

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Remote Meeting via Zoom Web Conference
Minutes – Wednesday, June 10, 2020**

Call to Order: Chair Ellen Hargis called the meeting to order at 9:59 A.M. Present via Zoom were Trustees Michael Kubec, Hal Beattie, and Tom Hagen; Director Tamara Meredith; Staff Member Emily Henry, and Youth Services Librarian Scott Bahlmann.

Citizen Questions and Comments: None.

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

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

Trustee Education/Staff Education: Youth Services Librarian Scott Bahlmann: Scott Bahlmann is the Jefferson County Library's Youth Services Librarian. He has been transitioning the Summer Reading Program into a virtual experience for the community this year. In collaboration with the Port Townsend Public Library, there will be opportunities to participate in live online events and activities, and online tracking for readers of all ages. Community members without internet access can participate by calling in to report their reading statistics and achievements.

Director's Report: Tamara Meredith reported that during the month of May, final preparations were completed for the revised online Summer Reading Program 2020, "Imagine Your Story." Based upon expected safety requirements, small numbers of library staff will begin working in the building starting June 2nd. The library received an opportunity to apply for \$1,500 in PPE and 10 hotspots with \$4,000 of monthly service (10 months) through the IMLS funding received by the State of Washington. Legal Counsel advised that the Little Free Pantry collaboration would not provide a matching benefit to the library that supports the library's mission (as required by the State Auditor) and should not be pursued.

Financial Report: Revenues received for May totaled \$189,434. Operating expenditures were \$144,037. Total balance of funds at the end of May was \$3,993,614. Other balances included: capital reserve, \$2,206,809; gift account, \$26; and unemployment reserve, \$234,063.

Approval of Vouchers: Hal Beattie **moved to approve** the payment of vouchers for May in the amount of \$142,420.54. Tom Hagen **seconded the motion** and the **motion carried**.

Chair's Report: Chair Ellen Hargis thanked Staff Member Emily Henry for her time working at the Library.

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

Unfinished Business:

Telecommute Policy – 2nd Reading: This is the second reading of the Telecommute Policy which will provide a viable alternative work arrangement when it best serves the needs of the Library

District. Michael Kubec **moved to approve** the Telecommute Policy as amended by the attorney. Hal Beattie **seconded the motion** and the **motion carried**.

Pandemic/Library Closure Update: The Jefferson County Library has developed a Safety Plan that will keep staff and patrons as safe as possible, necessary supplies have been secured, and preparations are being made to provide checkout, return, and Interlibrary Loan services. The Jefferson County Library will be re-opening two book drops located at the library on June 15th. The Bookmobile will return to service on June 22nd and will be delivering holds at its regular stops with an adjusted schedule. JCL will begin providing curbside holds pickup on June 23rd.

Construction/Capital Projects Update: The library construction project is moving forward as scheduled. The Library Capital Improvement Program grant proposal is due Monday, June 15. Tamara Meredith is drafting the proposal and will share it with the Board.

New Business:

June 2020 Budget Amendment: The Board reviewed the proposed amendments to the June 2020 Budget. Tom Hagen **moved to approve** the amendments. Michael Kubec **seconded the motion** and the **motion carried**.

Resolution 20-04, "Amend 2020 Budget": Michael Kubec moved **to approve** Resolution 20-40 to Amend the 2020 Budget. Tom Hagen **seconded the motion** and the **motion carried**.

2019 Annual Reports: Tamara Meredith completed and submitted the 2019 State Library Annual Report at the end of April, and the 2019 State Auditor Annual Report at the end of May.

Meeting Location – July: If allowed by state and/or local health orders, the Trustees will be convening at the Jefferson County Library for the July board meeting.

Communications: The trustee vacancy position has been reposted on the Library's website, on the Library's social media pages, sent out in the weekly eNewsletter, and published in the press. The Board plans to conduct interviews in July.

The meeting adjourned at 11:13 A.M.

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

Ellen Hargis, Chair

Hal Beattie, Secretary