

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Wednesday, February 12, 2020**

Call to Order: Vice Chair Michael Kubec called the meeting to order at 10:00 A.M. Present were Trustees Hal Beattie, Tom Hagen, Sylvia White; Director Tamara Meredith, Staff Member Emily Henry, and Public Services Manager Chris HoffmanHill.

Citizen Questions and Comments: None.

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

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

Trustee Education/Staff Update – Chris HoffmanHill: Chris HoffmanHill is the Public Services Manager at the Jefferson County Library. As part of her job, she works with the programming team and develops an annual programming plan. Chris reported that the new Youth Services Librarian has been building relationships in the area and facilitating youth programs for all ages. Mobile Services has been connecting with agencies for the 2020 Census, and they have been developing regular programming for the communities in south Jefferson County. Moving forward, there will be a goal to provide more library programming throughout the county.

Director's Report: Tamara Meredith reported that January's activities were varied and exciting due to unpredictable weather. Snow in mid-January led to only one early closure of the Library but caused the cancelation and rescheduling of several programs. The Library was awarded \$4,650 in grant funding to support our census activities from January through June 2020. New tires were installed on the Bookmobile and damage to the rear step of the vehicle will be addressed when additional maintenance is performed in a few weeks. The media transmitter in the Shold Room conference table was replaced.

Financial Report: Revenues received for January totaled \$16,351. Operating expenditures were \$154,435. Total balance of funds at the end of January was \$3,556,572. Other balances included: capital reserve, \$2,148,815; gift account \$55,977; and unemployment reserve, \$225,510.

Approval of Vouchers: Sylvia White **moved to approve** the payment of vouchers for January in the amount of \$192,246.20. Hal Beattie **seconded the motion** and the **motion carried**.

Chair's Report: Vice Chair Michael Kubec reported that Trustee Sylvia White has submitted an official letter of resignation from the Board.

Friends of the Library News: Tom Hagen reported that the Friends held their annual election of officers at the Friends meeting on Friday, January 17th. All previous officers were re-elected for the 2020 year. Book shop sales have been doing well and numerous book donations have been made.

Unfinished Business:

Director of Development Classification/Position: Tamara Meredith made the necessary changes to the position description. Hal Beattie **moved to approve** the new Director of Development (.25 FTE) position description as written. Tom Hagen **seconded the motion** and the **motion carried**.

New Business:

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

Review Bids/Award Contract for Offices/Egress Project: The Board reviewed bids that were submitted by contractors for the Offices/Egress project. Hal Beattie **moved to accept** the lowest responsive bid, submitted by Confederated Construction Company, LLC, for \$58,028.78. Sylvia White **seconded the motion** and the **motion carried**.


Board Designated Unrestricted Funds (BDUF): The Board discussed how they would like the Library funds to be distributed for 2020. Tom Hagen **moved that funds be distributed to the following categories outlined in the Fund Management Policy:** General Fund, \$850,000; Unemployment Reserve, \$233,000; BDUF – Operating Fund, \$640,000; BDUF – Building Fund, \$1,342,023 (plus any remaining); BDUF – Capital Asset Fund, \$300,000; BDUF – Capacity Building/Opportunity Fund, \$ 125,000. Hal Beattie **seconded the motion** and the **motion carried**.


Trustee Recruitment: Trustee Ellen Hargis' first board appointment ends in April 2020, and Trustee Sylvia White's pending resignation leaves the board with two open positions to advertise in the coming months. The process will begin in March followed by interviews that will take place in April. The Board also discussed potential nominees for Trustee Emeriti positions.

Communications: Tom Hagen will not be in attendance at the April board meeting. Hal Beattie will not be in attendance at the May board meeting. Michael Kubec will not be in attendance at the September board meeting.

The meeting adjourned at 11:40 A.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., Mar 11, 2020 at Main Library


Ellen Hargis, Chair


Hal Beattie, Secretary