

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Online via Zoom Conference Call
Minutes – Wednesday, October 14, 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, Joan Chapdelaine, and Raj Rakhra; Public Services Manager Chris HoffmanHill; Executive Director Tamara Meredith and Staff Member 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: Joan Chapdelaine **moved to approve** the August 11 and September 9 minutes as amended. Hal Beattie **seconded the motion** and the **motion carried**.

Michael Kubec **moved to approve** the September 23, 2020 Budget Workshop minutes as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Hal Beattie **moved to approve** the September 23, 2020 Special Meeting minutes as written. Michael Kubec **seconded the motion** and the **motion carried**.

Board Education/Manager Update: Chris HoffmanHill, Public Services Manager

Chris HoffmanHill was complimentary of Tamara Meredith's leadership. She cited her organization of a weekly meeting of library directors statewide as an example. Staff have provided needed flexibility in covering shifts. Online programming continues to be offered, with *Writing About Your Pandemic Experiences* having been popular, inspiring writing groups of their own. Forthcoming collaborative library art projects include the *Life in the Time of Corona* installation and three Storywalks. She indicated opening to the public will double the staff needed to provide existing services. She emphasized the overall awareness of the well-being of staff and community, and the flexibility with operations in order to continue to be supportive. Interactions from the community have been positive. Michael Kubec and Ellen Hargis were complimentary of Chris HoffmanHill and her efforts. Tamara Meredith remarked that Chris HoffmanHill was also the library COVID Safety Manager.

Director's Report: Tamara Meredith reported the library continues to offer curbside services via the Library and Bookmobile. Other services continuing to be offered include wireless printing, laptop and hotspot checkout, and online programming. A survey was conducted in September to assess how people intended to use the library once open. Personal Picks services were begun in September, allowing patrons to submit an online form for material requests. The library was reduced services September 14th through 16th due to wildfire smoke. Staff worked in the building, with those whose shifts were impacted compensated through Administrative Leave with Pay. Raj Rakhra was introduced and appointed to the Board of Trustees by the County Commissioners. The library has taken over management of Port Townsend Public Library's Verizon mobile hotspots due to issues with Verizon account management. All FEMA paperwork has been submitted and awaiting review.

[Staff member Chris HoffmanHill departed the meeting at 10:25 A.M.]

Financial Report: Revenues received for September totaled \$52,187. Operating expenditures were \$158,510. Total balance of funds at the end of September was \$3,497,759. Other balances include: Board Designated Unrestricted Funds, \$2,203,999; gift account \$26; and unemployment reserve, \$234,276.

Approval of Vouchers: Michael Kubec **moved to approve** the payment of vouchers for September in the amount of \$157,605.41. Hal Beattie **seconded the motion** and the **motion carried**.

Chair's Report: With two new Board of Trustee members present, Joan Chapdelaine and Raj Rakhra, Ellen Hargis reviewed some of the differences between non-profit organizations and public libraries. Points included the role of the board, open public meetings requirements, and quorum limits. Trustees are reminded to only use official library email when dealing with library board work, and to not "reply all" to avoid quorum issues.

Friends of the Library News: Tamara Meredith indicated the 2021 Wish List was approved by the FOL. Volunteers are currently sorting through weeded library materials. Bulk sales may occur with volume book buyers. Small book sales may occur at an undetermined time. Volunteers will be allowed to return to the library after reopening. The library is not accepting donations at this time.

Unfinished Business:

- **INFORMATION: Pandemic/Library Closure Update:** New guidance from the Governor's office is allowing libraries to open to the public at 25% capacity within Phase 2. The library is tentatively scheduled to open November 12. Twenty patrons will be allowed inside the library at a time. Staffing requirements will double in order to provide in-house and curbside services within guidelines. Library hours will remain the same. Library computers and laptops (for out-of-library use) will be available from 12 pm – 4pm. Checkout will be self-serve, with staff present in circulation for assistance. Staff will be trained and prepared for reopening by the end of October. In the event the pandemic requires the library to close to public access again, curbside services will continue to be offered.
- **EXECUTIVE SESSION: Director's Performance Evaluation:** At 11:20 A.M., Chair Ellen Hargis adjourned the meeting into executive session pursuant to RCW 42.30.110(1)(g) to review the performance of Director Tamara Meredith. The board would reconvene in open session at 11:45 A.M.

[Director Tamara Meredith and Staff Member Jamie Pena left the meeting at 11:20 A.M. Tamara Meredith returned to the meeting at 11:24 A.M. Jamie Pena returned to the meeting at 11:45 A.M.]

The Board reconvened open session at 11:45 A.M.

- **INFORMATION:** Library Capital Facilities Improvement Grant: Tamara Meredith indicated the library had been shortlisted for a \$285,000 grant that tentatively would be included in the 2021/2022 State Capital Budget, with a 50% expected match for the proposed new van garage. The library ranked 7th out of 33 potential applicants. Michael Kubec suggested that the proposed garage plans be given a second review as soon as possible.

New Business:

- **REVIEW: 2021 Budget:** No changes were requested to the 2021 budget. Michael Kubec inquired into 2021 fundraising expectations. Tamara Meredith indicated that Director of Development Mark Paxton believed fundraising expectations would be met. It was agreed that page seven of the preliminary budget document was extraneous and could be removed. Michael Kubec **moved to approve** the 2021 budget for public review and Hal Beattie **seconded the motion** and the **motion carried**.
- **ACTION: Purchase Card Policy – amendment:** The Purchase Card Policy was amended to reflect State Auditor recommendations that purchase card receipts and documents be delivered to Administrative Services within thirty (30) days of the transaction or from the time of return from travel, or by the end of the monthly billing cycle, whichever comes first. Joan Chapdelaine **moved to approve** the amended policy and Hal Beattie **seconded the motion** and the **motion carried**.
- **ACTION: Resolution 20-05, “Resolution to Amend the Budget”** – Hal Beattie **moved to approve** the approve the recommended amendments to the 2020 General Budget. Michael Kubec **seconded the motion** and the **motion carried**. Hal Beattie **moved to approve** the Resolution to Amend the Budget. Joan Chapdelaine **seconded the motion** and the **motion carried**.
- **DISCUSSION: Electronic Signatures:** Tamara Meredith presented a first reading of the Electronic Signature policy, with a final draft of the Policy and a Resolution to be presented to the Board in the November meeting.
- **DISCUSSION: Gift Policy:** It was suggested by Trustee Michael Kubec that Director of Development Mark Paxton draft a new Gift Policy.

Communications: Trustee Raj Rahkra inquired into the memorial tree for Tom Hagen. Tamara Meredith has been in communication with the library landscaper regarding irrigation issues. The tree planting may be delayed due to COVID related issues. It was requested that the Board of Trustees provide biographies and pictures for the library website and newsletter.

The meeting was adjourned at 12:26 pm.

NEXT MEETING: REGULAR MEETING – 10:00 A.M., TUESDAY, NOVEMBER 10, 2020 via Zoom.us.

Ellen Hargis, Chair

Hal Beattie, Secretary