

**Jefferson County Library Rural Library District
Board of Trustees Regular Meeting
Remote Meeting via Zoom Web Conference
Minutes – Wednesday, May 13, 2020**

Call to Order: Chair Ellen Hargis called the meeting to order at 10:07 A.M. Present via Zoom were Trustees Michael Kubec, Hal Beattie, and Tom Hagen; Director Tamara Meredith; Staff Member Emily Henry.

Citizen Questions and Comments: None.

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

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

Trustee Education/Staff Update: None.

Director's Report: Tamara Meredith reported that in April, JCL staff provided 32 online programs, including 20 adult/family programs and 12 programs for children. The Summer Reading Program has been redesigned to be online only this year. The Community Wellness Project approached JCL about the possible placement of a Little Free Pantry on library grounds. The 2019 State Library Annual Report was completed and submitted in April, and the 2019 State Auditor Annual Report is due at the end of May. Tamara Meredith is participating in frequent meetings with the Jefferson County Revitalization Task Force, Public Libraries of Washington, Rotary, West Sound STEM, local WorkSource leadership, and consulting with other community groups as requested.

Financial Report: Revenues received for April totaled \$628,091. Operating expenditures were \$188,786. Total balance of funds at the end of April was \$3,945,958. Other balances included: capital reserve, \$2,205,130; gift account, \$26; and unemployment reserve, \$233,969.

Approval of Vouchers: Tom Hagen **moved to approve** the payment of vouchers for April in the amount of \$144,036.81. Hal Beattie **seconded the motion** and the **motion carried**.

Chair's Report: Chair Ellen Hargis reported that she spoke with Trustee Sylvia White to inquire if she would like to remain on the board while the application process to fill her position takes place. Sylvia White has chosen to step down from her position, and the Board accepted her resignation effective Wednesday, May 13, 2020.

Friends of the Library News: Tom Hagen reported that the Friends are looking for ways to safely move forward during this unusual time.

Unfinished Business:

Trustee Vacancy – reopen/schedule: The Board will be reposting the trustee vacancy position in June. The application will be available on the Library's website and the Board will conduct interviews in July.

[Staff Member Janice Lewis joined the meeting at 11:05 A.M.]

Pandemic/Library Closure Update – remote work/services: The Governor’s extension of the “Stay Home, Stay Healthy” order through May 31st has shifted the reopening plans, and his placement of “Libraries” in Phase Three of the “Safe Start Washington” plan suggests that the earliest the library could begin serving the public is mid-June. The Management team has continued to strategize and prepare for reopening, and the staff continue to meet daily, participate in professional development, support patrons through phone, email, and online chats, and develop programs.

New Business:

Budget Report and Capital Interest: There will be a budget amendment brought to the Board in June for review and approval.

Telecommute Policy – 1st reading: The Board conducted a first reading of the Telecommute Policy. It will be reviewed by the attorney and come back for a second reading at the next board meeting.

Library Capital Improvement Program: The Washington State Department of Commerce is offering grant funding through the Library Capital Improvement Program (LCIP). Grants will be awarded to libraries operated by governmental units as defined in acquiring, constructing, or rehabilitating facilities. Tamara Meredith will draft a proposal and share it with the Board before submission.

Communications: The Jefferson County Board of Commissioners reappointed Ellen Hargis as a trustee to serve a five-year term on the Jefferson County Rural Library District Board of Trustees.

The meeting adjourned at 11:40 A.M.

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



Ellen Hargis, Chair



Hal Beattie, Secretary