

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Meeting Location: Online Zoom Conference Call
Minutes – Wednesday, September 9, 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; Citizen Ranjit Rakhra; Library Director Tamara Meredith and Director of Development Mark Paxton; and Staff Member Jamie Pena.

Citizen Questions and Comments: None.

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

Minutes: Hal Beattie **moved to approve** the July 29th Special Meeting Minutes as amended. Michael Kubec **seconded the motion** and the **motion carried**.

Ellen Hargis **moved to approve** the August 11th Regular Meeting Minutes as amended. Michael Kubec **seconded the motion** and the **motion carried**.

Trustee Education/Staff Update: Ellen Hargis and Tamara Meredith shared reference materials on strategic planning and Trustee advocacy.

Director's Report: Director Tamara Meredith reported the library will remain in Phase 2 with no anticipated date for changing phases at this time. Curbside services were expanded to include wireless printing and laptop checkout, and 10 new hotspots were added to the collection from CARES Act funding. Quarantined materials are now located in a storage container onsite so that the Bookmobile can use the garage. The Bookmobile underwent significant warranty work for a failed VGT actuator (part of the exhaust system) and returned to service September 2. The Summer Reading Program has been completed with data to be available at a later date. A patron survey to assess planned use of the library in Phase 3 was developed and will be shared out in early September. Results will be used to inform staffing and resource allocation once patrons are allowed back into the building. A \$5,000 grant request was filed for three Storywalks as part of the ICC – Children and Families request for remaining CARES Act funding available through the county. The Port Townsend Leader ran a complimentary article on Bookmobile services, and newsletters are being well-received.

Financial Report: Revenues received for August totaled \$54,040. Operating expenditures were \$186,158. Total balance of funds at the end of August was \$3,623,937. Other balances include: capital reserve, \$2,203,851; gift account, \$26; and unemployment reserve, \$234,238.

Approval of Vouchers: Hal Beattie **moved to approve** the payment of vouchers for September in the amount of \$166,358.57. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Chair's Report: The Board of Trustees and Tamara Meredith discussed planting a tree on the library property in honor of Tom Hagen, with accompanying plaque in recognition of volunteer service. Tamara Meredith will investigate options.

Friends of the Library News: There have been no new communications from the Friends of the Library.

Unfinished Business:

INFORMATION: Pandemic/Library Closure Update: Tamara Meredith stated Jefferson County remains in Phase 2, and the library district continues to offer allowed contactless curbside deliveries only via the Library and Bookmobile. There is no anticipated date for changing phases.

INFORMATION: Construction Update: Tamara Meredith stated Confederated Construction has finished and will be completing a punch list on September 14. New air scrubbers were installed in late August. A \$10,000 reimbursement request was submitted to FEMA for COVID expenses, including upgrading the HVAC system.

ACTION: Tuition Reimbursement Policy (2nd Reading): Michael Kubec **moved to approve** the policy as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

ACTION: Travel Policy (2nd Reading): Ellen Hargis requested to amend the travel policy in regards to travelers with disabilities. Hal Beattie **moved to approve** the policy as amended. Michael Kubec **seconded the motion** and the **motion carried**.

ACTION: Update Employee Manual: Michael Kubec **moved to approve** Employee Manual updates to the following sections: 4.4 thru 4.7; 7.4 thru 7.6; 8.10; 9.9; and 15. Hal Beattie **seconded the motion** and the **motion carried**.

New Business:

ACTION: Update Library Closure Dates (Staff Education Day): Joan Chapdelaine **moved to approve** the updated list of Library Closure dates, removing October 12th and adding Friday, October 23, 2020, for Staff Education Day. Michael Kubec **seconded the motion** and the **motion carried**.

EXECUTIVE SESSION: Director's Performance Evaluation: At 11:00 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, Director of Development Mark Paxton, and Recording Secretary Jamie Pena left the meeting at 11:00 and returned to the meeting at 11:45 A.M. Citizen Ranjit Rakhra left the meeting at 11:00 am and did not return.]

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

DISCUSSION: Trustee Vacancy – scheduling interviews: The Board of Trustees agreed to interview four candidates on Wednesday, September 16, 2020 and/or Friday, September 18, 2020. Interview times will be 10:00am – noon and/or 1:00pm – 3:00pm

Communications: None.

The meeting adjourned at 12:00 P.M.

Next Meetings:

BUDGET WORKSHOP #1 and SPECIAL MEETING – 10:00 A.M., Wed., September 23, 2020
via Zoom

BUDGET WORKSHOP #2 – 9:00 A.M., Thurs., September 24, 2020 via Zoom

NEXT REGULAR MEETING – 10:00 A.M., Wednesday, October 14th, 2020 at Main Library

Ellen Hargis, Chair

Hal Beattie, Secretary