

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

**Call to Order:** Chair Michael Kubec called the meeting to order at 10:00 A.M. via Zoom. Present in the library's Humphrey Room were Trustees Ellen Hargis, Michael Kubec, and Director Tamara Meredith. Trustees Hal Beattie, Joan Chapdelaine, Raj Rakhra, Technical Services Manager Daniel Heaton, and Staff Member Jamie Pena attended remotely via Zoom.

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

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

**Approve/Amend the Minutes of February 10, 2021:** Ellen Hargis **moved to approve** the minutes of February 10, 2021 with one correction. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Manager Update: Daniel Heaton, Systems & Tech Services Manager:** Daniel Heaton spoke to the Board of Trustees regarding library related technology topics. He introduced a website dedicated to Board documents and resource access. Upgrades are planned for library IT security, data backup, and catalog systems. Future activities include assessing public computer needs, hybridized library programming, and supporting the development and access to broadband services in Jefferson County. He mentioned the consistent utilization of the library's mobile Wi-Fi hotspots. The Board of Trustees were complimentary of STSM Daniel Heaton's efforts.

**Director's Report:** Tamara Meredith stated the library was closed on February 13<sup>th</sup> due to snow; a resulting observation was that the library should research the option of a new digital sign that would allow remote updates and greater visibility. The Library and Bookmobile reopened for limited in-library services beginning March 1<sup>st</sup> and welcomed back over 300 patrons in one week. Featured online programming included Prime Time Family Reading, Tech Tuesday, Trivia Night, book discussion, and Great Decisions. Library lending between CLEO partners, holds, and databases continue to see higher than usual rates. The Huntingford lecture with Craig Johnson will occur virtually on October 21st at 7:00pm. The library is awaiting a Notice of Completion for the offices/egress construction project due to a paperwork delay from the contractor, and the parking lot lighting replacement was completed in February. The library's new financial system using QuickBooks has been tested and is operational, while the county has delayed their financial system transition to April 1st.

**Financial Report:** Revenues received for February totaled \$125,336.06. Operating expenditures for January were \$252,678.97. Total balance of funds at the end of February was \$3,419,046.11. Other balances include: Board Designated Unrestricted Funds of \$2,218,450.65 and unemployment reserve of \$234,420.38.

**Approval of Vouchers:** Hal Beattie **moved to approve** the payment of vouchers in March in the amount of \$169,137.95. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Chair's Report:** Michael Kubec informed the board that the Strategic Plan Strategy Session would be held remotely via Zoom on Thursday, March 18, 2021 from 10:00 A.M. – 12:00 P.M. with a facilitator. The Commissioners Breakfast has been confirmed with the commissioners for June 16<sup>th</sup> at 10:00 A.M.

**Friends of the Library News:** Tamara Meredith informed the board that Friends President Dale Hagen planned to hold book sales from the Bookmobile garage weekly on Tuesdays, beginning in April. The Friends of the Library are considering obtaining a temporary DRYBOX unit for donation storage. Tamara Meredith and the Board of Trustees support this.

**Unfinished Business:**

- **INFORMATION: Equity Work Update:** Tamara Meredith informed the Board that the remaining consultant hours with CiKeithia Pugh would be used for policy review and advising. Erin Jones had been recommended for future live/in-person trainings. The Board of Trustees agreed that future EDI training should occur after the strategic planning process has been determined and scheduled, with a future training date TBA.
- **INFORMATION: Financial Audit Update:** Tamara Meredith indicated that the SAO financial audit had continued into early March and would provide an update at the April regular meeting.
- **ACTION: Resolution 21-03, Transfer Funds:** Hal Beattie **moved to approve** Resolution 21-03, Resolution to Add Funds to the 2021 General Budget, as written. Ellen Hargis **seconded the motion** and the motion passed.

**New Business:**

- **DISCUSSION: Trustee(s) Emeritus:** Michael Kubec recommended inviting former Board of Trustee members to the position of Trustee Emeritus. Tamara Meredith was asked to draft a letter of invitation and share it with Trustees at the April meeting.
- **INFORMATION: #LibraryGivingDay:** Tamara Meredith stated this would be a one-day event held via social media. The Friends of the Library have agreed to a \$5000.00 matching donation, and the Board requested promotional text that they would share with others.
- **DISCUSSION: Solar Grant Opportunity:** Tamara Meredith informed the board that Director of Development Mark Paxton would like to pursue a \$200,000.00 solar grant opportunity. The Board agreed that it was worthwhile since such a project would not involve any financial investment from the library district.

**Communications:** Raj Rakhra suggested the Trustees sign a card for retiring Children's Librarian Martha Ashenfelter. He inquired about liability for board-related decisions and was informed they were insured for all decisions made in good faith. Michael Kubec announced she would not be present for the August Board of Trustees meeting.

**The meeting was adjourned at 11:41 A.M.**

**Next Meeting: REGULAR MEETING –10:00 A.M., Wed., Apr. 14, 2021 via Zoom**

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Michael Kubec, Chair

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Joan Chapdelaine, Secretary