

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Online Zoom Conference Call  
Minutes – Wednesday, July 15, 2020**

**Call to Order:** Chair Ellen Hargis called the meeting to order via Zoom at 10:00 A.M. Present were Trustees Michael Kubec and Hal Beattie; Director Tamara Meredith; and Staff Members Robin Van Dyke and Jamie Pena.

**Citizen Questions and Comments:** None.

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

**Minutes:** Ellen Hargis **moved to approve the June Minutes as amended**. Hal Beattie **seconded the motion** and the **motion carried**.

**Trustee Education/Staff Update:** None

**Director's Report:** Director Tamara Meredith reported reopening the Library and Bookmobile for contactless curbside services on the 22<sup>nd</sup>-23<sup>rd</sup>. Staff returned to work on-site in limited numbers with accompanying safety and procedure trainings in early June. Book drops were reopened mid-June. Eight online story times were held, 800 books and flyers about the online Summer Reading Program were distributed to local schools, and numerous online events were held as part of the Summer Reading Program. The 2020 Huntingford Lecture with author Craig Johnson is being postponed until Fall 2021.

Office construction is scheduled to be completed in late July. The Library is also in the process of obtaining air scrubbers for the HVAC system as recommended by state and national health guidance. The removal of driveway asphalt may be postponed to early 2021, due to a delay with Public Works' SR 116 and Cedar Avenue Pedestrian Improvements project.

**Financial Report:** Revenues received for June totaled \$39,459. Operating expenditures were \$142,421. Total balance of funds at the end of June was \$3,896,666. Other balances include: capital reserve, \$2,212,323; gift account, \$26; and unemployment reserve, \$234,131.

**Approval of Vouchers:** Michael Kubec **moved to approve** the payment of vouchers for June in the amount of \$168,552.24. Hal Beattie **seconded the motion** and the **motion carried**.

**Chair's Report:** None.

**Friends of the Library News:** The Friends of the Library canceled their August book sale and are waiting until pandemic conditions improve before scheduling other events. Older materials are being recycled to create space, and no new donations (except for library discards) are being accepted.

**Unfinished Business:**

**Pandemic/Library Closure Update:** The Library will remain in Phase 2 until further notice. The policy of the Library upon reopening will be to require all patrons to wear a mask, without exception, per Jefferson County Health Officer Dr. Locke. For those unable or not wishing to wear a mask, curbside services will be available, as well as laptops available for checkout. The aim of the Library at this time is

to offer Phase 2 contactless library services while continuing assist with the county-wide goal of driving down the rate of local infection to give schools a greater opportunity to reopen in the fall.

**Construction/Capital Projects Update:** Tamara Meredith reported that the Library Capital Improvement Grant was submitted to the State Department of Commerce. Significantly more funds were requested this biennium than are available, and it is likely that the Library's request will not be approved based on our low critical need.

#### **New Business:**

**Amendment of "Library Standards of Behavior" Policy:** Hal Beattie moved to approve the policy as amended. Michael Kubec seconded the motion and the motion carried.

**Board of Trustees Vacancy:** The Board of Trustees will interview three applicants for an open position on July 22<sup>nd</sup>. A Special Meeting to discuss candidates and make any recommendation to the County Commissioners will be held on July 29<sup>th</sup>.

In early July, Trustee Tom Hagen resigned his position on the Library Board. Recruitment for this newly opened position on the Board of Trustees will be made at a later date.

**Fiscal Policies:** The Library's first financial audit by the State Auditor's Office is still likely to happen in September or October 2020. The calendar of policy adoption and revision has been updated to reflect current timeline. The Tuition Reimbursement Policy will be sent to Trustees Kubec and Beattie for comments in July, and brought to the Board for amendment/adoption at the August meeting. The Travel Reimbursement Policy will be drafted and brought to the Board in August for a first reading.

**Statement on Equity, Diversity, and Inclusion in response to Black Lives Matter and Anti-racist Movements:** Ellen Hargis volunteered to draft the initial statement on Equity, Diversity and Inclusion with a discussion and review to be held at the next meeting of the Board of Trustees.

**Library Director's Performance Evaluation Process:** It was proposed that the Library Director Evaluation should have a measurable statistical aspect in connection to the Library's Strategic Plan. A request for greater staff and management input was also indicated. Director Tamara Meredith requested that her Performance Evaluation be completed prior to final budget preparation in late September. The discussion will continue at the next meeting of the Board of Trustees.

**The meeting adjourned at 12:15 P.M.**

**NEXT SPECIAL MEETING - 10:00 A.M., Wed., July 29<sup>th</sup>, 2020 via Zoom**

**NEXT REGULAR MEETING – 10:00 A.M., Tues., Aug. 11<sup>th</sup>, 2020 via Zoom**

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Ellen Hargis, Chair

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Hal Beattie, Secretary