

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

Call to Order: Chair Ellen Hargis called the meeting to order 10:01 A.M. Present were Trustees Michael Kubec, Tom Hagen, Hal Beattie, and Sylvia White; Director Tamara Meredith; Staff Member Emily Henry; Staff Representative Janice Lewis and WSU Jefferson County Extension Director Cliff Moore.

Citizen Questions and Comments: None.

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

Minutes: Michael Kubec **moved to approve** the minutes as amended. Hal Beattie **seconded the motion** and the **motion carried**.

Trustee Education/Staff Update: Cliff Moore, WSU Jefferson County Extension Director: WSU Jefferson County Extension Director, Cliff Moore, gave an overview of WSU Extension's objective to facilitate engaged learning by providing research-based knowledge. He highlighted their current programming which focuses on youth development through 4-H, managing marine resources, protecting water quality, education and outreach for agricultural producers, and training educators in gardening and environmental stewardship through the Master Gardner Program.

[WSU Jefferson County Extension Director Cliff Moore departed the meeting at 10:35 A.M.]

Director's Report: Director Tamara Meredith reported that the month of November was filled with activities and events. A "Thank You" event for *Discover Exoplanets!* volunteers was held at Finnrivier Farm and Cidery. A Blockfest! program brought children and their parents together to build with blocks. High-traffic carpeted areas and upholstered furniture were cleaned during the library closure on November 11th. The 2020 Budget was submitted to the County Assessor, Treasurer, and Auditor. A job posting for a Teen Intern position was advertised and applications are being reviewed.

Financial Report: Revenues received for November totaled \$130,280. Operating expenditures were \$167,106. Total balance of funds at the end of November was \$3,815,109. Other balances: capital reserve account, \$2,141,133; gift account, \$55,819; and unemployment reserve, \$224,875.

Approval of Vouchers: Hal Beattie **moved to approve** payment of vouchers for November in the amount of \$170,965.82. Sylvia White **seconded the motion** and the **motion carried**.

Chair's Report: Chair Ellen Hargis reported that she will not be attendance at the February board meeting. She acknowledged the Trustees and thanked them for their work and dedication to the library.

Friends of the Library News: The Friends will be volunteering at the library's Holiday Open House. They are preparing for the next book sale scheduled for Saturday, April 11th.

Unfinished Business:

Fiscal Management Policy (2nd reading): This is the second reading of the Fiscal Management Policy which will implement and maintain sound financial management consistent with the Library's mission. Michael Kubec **moved to approve** the Fiscal Management Policy as amended. Sylvia White **seconded the motion** and the **motion carried**.

Approval to Solicit Bids for Office/Egress Project Update: Tom Hagen **moved to approve** the soliciting of bids for the Office/Egress Project. Hal Beattie **seconded the motion** and the **motion carried**.

New Business:

Rescind "Budget Policy, 6-13": Hal Beattie **moved to rescind** "Budget Policy, 6-13" which has been replaced by the Fiscal Management Policy adopted above. Michael Kubec **seconded the motion** and the **motion carried**.

Investment of Funds Policy (1st reading): The Board conducted a first reading of the Investment of Funds Policy. Necessary changes will be made to this policy draft. It will be reviewed at the next board meeting for a second reading.

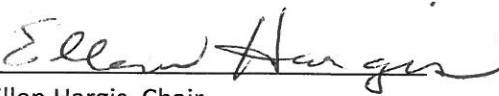
Fund Management Policy (1st reading): The Board conducted a first reading of the Fund Management Policy. Necessary changes will be made to this policy draft. It will be reviewed at the next board meeting for a second reading.

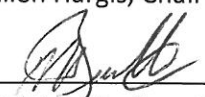
Winter Giving Campaign and Board Thank-yous: Tamara Meredith gave an update on the 2019 Winter Giving Campaign. The Trustees will be contacting the donors personally to thank them for contributing to the Library.

Communications: Tamara Meredith received an early "ballpark" estimate for the Dual-vehicle Garage project from Weddermann Architecture, PLLC.

Meeting adjourned at 11:30 A.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed, Jan. 15, 2020 at Main Library


Ellen Hargis, Chair


Hal Beattie, Secretary