

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA  
Minutes – Wednesday, January 15, 2020**

**Call to Order:** Chair Ellen Hargis called the meeting to order at 10:02 A.M. Present were Trustees Michael Kubec, Hal Beattie, Sylvia White; Director Tamara Meredith and Staff Member Emily Henry. Attending via Zoom video conference were Trustees Tom Hagen and Ellen Hargis.

**Citizen Questions and Comments:** None.

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

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

**Trustee Education/Staff Update:** None.

**Director's Report:** Director Tamara Meredith reported that the month of December was filled with activities and events which included the Holiday Open House (a collaborative effort with the Friends of the Jefferson County Library), a successful Winter Giving Campaign response, and holiday-themed programs for all ages. New purchase cards have been received and are being distributed to staff—using these cards to pay library expenses will earn the library rebate revenue. Permits were acquired from the county for the Offices/Egress project, and an Invitation to Bid was distributed via MRSC Rosters.

**Financial Report:** Revenues received for December totaled \$41,227. Operating expenditures were \$170,966. Total balance of funds at the end of December was \$3,693,246. Other balances include: capital reserve account, \$2,147,612; gift account \$55,899; and unemployment reserve, \$225,197.

**Approval of Vouchers:** Michael Kubec moved to approve the payment of vouchers for December in the amount of \$156,825.31. Hal Beattie seconded the motion and the motion carried.

**Chair's Report:** Chair Ellen Hargis suggested that the Board consider using a Consent Agenda in the future to take care of routine issues quickly and efficiently. She also reported that future board documents will be made accessible via a shared online folder instead of printing and emailing multiple copies before the meeting.

**Friends of the Library News:** The next FOJCL meeting is scheduled for Friday, January 17<sup>th</sup> at 1:00 P.M. Tom Hagen reported on the ending balances received from book shop sales and book sales for 2019.

**Unfinished Business:**

**Investment of Funds Policy (2<sup>nd</sup> Reading):** This is the second reading of the Investment of Funds Policy which supports sound financial management of the entrusted resources provided by the taxpayers and other sources of funding. Hal Beattie moved to approve the Investment of Funds Policy as amended. Michael Kubec seconded the motion and the motion carried.

**Fund Management Policy (2<sup>nd</sup> Reading):** This is the second reading of the Fund Management Policy which will ensure the stability of the mission, programs, employment, and ongoing operations of the organization, and provide a source of internal funds for organizational priorities. Michael Kubec **moved to approve** the Fund Management Policy as amended. Sylvia White **seconded the motion** and the **motion carried**.

**Winter Giving Campaign:** Winter Giving 2019 had 19 new donors participate and saw a 34% increase in total donations from last year's campaign.

**New Business:**

**Rescind "Investment Policy":** Tom Hagen **moved to rescind** the Investment Policy from the Operations Manual. Hal Beattie **seconded the motion** and the **motion carried**.

**New Development Position:** Tamara Meredith will make necessary changes to this position description. It will be reviewed at the next board meeting.

[The meeting was recessed at 11:14 A.M. and reconvened at 11:18 A.M.]

**Operations Manual Update:** The Trustees received new Operations Manuals.

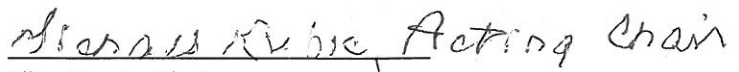
**Financial Operations Document Update:** The Financial Operations Procedure document is now located in the Appendix of the Operations Manual.


**Donor Appreciation Event:** The Board is tentatively planning to host a donor appreciation event in June, after the hiring of a new Director of Development.

**Communications:** Tom Hagen communicated that he will not be in attendance at the board meeting on April 8th.

**Meeting adjourned at 11:30 A.M.**

**Next Meeting: REGULAR MEETING – 10:00 A.M., Wednesday, February 12, 2020 at Main Library**

  
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Ellen Hargis, Chair

  
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Hal Beattie, Secretary