

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Humphrey Room & Zoom Conference Call  
Minutes – Wednesday, June 15, 2022**

**Call to Order:** Chair Michael Kubec called the meeting to order at 10:01 A.M. Present were Trustees Michael Kubec, Joan Chapdelaine, Cheri Van Hoover, Vickie Norris, and George Sibley; Library Director Tamara Meredith, Youth Services Librarian Scott Bahlmann, and staff member Monica le Roux.

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

**Approve/Amend Agenda:** Tamara Meredith requested that *Welcome New Trustees* be removed from the agenda, as this item was a duplicate of last month's activity. Vickie Norris **moved to approve** the agenda as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Approve/Amend Minutes of May 11<sup>th</sup> regular meeting:** Cheri Van Hoover **moved to approve** the minutes of the May 11<sup>th</sup> regular meeting as written. Vickie Norris **seconded the motion** and the **motion carried**.

**Approve/Amend Minutes of June 1<sup>st</sup> special meeting:** Vickie Norris **moved to approve** the minutes of the June 1<sup>st</sup> special meeting as written. Cheri Van Hoover **seconded the motion** and the **motion carried**, with George Sibley abstaining.

**Board Education/Manager Update:** Scott Bahlmann, the Youth Services Librarian, gave a presentation on the library's Summer Reading Program, as well as discussing the trend toward library staff visiting classrooms, "meeting kids where they are." Trustees had a chance to ask questions, and were very pleased with the work being done.

**Director's Report:** Tamara Meredith reports that the Humphrey Room has successfully opened for public use, and the Shold Room will be opening shortly. The RFP for the Hagen Garage Expansion was posted in May and the Community Needs Assessment survey tool was finalized and readied for deployment in early June. The Director met with Commissioner Heidi Eisenhour to discuss timber revenue impacts to the District's budget, with the Commissioners investigating options for managing timber assets within Jefferson County. Project managers and engineers for the Hadlock Sewer Project visited the Library property in mid-May to discuss possible locations for a grinder pump and larger pipes, with a tentative completion of the whole project still slated for 2024. The District has submitted a Solar Energy Grant application to the Department of Commerce for their 2022 program, with notifications expected to go out to grant winners at the end of July. And finally, the District's participation in the Rhody Parade received many accolades for their paper rhododendron decorations!

**Financial Report:** Revenues received for May totaled \$241,794 from the Financial Report. Operating expenditures paid in May were \$161,427. The total balance of funds at the end of May was \$4,452,861.00. Other balances include: Board Designated Unrestricted Funds of \$2,521,940.24 and unemployment reserve of \$239,593.

**Approval of Vouchers:** Vickie Norris **moved to approve** the payment of vouchers from May for \$193,212.87. George Sibley **seconded the motion** and the **motion carried**.

**Chair's Report:** Michael Kubec reported that the Commissioners' Breakfast went well, and she asked Trustees to be prepared in July to set the September schedule for the annual budget meeting, with a deadline of Oct. 12<sup>th</sup> for the completed budget to be shared with the public.

**Friends of the Library News:** Tamara Meredith reported that the Friends of the Library will be holding their quarterly meeting Friday, June 24<sup>th</sup> at 11am in person with a hybrid option.

### **Unfinished Business**

**DISCUSSION: Board Retreat:** Michael Kubec reviewed the current plans for the Board Retreat August 17<sup>th</sup> from 9:00 to 3:00 at Finn River. The Board will be team building, as well as discussing various business including succession planning and intellectual freedom.

Youth Librarian Scott Bahlmann left at 11:12.

**DISCUSSION/ACTION: Investments:** Vickie Norris **moved to approve** investing 70% of \$600,000 from the General Fund and 70% of \$1,315,000 from the Board Designated Unrestricted Fund in up to 18-month Treasury instruments, 20% of each of those sums in up to 30-month instruments, and the remaining 10% of each of those sums in up to 42-month instruments. Joan Chapdelaine **seconded the motion** and the **motion passed**.

**DISCUSSION/ACTION: Resolution 22-04, Authorize the Library Director to Manage Investments:** Cheri Van Hoover **moved to approve** Resolution 22-04 "Resolution to Authorize the Library Director to Manage Investments." Vickie Norris **seconded the motion** and the **motion passed**.

### **New Business**

**DISCUSSION: Director Evaluation Process:** The Board discussed the process for evaluating the Library Director, with the possibility of alternating a deep review every two years with a brief review in the years in between. It was decided that this upcoming review will be a brief one, but will include the Director's presentation of her self-evaluation during executive session at the August regular board meeting.

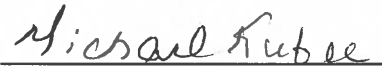
**INFORMATION: 2021 Annual Reports:** Tamara Meredith reviewed her recent submission of the Public Libraries Survey and the Annual Financial Report, noting that the results of the Survey are useful for finding comparables with other Washington State libraries, and the Financial Report is useful in making sure the District is prepared for the regular audit performed every three years by the State of Washington.

**DISCUSSION: Construction Bids for Hagen Garage Project:** The Board reviewed the bids received, and agreed to hold a special meeting June 28<sup>th</sup> at 10:00am to vote on accepting a bid.

**Communications:** Vickie Norris reported that she is co-chairing the Community Opportunity Fair in Port Ludlow August 3<sup>rd</sup> from 4-~~6~~<sup>6:30</sup>pm, and is inviting volunteers to participate.

The meeting was adjourned at 11:59 A.M.

**Next Meeting:** REGULAR MEETING – 10:00 A.M., Wednesday, July 13th, 2022.



Michael Kubec, Chair



Joan Chapdelaine, Secretary