

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Wednesday, November 13, 2019**

Call to Order: Chair Ellen Hargis called the meeting to order at 10:03 A.M. Present were Trustees Michael Kubec, Tom Hagen, Hal Beattie, and Sylvia White; Director Tamara Meredith; Staff Member Emily Henry and Jefferson County Library Systems and Technical Services Manager Daniel Heaton.

Citizen Questions and Comments: None.

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

Minutes: Tom Hagen **moved to approve** the minutes as written. Hal Beattie **seconded the motion** and the **motion carried**.

Trustee Education/Staff Update: Daniel Heaton, Systems and Technical Services Manager: Daniel Heaton is the Systems and Technical Services Manager at the Jefferson County Library. He performs technical work planning, installation and maintenance of the computer network systems, and is developing short and long-range plans for information technology. Daniel gave an overview of the existing technical systems at the library and an outline of a 4-5-year replacement plan for those systems. He is monitoring current technology changes and how those changes could affect maintenance costs and digital security.

Director's Report: Director Tamara Meredith reported that the month of October included Staff Education Day, the Huntingford Humanities Lecture with author Laurie Frankel, and the conclusion of the Discover Exoplanets exhibit. Upcoming changes to BARS reporting and codes were shared at an all-day training provided by the State Auditor's office. The Jefferson County Library will be participating in the boycott of Macmillan e-products in the wake of the company's recent decision to allow only one copy of a new title to be purchased by a library (or library consortium) followed by an eight-week embargo.

Financial Report: Revenues received for October totaled \$565,798. Operating expenditures were \$144,331. Total balance of funds at the end of October was \$3,850,941. Other balances: capital reserve account, \$2,138,595; gift account, \$55,739; and unemployment reserve, \$224,553.

Approval of Vouchers: Sylvia White **moved to approve** payment of vouchers for October in the amount of \$168,741.63. Michael Kubec **seconded the motion** and the **motion carried**.

Chair's Report: Chair Ellen Hargis reported that there have been several articles illustrating acts of censorship throughout the country. She wanted the other Trustees to be aware of these occurrences and stressed that this Library advocates for intellectual freedom.

Friends of the Library News: The book sale on Saturday, November 2nd netted \$2,285 in sales. At the Friends meeting on October 18th, the Library presented a 2020 "Wish List" budget request and it was approved. The Friends will be helping with the Holiday Open House on December 11th.

Unfinished Business:

Purchase Card Policy (2nd Reading): This is the second reading of the Purchase Card Policy which recognizes the use of purchase cards (a.k.a. credit cards, bank cards) implemented and administered by the Library Director for library staff. Michael Kubec **moved to approve** the Purchase Card Policy as amended. Sylvia White **seconded the motion** and the **motion carried**.

Construction Projects: Weddermann Architecture, PLLC submitted requests to secure permits for the two office projects and egress location. Once permits have been acquired, bids will be sought. The final design for the Dual-vehicle Garage was submitted for review.

Director Performance Review – Final: At 11:30 A.M., Chair Ellen Hargis adjourned the meeting into executive session pursuant to RCW 42.30.110(1)(g) for the Board to deliver the Director Performance Review to Tamara Meredith. The Board would reconvene open session at 11:40 A.M.

[Staff Member Emily Henry left the meeting at 11:30 A.M. and returned to the meeting at 11:40 A.M.]

The Board reconvened open session at ^{11:40}~~11:41~~ A.M.

New Business:

Resolution 19-05, Approve the 2020 Budget: Trustee Hal Beattie read aloud “Resolution 19-05, 2020 Budget Approval.” Hal Beattie **moved to approve** the 2020 Budget. Michael Kubec **seconded the motion** and the **motion carried**.

Resolution 19-06, Property Tax Increase for 2020: Hal Beattie read aloud “Resolution 19-06, Property Tax Increase” for 2020. Hal Beattie **moved to approve** the Property Tax Increase. Tom Hagen **seconded the motion** and the **motion carried**.

Authorize Board Chair to Sign Bank Agreement: Chair Ellen Hargis will sign a bank agreement authorizing the use of the purchase cards. This agreement will allow Tamara Meredith to implement the new purchase cards and administer them to the Library staff.

2020 Holidays/Closures Calendar: Michael Kubec **moved to approve** the 2020 Holidays/Closures Calendar. Hal Beattie **seconded the motion** and the **motion carried**.

Board Meeting Dates in 2020: The Board made four adjustments to their 2020 meeting schedule.

[Trustee Michael Kubec departed the meeting at 11:56 A.M. and returned to the meeting at 11:58 A.M.]

Fiscal Management Policy (1st Reading): The Board conducted a first reading of the Fiscal Management Policy. Requested changes will be made, and it will be reviewed at the next board meeting.

[Jefferson County Library Systems and Technical Services Manager Daniel Heaton departed the meeting at 12:07 P.M.]

Winter Giving Campaign: Director Tamara Meredith will be sending the Trustees information about the 2019 Winter Giving Campaign.

[Trustee Tom Hagen departed the meeting at 12:17 P.M.]

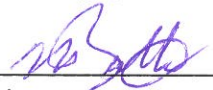
Communications: None.

Meeting adjourned at 12:17 P.M.

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



Ellen Hargis, Chair



Hal Beattie, Secretary