

**Jefferson County Rural Library District  
Board of Trustees Special Meeting  
Online Zoom Conference Call  
Minutes – Wednesday, July 29, 2020**

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

**Approve/Amend Agenda:** Ellen Hargis **moved to approve** the agenda. Michael Kubec **seconded the motion** and the **motion carried**.

**Unfinished Business:**

**Board of Trustees – Recommendation of New Appointee:** Michael Kubec recommended that Joan Chapdelaine be nominated for the current Board of Trustees position. Hal Beattie **seconded the motion** and the **motion carried**.

Tamara Meredith will send the recommendation letter to the Board of County Commissioners. Michael Kubec and Tamara Meredith agreed to assist the new Board of Trustees member with the onboarding process.

Ellen Hargis stated that she had sent a letter to former Board of Trustee Tom Hagen accepting his resignation.

**Library Director’s Performance Evaluation Process:** Ellen Hargis presented a set of questions for the Director, Trustees, and staff to be used as part of the Director’s performance review. The documents were reviewed, discussed, and edited by the Trustees. Tamara Meredith will present a revised set of staff evaluation questions at the Board of Trustees Regular August meeting.

**Equity, Diversity, and Inclusion Statement:** The Board of Trustees and Tamara Meredith reviewed and discussed a draft EDI statement. Tamara Meredith volunteered to revise the statement based on Trustee feedback and share it at the Regular August meeting.

**Board of Trustees – Existing Vacancy:** The remaining open Board of Trustees position will be advertised during the month of August. The Board will review applications at the Regular September meeting, with the intent of onboarding a new Trustee prior to the October meeting.

**The meeting adjourned at 11:15 A.M.**

**Next Meeting: 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