

**Jefferson County Rural Library District
Board of Trustees Regular Meeting
Online via Zoom Conference Call
Minutes – Wednesday, May 12, 2021**

Call to Order: Chair Michael Kubec called the meeting to order at 10:00 A.M. via Zoom. Present were Trustees Hal Beattie, Joan Chapdelaine, Ellen Hargis, Michael Kubec, Raj Rakhra, Director of Development Mark Paxton, Director Tamara Meredith, and Staff Member Jamie Pena.

Citizen Questions and/or Comments: None.

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

Approve/Amend Minutes of April 14, 2021: Hal Beattie **moved to approve** the minutes of April 14, 2021, with a minor amendment. Ellen Hargis **seconded the motion** and the **motion carried**.

Board Education/Staff Update: Mark Paxton, Director of Development: Mark Paxton informed the board that Library Giving Day had generated \$12,004.99 from 79 donors, with an \$800 donation from the QuillLiterates Book Club. Of those 79, 45 were first-time contributors. Current grant applications include \$5000 for a Spanish translation of the library catalog and JCL website, and \$200,000 for a rooftop solar array installation. Mark also spoke of a new online fundraising Trivia Night event in 2021.

Director's Report: Tamara Meredith informed the board that the library had expanded in-library service hours to 10 am – 5 pm. Online programs held in April included Storytimes, Tech Tuesdays, Trivia Nights, a book discussion, and Virtual Board Games. Planning for this year's Summer Reading Program was near completion. Community organization leaders had attended information sessions about the Emergency Broadband Benefit program for low-income and pandemic-impacted households. The Strategic Planning Committee has been formed and feedback collection is underway. The library is in discussions with Washington State Library about a new platform that provides training/tracking of digital literacy skills.

Financial Report: Revenues received for April totaled \$645,297.00. Operating expenditures for April were \$140,539.00. Total balance of funds at the end of April was \$4,075,323.00. Other balances include: Board Designated Unrestricted Funds of \$2,228,653.00 and unemployment reserve of \$234,659.00.

Approval of Vouchers: Hal Beattie **moved to approve** the payment of vouchers in May in the amount of \$183,151.73. Ellen Hargis **seconded the motion** and the **motion carried**.

Chair's Report: Michael Kubec informed the board that meetings would be conducted remotely until Jefferson County enters Phase 4 of reopening. She also reminded the board that Friday, May 14th was the last day to submit their homework and May 18th would be the first meeting of the Strategic Planning Initiative.

Friends of the Library News: Tamara Meredith informed the board that 3 FOL mini-book sales had generated \$1201, and in-library sales an additional \$600. Future sale and recycling ideas were being explored by the FOL.

Unfinished Business

- **INFORMATION: Equity Work Update:** Tamara Meredith informed the board that the Circulation and Library Fees Policies had been reviewed and change implications were being addressed by library management. The Equity Workgroup will be sharing findings with staff on a bi-weekly basis and staff has been encouraged to voluntarily share preferred gender pronouns.
- **ACTION: Board of Trustees Position –M. Kubec:** Ellen Hargis **moved to recommend** Michael Kubec for the open Board of Trustees position. Raj Rakhra **seconded the motion** and the **motion carried**.
- **INFORMATION: Trustees Emeriti:** Tamara Meredith and Michael Kubec informed the board that Trustee Emeriti letters had been mailed and six former trustees had accepted.
- **INFORMATION: Library Capital Facilities Improvement Grant:** Tamara Meredith informed the board that grant funds remained in the 2021-23 state budget and were awaiting the governor’s signature. The Mobile Services Expansion/Hagen Building and “Safe Routes to Schools” project was expected to begin this year.

New Business:

- **Digital Equity Navigator:** Tamara Meredith informed the board that community discussions about a Digital Equity Navigator position were ongoing. Funding for this position is expected to be made available through America Rescue Plan Act funds and/or the recent legislative budget.
- **INFORMATION: Public Library Annual Statistical Report:** Tamara Meredith shared that the 2020 Washington Public Library Annual Statistical Report was submitted and is available for review in the shared Board folder.
- **INFORMATION: ADA Audit:** Tamara Meredith informed the board that the library and Bookmobile had an ADA audit performed and received a score of 81%. Short-term solutions will be addressed directly. Solutions requiring significant construction will be labeled as not ADA compliant in the interim.

Communications: Tamara Meredith informed the board the library would be opening for evening hours in July. She mentioned that the library had been receiving many thank you letters from the community.

The meeting was adjourned at 11:21 A.M.

Next Meeting: REGULAR MEETING –10:00 A.M., Wed., June 9, 2021, ONLINE VIA ZOOM.

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Michael Kubec

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Michael Kubec, Chair

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Joan Chapdelaine

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Joan Chapdelaine, Secretary