tom Hagen seconded the motion and the motion carried.

Chair's Report: None.

Friends of the Library News: The Friends are preparing for their next book sale scheduled for Saturday, November 2nd. The Library REaD Wine release party is moving forward. There will be an unveiling event for the new wine on Saturday, October 12th at Wind Rose Cellars in Sequim, WA.

Unfinished Business:

Financial Policies – Calendar: The Board was provided a calendar highlighting the financial policies that they will need to review and approve throughout the next year.

Bylaws Revision: The Board discussed the updated revisions to the bylaws. Director Tamara Meredith will finalize the changes and bring them back to the Board for approval at the October meeting.

Van Garage Project: Director Tamara Meredith is continuing to gather input from Friends leadership and library staff about the Dual-vehicle Garage design in development by Weddermann Architecture, PLLC.

New Business:

Annual Unemployment Reserve Adjustment – Resolution 19-03, “Add funds to the 2019 General Budget: Trustee Hal Beattie read aloud the resolution of Annual Unemployment Reserve Adjustment. Hal Beattie **moved to approve** the adjustment. Sylvia White **seconded the motion** and the **motion carried**.

Financial Reserves – Proposed Changes: Director Tamara Meredith provided the Board with a list of the current unrestricted Board-managed funds and a list of proposed changes. The Board discussed possible revisions to the structure and naming of the funds and will discuss it further at the 2020 Budget meetings.

Strategic Plan Update: Sylvia White **moved to table** the Strategic Plan Update until the October meeting. Tom Hagen **seconded the motion** and the **motion carried**.


Communications: Hal Beattie communicated that he will not be in attendance at the board meeting on January 8, 2020 or May 13, 2020. Ellen Hargis communicated that she will not be in attendance at the board meeting on February 12, 2020.

Meeting adjourned at 12:22 P.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed, Oct. 9, 2019 at Main Library



Ellen Hargis, Chair



Hal Beattie, Secretary