

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Online via Zoom Conference Call  
Minutes – Tuesday, November 10, 2020**

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

**Citizen Questions and Comments:** None

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

**Minutes:** Hal Beattie moved to approve the October 14<sup>th</sup> minutes as amended. Raj Rakhra seconded the motion and the motion carried.

**Board Education / Manager Update: Mark Paxton, Director of Development:** Mark Paxton indicated that donors, non-profit organizations, service clubs, and local media were being contacted for the 2020 Winter Giving Campaign. The reception event will be held virtually, titled “*Stay Home and Read a Book Ball.*” The 2020 Winter Giving Campaign goal is \$20,000, with previous years averaging \$15,000.

In additional fundraising news, Mark reported that businesses will have the opportunity to sponsor individual StoryWalks for \$500, and that the library will seek donations for additional Mi-Fi devices, which have been very popular. Library Giving Day, held in April, has been given a match by the Friends of the Library of \$5000. Other fundraising options are also being explored.

**Director’s Report:** October saw the staff preparing for reopening to the public in November. Staff Education Day was held virtually on the 23<sup>rd</sup>, and several staff participated and presented at the Washington Library Association Conference earlier in the month. The Reconstruction film series and Pandemic Writing programs have been popular offerings. StoryWalks have been installed at the library and H.J. Carroll Park. The library was invited to KPTZ to speak on-air, and FEMA funding of \$8132.96 was awarded for COVID disaster assistance. Digital downloads, online databases, interlibrary loans, HomeLibrary services, and library holds continue to see higher than average use. The Brinnon Bookmobile stop <sup>will be</sup> changed to the Brinnon Community Center, with assistance from Trustee Hal Beattie. A Safety Plan for In-Library Services was created for reopening, to be implemented in Phase 2/3. Material quarantine times were reduced to 48 hours.

**Financial Report:** Revenues received for October totaled \$565,024. Operating expenditures were \$156,978. Total balance of funds at the end of October was \$3,904,300. Other balances include: Board Designated Unrestricted Funds, \$2,204,136; gift account \$26; and unemployment reserve, \$234,311.

**Approval of Vouchers:** Hal Beattie moved to approve the payment of vouchers in November in the amount of \$145,726.14, and for October 14<sup>th</sup> for the corrected amount of \$157,630.14. Joan Chapdelaine seconded the motion and the motion carried.

**Chair's Report:** None.

**Friends of the Library News:** Tamara Meredith indicated the Friends of the Library Bookshop would reopen with the library. Due to sanitization issues, the magazines exchange and cash payment will not be available.

**Unfinished Business:**

- **INFORMATION: Pandemic/Library Closure Update:** Tamara Meredith issued a statement to the public regarding the library's reopening. If the county returns to a high-risk status the library and Bookmobile will return to curbside services only.
  - [Hal Beattie requested a five-minute break at 11:00 am]
  - [The meeting resumed at 11:05 am]
  - [Trustee Michael Kubec joined the meeting at 11:09 am.]
- **ACTION: Resolution 20-07, Electronic Signatures:** Joan Chapdelaine moved to approve Resolution 20-07 with a minor correction. Raj Rakhra seconded the motion and the motion carried.
- **ACTION: Electronic Signatures Policy:** Michael Kubec moved to approve the E-Signature Policy as written. Raj Rakhra seconded the motion and the motion carried.
- **DISCUSSION: Gift Policy:** The Board of Trustees discussed the first draft of the Gift Policy. Tamara Meredith will gather feedback from Trustees and bring a revised draft to the next Board Meeting.
- **DISCUSSION: Equity Training and Future Plans:** The Board of Trustees reported their impressions of the Equity Training attended on Staff Education Day. Tamara Meredith indicated that the library had formed a staff equity workgroup in response, which will meet once a month for discussion and planning. The Trustees agreed that additional equity training for the Board would be requested, possibly in early 2021.

**New Business:**

- **ACTION: Resolution 20-08, Approve the 2021 Budget:** Michael Kubec moved to approve Resolution 20-08 as written. Hal Beattie seconded the motion and the motion carried.
- **ACTION: Resolution 20-09, Property Tax Increase for 2021:** Hal Beattie moved to approve Resolution 20-09 as written. Raj Rakhra seconded the motion and the motion carried.
- **ACTION: Resolution 20-10, Limit Factor Increase:** Joan Chapdelaine moved to approve Resolution 20-10 as written. Hal Beattie seconded the motion and the motion carried.
- **Discussion: Financial Reports – format:** Ellen Hargis asked that the Board see the same general ledger report that the county auditor uses rather than the library's hybrid report format. Tamara Meredith shared sample updated reports for revenue/expenditures and fund balances that are generated by the county's system and/or accurately show fund balance changes. It was agreed that new financial report formats will be used beginning in 2021.

**Communications:** Staff Member Jamie Pena read a thank you card of appreciation to the Board of Trustees from Celeste Bennett, Mobile Services Manager.

The meeting was adjourned at 12:22 P.M.

**NEXT MEETING: REGULAR MEETING – 10:00 A.M., Wednesday, December 9, 2020 via Zoom.us.**

DocuSigned by:

*Ellen Hargis*

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Ellen Hargis, Chair

DocuSigned by:

*Hal Beattie*

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Hal Beattie, Secretary

