

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

Call to Order: Chair Michael Kubec called the meeting to order at 10:00 A.M. Present were Trustees Hal Beattie, Joan Chapdelaine, Michael Kubec, Raj Rakhra, Cheri Van Hoover, Director Tamara Meredith, Director of Development Mark Paxton, and staff member Jamie Pena.

Citizen Questions and/or Comments: None.

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

Approve/Amend Minutes of October 13th: Hal Beattie **moved to approve** the minutes of October 13th as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Board Education/Staff Update: Mark Paxton, Director of Development: Mark Paxton informed the Board that the annual Winter Giving Campaign would begin November 24th with a soft closing of December 31st. He shared campaign marketing materials and donor appeals letter. Michael Kubec requested the Board send out personal thank you cards to donors and reminded the Board that they are expected to contribute to the campaign.

Director's Report: Tamara Meredith reported to the board that the library had resumed seven-day-a-week services beginning in November. October In-person youth events included outdoor storytimes at HJ Carroll Park and in-school visits at Brinnon and Quilcene. Weekly online storytimes are ongoing until indoor storytimes can be offered. Regularly scheduled online adult programs included two tech Tuesdays, a Trivia Night, a Pen and Watercolor bookmark-making class, and a book discussion group. A virtual orientation was held for the Wooden Boat School, where sixty-five Fall term students are enrolled. The Supreme Court Discussion Series with Joyce Francis and Nils Pederson was well-attended with 21-28 attendees at each session with recordings made available via YouTube. The Trivia Olympics event was canceled due to a lack of registrants with no financial impact to the library. A Staff Appreciation event was held on October 20th with food and longevity awards for several staff members. Longevity milestones will be acknowledged going forward as staff reach 5-year milestones. Staff Education Day occurred on October 11th, which included training on resources, public records and email, equity development, and more. Custodian and Janitor jobs were posted and reviews will begin in early November. The Digital Equity Navigator position will be posted in November as a two-year, full-time position with expected funding. The Hagen Building plans are expected at the end of November due to a delay with the previously hired engineer.

Financial Report: Revenues received for October totaled \$509,284.00. Operating expenditures for October were \$162,543.00. The total balance of funds at the end of October was \$3,957,625.00. Other balances include: Board Designated Unrestricted Funds of \$2,249,057.00 and unemployment reserve of \$234,752.00.

Approval of Vouchers: Hal Beattie **moved to approve** the payment of vouchers in November for \$145,898.50. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Chair's Report: Michael Kubec requested that the Board return their library policy binders by the end of November to be updated.

Friends of the Library News: Tamara Meredith reported the FOL met on October 29th and approved the library's 2022 Wishlist. No book sales are planned at this time. In January 2022 the FOL will have their officer elections and are reporting an influx of new members and inquiries. They are also hoping to move out of their existing storage unit and use the onsite Drybox storage container exclusively.

Unfinished Business

- **ACTION: Rescind outdated/superseded policies:** Joan Chapdelaine **moved to rescind** the following policies: 7-1 – Conflict of Interest; 7-2 – Continuing Education; 7-20 – Equipment and Furniture Inventory; and 7-21 – Gift Acceptance Policy. Cheri Van Hoover **seconded the motion** and the **motion carried**.
- **DISCUSSION: Director's Workplan:** Tamara Meredith presented and reviewed the 2022 Workplan with the Board for approval at the December regular meeting.

New Business:

- **ACTION: Resolution 21-08, Approve 2022 Budget:** Hal Beattie **moved to approve** Resolution 21-08 as written. Cheri Van Hoover **seconded the motion** and the **motion carried**.
- **ACTION: Resolution 21-09, Property Tax Increase for 2022:** Raj Rakhra **moved to approve** Resolution 21-09 as written. Hal Beattie **seconded the motion** and the **motion carried**.
- **DISCUSSION: Revisions to Employee Manual, Section 8 – Benefits/Leave:** Tamara Meredith reviewed Section 8 revisions with the Board to be approved in December.
- **INFORMATION: Winter Giving Campaign and Holiday Events:** Tamara Meredith informed the Board the library's 2021 WGC targeted goal is \$20,000. Craft and treat kits are currently being assembled for the library's Holiday Open House.

Communications: None.

The meeting was adjourned at 11:53 A.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., December 15, 2021

DocuSigned by:

Michael Kubec

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Michael Kubec, Chair

ABSENT

Joan Chapdelaine, Secretary