

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Online via Zoom Conference Call  
Minutes – Tuesday, August 11, 2020**

**Call to Order:** Chair Ellen Hargis called the meeting to order at 10:00 A.M via Zoom. Present were Trustees Michael Kubec, Hal Beattie, and Joan Chapdelaine; Director Tamara Meredith, Seattle Public Library Chief Librarian and Executive Director Marcellus Turner, and Staff Member Jamie Pena.

**Citizen Questions and Comments:** None.

**Approve/Amend Agenda:** Ellen Hargis asked that date of the previous month's minutes be corrected to reflect July rather than June, then **moved to approve the agenda as amended**. Michael Kubec **seconded the motion** and the **motion carried**.

**Minutes:** Michael Kubec asked that the July 15<sup>th</sup> minutes reflect that Tom Hagen resigned due to illness and **moved to approve the minutes as amended**. Ellen Hargis **seconded the motion** and the **motion carried**.

**Trustee Education: Marcellus Turner, Chief Librarian and Executive Director of Seattle Public Library**  
Guest Speaker Marcellus Turner spoke to the Board of Trustees regarding Equity, Diversity, and Inclusion (EDI) work in public libraries. He emphasized promoting social consciousness versus social justice, creating EDI teams to bring attention to issues, and the need for flexibility with respect to goals and expectations.

**Director's Report:** Tamara Meredith reported that contactless curbside holds pick-up/delivery services continued through the month of July, and online programs were offered, including online trivia and a Memoir Writing Class that has been a popular offering and will be repeated again in the Fall. In July, less than 1% of total payroll was "Administrative Leave with Pay." Joan Chapdelaine was officially appointed to the Jefferson County Library Board of Trustees at the meeting of the Board of County Commissioners meeting on August 3rd.

**Financial Report:** Revenues received for July totaled \$24,157. Operating expenditures were \$168,552. Total balance of funds at the end of July was \$3,752,055. Other balances include: Board Designated Unrestricted Funds, \$2,212,554; gift account, \$26; and unemployment reserve, \$234,190.

**Approval of Vouchers:** Hal Beattie **moved to approve** the payment of vouchers for July in the amount of \$186,158.18. Michael Kubec **seconded the motion** and the **motion carried**.

**Chair's Report:** Ellen Hargis attended the United for Libraries conference and reported her observations on EDI, strategic planning, and Friends of the Library groups.

**Friends of the Library News:** The Friends of the Library are inquiring into selling used books in bulk to private vendors. They have also agreed to a request to fund the replacement of the library's 3d printer.

**Unfinished Business:**

**Pandemic/Library Closure Update:** The Library remains in Phase 2 and continue to provide curbside services only. When Jefferson County is allowed to petition to move into Phase 3 and chooses to do so, the Library will evaluate options for allowing limited numbers of patrons into the building for short periods of time as advised by local and state guidance.

**Construction/Capital Projects Update:** Confederated Construction is nearly finished with construction but encountered delays with a local subcontractor and a window delivery. Completion is now expected by the end of August. Furniture for new offices has arrived and is ready to be installed. An estimate for adding air scrubbers (recommended for improving air quality throughout the building) was received in July, and installation is scheduled in August. In addition to the new scrubbers, higher-rated filters will be installed.

**Director's Performance Evaluation Process:** Tamara Meredith and the Board of Trustees reviewed the Director's Performance Evaluation Process. The Director's self-evaluation and staff feedback will be gathered in August and shared with Trustees before the September board meeting. The Board of Trustees will hold an Executive Session in September to review the Director's performance.

**Equity, Diversity, and Inclusion Statement:** The Board of Trustees reviewed the revised draft EDI statement. Final revisions were made, and Michael Kubec **moved to approve** the EDI statement as revised. Joan Chapdelaine **seconded the motion** and the **motion carried**. It was agreed to post the EDI statement on the library website and share via the library's weekly newsletter and on social media.

#### **New Business:**

**Resolution 20-05, "Transfer of Funds from Board Designated Unrestricted Funds to General Fund":** Hal Beattie **moved to approve** the transfer of Board Designated Unrestricted Funds to the General Fund. Joan Chapdelaine **seconded the motion** and the **motion carried**. Michael Kubec **moved to approve** Resolution 20-05. Hal Beattie **seconded the motion** and the **motion carried**.

**Tuition Reimbursement Policy (1<sup>st</sup> Reading):** The Trustees reviewed the draft Tuition Reimbursement Policy. Requested changes included increasing tuition reimbursement to \$2000.00 and inclusion of non-library classes pertinent to library business. The policy will undergo a 2<sup>nd</sup> reading at the September board meeting.

**Travel Policy (1<sup>st</sup> Reading):** The Trustees reviewed the draft Travel Policy. Requested changes included clarification of staff travel for work purposes, a statement that alcohol is non-reimbursable, and that Board of Trustee travel reimbursement must be approved by the library director. The policy will undergo a 2<sup>nd</sup> reading at the September board meeting.

**Naming Future Garage/Building in honor of Trustee Emeritus Tom Hagen:** Michael Kubec **moved to approve** that the future garage and/or building be named in honor of Trustee Emeritus Tom Hagen. The **motion was seconded** by Hal Beattie and the **motion carried**. Tamara will inform Tom and his family members.

**Annual Budget Workshop Dates:** The Trustees will hold 2021 Budget Planning Meetings on September 23, 2020, from 10:00am to 3:00pm and September 24, 2020, from 9:00am to 12:00pm. Tamara Meredith will contact the Jefferson County Assessor to arrange attendance.

**Annual Report to Commissioners:** Since the annual Commissioners Breakfast could not be held due to the pandemic, the Trustees decided to email both the 2019 Washington Public Library Statistical Report and 2019 State Auditor's Report to the Board of County Commissioners to meet annual report requirements. Tamara Meredith will write a cover letter and send it to the Commissioners with the reports.

**Communications:** Tamara Meredith conveyed the appreciation of several community members for the weekly email newsletters.

**The meeting adjourned at 12:20pm.**

**Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., September 9, 2020 via Zoom**

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Ellen Hargis, Chair

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Hal Beattie, Secretary