

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Wednesday, October 9, 2019**

Call to Order: Chair Ellen Hargis called the meeting to order at 10:01 A.M. Present were Trustees Tom Hagen, Michael Kubec, and Hal Beattie; Director Tamara Meredith; Staff Member Emily Henry and Staff Representative Scott Bahlmann.

Citizen Questions and Comments: None.

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

Minutes of the September 11th Board Meeting, September 24th Budget Workshop, and September 25th Budget Workshop: Tom Hagen **moved to approve** the September 11th minutes as written. Hal Beattie **seconded the motion** and the **motion carried**. Michael Kubec **moved to approve** the September 24th minutes as written. Tom Hagen **seconded the motion** and the **motion carried**. Hal Beattie **moved to approve** the September 25th minutes as written. Michael Kubec **seconded the motion** and the **motion carried**.

Trustee Education/Staff Update: None.

Director's Report: Director Tamara Meredith reported that the month of September was spent in budget planning, implementing the new VOIP phone system, and hosting student tours of the Exoplanets exhibition. With the new phone system, the library now has direct dial numbers for most staff, caller ID, and many other features. Forty-three classes of Jefferson County elementary students were guided through the Exoplanet exhibit. Tabling at the Food Bank is allowing the library to connect with many more community members. CLEO members agreed to raise the limit on media checkouts to 10 items, effective October 1, 2019.

Financial Report: Revenues received for September totaled \$76,753. Operating expenditures were \$137,462. Total balance of funds at the end of September was \$3,428,470. Other balances: capital reserve account, \$2,137,171; gift account, \$55,647; and unemployment reserve, \$224,181.

Approval of Vouchers: Michael Kubec **moved to approve** payment of vouchers for September in the amount of \$144,771.21. Tom Hagen **seconded the motion** and the **motion carried**.

Chair's Report: Chair Ellen Hargis reported that she has registered to be a Census Champion. Census Champions are an information resource for state, local, tribal elected, and appointed officials committed to a fair and accurate count everywhere for the 2020 Census. She encouraged the other Trustees to become members of this program.

Friends of the Library News: The next FOJCL meeting is scheduled for Friday, October 18th at 12:00 P.M. The Library REaD Wine unveiling event is scheduled for Saturday, October 12th at Wind Rose Cellars in Sequim, WA. The upcoming Book Sale is scheduled for November 2nd, from 10:00am to 4:00pm.

Unfinished Business:

Bylaws Revision: Tamara Meredith provided new copies of the Bylaws with all requested revisions. Michael Kubec **moved to approve** the Bylaws as revised. Hal Beattie **seconded the motion** and the **motion carried**.

Construction Project Update: Weddermann Architecture, PLLC, is in the process of securing permits for the two office projects and egress location. Once permits have been acquired, the project will be pushed out for construction bids.

Strategic Plan Update: Tamara Meredith gave an update on the Strategic plan (copies included in the board packets).

New Business:

Presentation of Director's Annual Goals: Tamara Meredith reviewed how to best implement the Director's annual goals for the coming year, and how the library might plan for a future review/re-visioning of the strategic plan. She also shared library policy/admin tasks, project management, and growth/improvement plans that will take place during 2020.

Director's 2020 Salary Request: Hal Beattie **moved to approve** the proposed Director's 2020 Salary Request as written. Tom Hagen **seconded the motion** and the **motion carried**.

2020 Budget: There were no substantial changes made to the 2020 draft budget. Tamara Meredith will be making minor adjustments to the budget transmittal spreadsheets available for public review. Michael Kubec **moved to approve** the 2020 budget for public review. Tom Hagen **seconded the motion** and the **motion carried**.

[Staff Representative Scott Bahlmann departed the meeting at 11:31 A.M. and returned to the meeting at 11:33 A.M.]

Purchase Card Policy (1st Reading): The Board conducted a first reading of the Purchase Card Policy. Any necessary changes will be made to this policy draft. It will be reviewed at the next board meeting for a second reading.

Circulation Policy (update): The Circulation Policy was updated to include the circumstances in which the library may waive some fees for patrons. Michael Kubec **moved to revise** the Circulation Policy as presented. Hal Beattie **seconded the motion** and the **motion carried**.

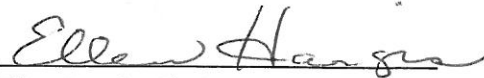
Damage to Library Materials Policy (update): The Damage to Library Materials Policy was updated to include the circumstances in which the library may waive some fees for patrons. Hal Beattie **moved to revise** the Circulation Policy as presented. Michael Kubec **seconded the motion** and the **motion carried**.

Resolution 19-04, "Resolution to Amend the Budget": Trustee Hal Beattie read aloud the Resolution to Amend the Budget. Tom Hagen **moved to approve** the amendments. Michael Kubec **seconded the motion** and the **motion carried**.

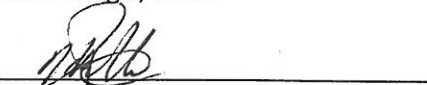
Communications: The Huntingford Humanities Lecture is scheduled for Thursday, October 17th at 7:00 P.M. Systems and Technical Services Manager Daniel Heaton will be giving an update at the next board meeting.

Meeting adjourned at 11:58 A.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed. Nov. 13, 2019 at Main Library



Ellen Hargis, Chair



Hal Beattie, Secretary

