

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Online via Zoom Conference Call  
Minutes – Wednesday, February 10, 2021**

**Call to Order:** Chair Michael Kubec called the meeting to order at 10:06 A.M. via Zoom. Present were Trustees Hal Beattie, Joan Chapdelaine, Ellen Hargis, Michael Kubec, Director Tamara Meredith, and Staff Member Jamie Pena.

**Citizen Questions and/or Comments:** None.

**Approve/Amend Agenda:** Michael Kubec requested the addition of scheduling the Commissioners Breakfast to the agenda. Hal Beattie **moved to approve** the agenda as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Approve/Amend the Minutes of January 13, 2021:** Ellen Hargis **moved to approve** the minutes of January 13, 2021 with minor correction. Hal Beattie **seconded the motion** and the **motion carried**.

**Board Education/Manager Update:** None.

**Director's Report:** Tamara Meredith shared pictures from Youth Librarian Scott Bahlmann's Prime Time reading group. It was the first time families from all areas of Jefferson County were represented. Other programs held in January included Hygge Night, Idea Hatch STEAM, Tech Tuesday, Trivia Nights, Storytimes, and a book discussion. She reported that the Winter Giving Campaign had generated a total of \$25,936.00. State guidance had been issued allowing libraries in any Phase to provide limited in-library services. The library and Bookmobile remains closed for in-library service and will be reevaluating in mid-February. Final landscaping and irrigation work was completed, as well as the final inspection of the previous year's interior construction. Replacement of the parking lot lightbulbs was expected to occur in February. She reported that the migration to the new A/P system was progressing successfully. There had not been further updates regarding including library staff on the vaccine distribution list.

**Financial Report:** Revenues received for January totaled \$47,059.00. Operating expenditures from End-of-Year December were \$184,216.00. Total balance of funds at the end of January was \$3,748,756.00. Other balances include: Board Designated Unrestricted Funds of \$2,218,336.00 and unemployment reserve of \$234,397.00.

**Approval of Vouchers:** Hal Beattie **moved to approve** the payment of vouchers in February in the amount of \$252,678.97. Joan Chapdelaine **seconded the motion** and the **motion carried**.

[Board of Trustee member Raj Rakhra joined the open meeting at 10:38 A.M.]

**Chair's Report:** Michael Kubec thanked the Board of Trustees for writing and distributing cards to donors of the Winter Giving Campaign. She mentioned that she and Tamara Meredith had participated in entrance interviews with the Auditor working on the Library's Financial Audit. She indicated that there was no further information from the state regarding including Juneteenth as an official holiday, and reminded the Board of Trustees to use their library email for official communications.

**Friends of the Library News:** The Friends of the Library held their election of officers with no change in positions. They are not able to conduct sales at this time, but are considering the possibility of an April event.

#### **Unfinished Business**

- **INFORMATION: Equity Work Update:** The BOT is scheduled for diversity training at 1:00 P.M. on February 17<sup>th</sup>. Training will focus on hiring policies and will include library staff who are members of the Equity Workgroup.
- **DISCUSSION: Strategic Planning:** Raj Rakhra and Ellen Hargis presented their findings from an investigation into strategic planning consultants. Chair Michael Kubec recommended that a separate workshop for Trustees be held to discuss direction and questions before seeking a consultant. A Special Meeting of the Board will be held on March 16, 2021, to discuss strategic plan goals and expectations.

#### **New Business**

- **DISCUSSION: Review Fund Balances and Investments:** The Board of Trustees and Tamara Meredith conducted the annual review of account balances and determined amounts to transfer between funds. A Resolution to make those transfers will be brought to the Board for approval in March.
- **DISCUSSION/ACTION: Resolution 21-02, "Amend the 2021 Budget":** Joan Chapdelaine **moved to approve** Resolution 21-02 as written. Ellen Hargis **seconded the motion** and the **motion carried**.
- **INFORMATION: Financial Audit Update:** Tamara Meredith informed the Board of Trustees that the Financial and Accountability Audits by the State Auditor were expected to conclude by late-February.
- **DISCUSSION: Commissioners' Breakfast:** The Board of Trustees suggested the dates of June 16<sup>th</sup> or June 17<sup>th</sup> for the annual Commissioners' Breakfast. Tamara Meredith will work to confirm a time/date with the Commissioners.

**Communications:** None.

**The meeting was adjourned at 12:09 P.M.**

**Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., Mar. 10, 2021 at Main Library**

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Michael Kubec, Chair

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Joan Chapdelaine, Secretary