

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Humphrey Room & Zoom Conference Call  
Minutes – Wednesday, September 14, 2022**

**Call to Order:** Chair Michael Kubec called the meeting to order at 10:03 A.M. Present were Trustees Michael Kubec, Joan Chapdelaine, Cheri Van Hoover, Vickie Norris, and George Sibley; Library Director Tamara Meredith, Cataloging/Information Services Librarian Cheryl Martin, and staff member Monica le Roux.

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

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

**Approve/Amend Minutes of August 10<sup>th</sup> regular meeting:** Vickie Norris **moved to approve** the minutes of the August 10<sup>th</sup> regular meeting as written. George Sibley **seconded the motion** and the **motion carried**.

**Approve/Amend Minutes of August 17<sup>th</sup> special meeting:** Cheri Van Hoover **moved to approve** the minutes of the August 17<sup>th</sup> special meeting as written. Vickie Norris **seconded the motion** and the **motion carried**.

**Board Education/Manager Update:** Tamara Meredith introduced Cheryl Martin, Cataloging and Information Services Librarian, to the Board. Cheryl reviewed her history and interests, and what she hopes to bring to the library in her new position, including additional programming for older adults and partnerships across organizations.

**Director's Report:** Tamara Meredith wishes to thank staff for their work over a very busy summer. In particular, she thanked Chris HoffmanHill for organizing this year's Huntingford Lecture and photography display, as well as her continuing work training new staff. She thanked Celeste Bennett for her work with her team and outside partners to make the library's presence at the Jefferson County Fair a rousing success, and for her help getting the E-Vehicle RFP out. Tamara thanked Brwyn Griffin for all the work that had resulted in a clean and successful Department of Retirement Services audit, and Monica le Roux for her behind-the-scenes work in getting the new payroll system up and running. She also thanked Daniel Heaton for his support with the new payroll system setup and reorganization of the Technical Services area. Finally, Tamara thanked Scott Bahlmann for all his work on the Summer Reading Program, which resulted in 60% growth from 2021 participation rates. She particularly noted the community's positive response to SRP offsite events, including those at Worthington Park, the Zoom options, and his work with partner libraries.

**Financial Report:** Revenues received for August totaled \$75,695 from the Financial Report. Operating expenditures paid in August were \$140,597. The total balance of funds at the end of August was

\$4,084,885. Other balances include: Board Designated Unrestricted Funds of \$2,573,936 and unemployment reserve of \$240,528.

**Approval of Vouchers:** George Sibley **moved to approve** the payment of vouchers from August for \$293,608.06. Vickie Norris **seconded the motion** and the **motion carried**.

**Chair's Report:** Michael Kubec reviewed with the Board the agenda for the upcoming Budget Workshop, and the advance reading suggested. She also encouraged the Trustees to attend the Huntingford Lecture on Sept. 27<sup>th</sup>, and requested they RSVP so that seating could be reserved as needed.

**Friends of the Library News:** Tamara Meredith reported that after the success of the August book sale, the Friends were working on clearing out their current space in preparation for their move to the new space, but were still accepting new donations.

### **Unfinished Business**

**ACTION: Public Participation at Board Meetings Policy:** Vickie Norris **moved to adopt** the Public Participation at Board Meetings Policy as amended, eliminating the word "destructive" from the draft. This policy replaces the Request for Inclusion on Agenda policy. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**EXECUTIVE SESSION: Director Performance Review:** At 11:13 A.M. Chair Michael Kubec adjourned the regular meeting into Executive Session pursuant to RCW 42.30.110(1)(g) to review the performance of Director Tamara Meredith. The Board reconvened in open session at 11:21 A.M.

[Director Tamara Meredith, Librarian Cheryl Martin, and staff member Monica le Roux left the regular meeting at 11:13 A.M. and returned at 11:21 A.M.]

Upon returning to open session, Michael Kubec read out the summary of the trustee's review. Vickie Norris then **moved to adopt** a 2023 Compensation Package for the Library Director, which shall contain an increase in salary to match the 2023 COLA for the staff, as well as an additional week of vacation. Cheri Van Hoover **seconded the motion** and the **motion carried**.

### **New Business**

**ACTION: Bylaws – Update:** Vickie Norris **moved to approve** the updated Bylaws as worded, replacing the current Section 4.02. Cheri Van Hoover **seconded the motion** and the **motion carried**.

**ACTION: Elect Board of Trustees Vice-Chair:** Joan Chapdelaine **moved to approve** the election of Cheri Van Hoover as Vice-Chair until the next annual officer election. George Sibley **seconded the motion** and the **motion carried**.

**DISCUSSION: 2023 Director Workplan:** Tamara Meredith reviewed the draft 2023 Director Workplan, and took comments and questions from the Board. A final draft will be presented at an upcoming meeting.

**ACTION: New Position Classification – Librarian II – Collections Supervisor:** Cheri Van Hoover **moved to approve** the new Librarian II – Collections Supervisor Position Classification as worded. Vickie Norris **seconded the motion** and the **motion carried**.

**DISCUSSION: Proposed Leave Type – Management Leave:** Tamara Meredith indicated that the information had been presented so that the Board would have time to review it before the upcoming Budget Workshop. Further discussion will take place at a future Board meeting.

**Communications:** Tamara Meredith informed the Board that the Library District would have a presence at the Quilcene Parade and Fair on Saturday, September 17<sup>th</sup>, with the van being driven in the Parade and the Bookmobile present at the Fair. Vickie Norris invited the Board to attend a performance of Broadway by the Bay, put on by the Port Ludlow Village Players Oct. 7<sup>th</sup> and 8<sup>th</sup>, which will be a fundraiser for local scholarships.

The meeting was adjourned at 12:03 P.M.

**Next Meeting:** SPECIAL MEETING - BUDGET WORKSHOP – 9:00 A.M., Wednesday, October 5th, 2022.

DocuSigned by:

*Michael Kubec*

8D15C7B5D578419...

Michael Kubec, Chair

DocuSigned by:

*Joan Chapdelaine*

D929B7DC3BF64CA...

Joan Chapdelaine, Secretary