

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Online Via Zoom Conference Call
Minutes – Wednesday, September 15, 2021**

Call to Order: Chair Michael Kubec called the meeting to order at 10:00 A.M. Present were Trustees Hal Beattie, Michael Kubec, Raj Rakhra, Cheri Van Hoover, Director Tamara Meredith, and Staff Member Jamie Pena.

Citizen Questions and/or Comments: None.

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

Approve/Amend Minutes of August 18th, 2021: Hal Beattie **moved to approve** the minutes of August 18th, 2021, with an amendment. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Board Education/Staff Update: None.

Director's Report: Tamara Meredith informed the Board that a masking mandate for all indoor spaces had been re-enacted in August at local and state levels. The library has matched school protocols for young visitors who do not have the option to be vaccinated. Furniture was also removed or shifted for social distancing purposes. The library will continue with a five-day/week schedule and monitor local conditions and capacity for expansion of public service hours. In-person youth programs included outdoor storytimes and online adult programs included two Tech Tuesday classes, a Trivia Night, and a book discussion group. A new Strategic Plan and Mission, Vision, and Values statements were adopted. The Huntingford Lecture with Craig Johnson was changed to online-only in response to pandemic conditions. ADA updates were made in signage, changing stations, and new water fountain installation. A Library Assistant I was hired along with two Substitute Library Assistants.

Financial Report: Revenues received for August totaled \$14,908.00. Operating expenditures for August were \$169,452.00. The total balance of funds at the end of August was \$3,701,248.00. Other balances include: Board Designated Unrestricted Funds of \$2,234,281.00 and unemployment reserve of \$234,734.00.

Approval of Vouchers: Hal Beattie **moved to approve** the payment of vouchers in September for \$147,166.63. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Chair's Report: Michael Kubec reminded the Board that three or more members cannot discuss library business outside of an open meeting as this constitutes a quorum. Michael also reminded Board members to not "reply all" to emails as this also constitutes a quorum, and to not use personal email for library business. Michael thanked Hal Beattie for writing thank you notes to library donors. She also requested an updated Board roster and reminded the Board of the upcoming Budget Workshop.

Friends of the Library News: Tamara Meredith informed the board that there would be a book sale on September 25 at the library Bookmobile garage and that in-library sales were healthy.

Unfinished Business

- **EXECUTIVE SESSION: Director’s Performance Evaluation:** At 10:50 Chair Michael Kubec adjourned the regular meeting into the 1st Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of Director Tamara Meredith. The Board would reconvene in an open session at 11:05 A.M.
[Director Tamara Meredith and staff member Jamie Pena left the regular meeting at 10:50 A.M. and returned at 11:05 A.M.]

At 11:05 A.M. Chair Michael Kubec adjourned the regular meeting into the 2nd Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of Director Tamara Meredith. The Board would reconvene in an open session at 11:20 A.M.
[Staff member Jamie Pena left the regular meeting at 11:05 A.M. and returned at 11:21 A.M.]

New Business:

- **DISCUSSION: Staff Vaccination:** Tamara Meredith and the Board agreed to publicize a statement that all library staff and volunteers were vaccinated against COVID-19. Tamara Meredith agreed to draft a statement to be signed by the Board.
- **DISCUSSION: Board Manual –updates, needed revisions:** Tamara Meredith informed the Board that certain Section 7 – Board policies required review and/or rescinding. Tamara Meredith will submit annotated Section 7 policies to the Board for review.
- **DISCUSSION/ACTION: Library Standards of Behavior Policy –revision:** Joan Chapdelaine **moved to approve** the Library Standards of Behavior Policy as revised. Raj Rakhra **seconded the motion** and the **motion passed**.
- **DISCUSSION: Strategic Plan –next steps:** Tamara Meredith and the Board agreed to publicize the new Strategic Plan Initiative via the library website, weekly eNewsletter, and social media.

Communications: Raj Rakhra inquired as to the shared gate solution with Chimacum Elementary School in regards to the recent fire. Tamara Meredith informed the Board that a solution had not yet been reached. Michael Kubec inquired of Tamara Meredith as to when she may have her 2022 library goals ready. Tamara Meredith informed the Board she would have them for the Board in November.

The meeting was adjourned at 11:52 A.M.

BUDGET WORKSHOP –10:00 A.M., Wed., September 29, 2021 via Zoom

REGULAR MEETING –10:00 A.M., Wed., October 13, 2021

Michael Kubec, Chair

Joan Chapdelaine, Secretary