

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Library Shold Room, Port Hadlock, WA  
Minutes – Wednesday, June 13, 2018**

**Call to Order:** Vice Chair Ellen Hargis called the meeting to order at 10:00 A.M. Present were Trustees Hal Beattie, Leigh Hearon, and Michael Kubec; Director Tamara Meredith; Recording Secretary Emily Henry; Staff member Russ Stamp; and Jefferson County Treasurer Stacie Prada. Absent was Board Chair Sylvia White.

**Citizen's Questions and/or Comment:** None.

**Agenda:** Hal Beattie **moved to approve** the agenda as written; Michael Kubec **seconded** the motion, and the motion **carried**.

**Trustee Education:** Jefferson County Treasurer Stacie Prada gave an overview of the Treasurer's Office's investment and accounting procedures. She reviewed the policy to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting daily cash flow demands.

[Jefferson County Treasurer Stacie Prada departed the meeting at 10:55 A.M.]

[The meeting was recessed at 10:55 A.M. and reconvened at 11:00 A.M.]

**Minutes:** Minutes from the April 11 Board Meeting were amended to change the word "tabled" to "carried" in the fifth line of the Continuing Education/Tuition Reimbursement Policy. Hal Beattie **moved to approve** the amended April 11 minutes; Michael Kubec **seconded** the motion, and the motion **carried**. Michael Kubec **moved to approve** the minutes from the May 5<sup>th</sup> Commissioner's Breakfast as written; Leigh Hearon **seconded** the motion, and the motion **carried**. Minutes from the May 9 Board Meeting were amended to change the word "brunch" to "breakfast" in the Chair's Report, and to change the word "questionnaire" to "format" in the second line of the Process for Director's 10-month Review. Hal Beattie **moved to approve** the amended May 9 minutes; Michael Kubec **seconded** the motion, and the motion **carried**.

**Financial Report:** Revenues received for May totaled \$184,789. Year to date operating expenditures totaled \$1,359,715. Total balance of funds at the end of May 2018 was \$3,621,369. Other balances: general reserve account, \$1,808,019; gift account, \$54,047; and unemployment reserve, \$196,867.

**Approval of Vouchers:** Vouchers in the amount of \$167,457.51 were presented for payment. Michael Kubec **moved to approve** the June vouchers; Leigh Hearon **seconded** the motion, and the motion **carried**.

**Friends of the Library News:** None.

**Chair's Report:** None.

**Director's Report:** Tamara Meredith reported on the completion of the 2017 Annual Report for the State Auditor's Office. Library staff members met with the Jefferson County Sheriff's Office to discuss the literacy needs at the county jail. An IT support service was contracted in May for bi-weekly IT support through the end of August. A termination notice was given to the current IT support company.

**Unfinished Business:**

**Resolution to Add Funds to the 2018 General Budget:** Vice Chair Ellen Hargis read Resolution 18-02, "Resolution to Add Funds to the 2018 General Budget." Hal Beattie **moved to approve** the Resolution as written; Leigh Hearon **seconded**, and the motion **carried**.

**Signatory Authority Policy:** Tamara drafted a Signatory Authority Policy using the Timberland Regional Library's policy as a reference. The board will review this draft and bring it back for discussion at the next board meeting.

**Process for Director's 10-month Review:** Trustees Michael Kubec and Hal Beattie, Director Tamara Meredith, and staff representative Chris HoffmanHill will design a format for the Director's 10-month review. An examination of the Director's Review Policy will take place at a later date.

**Trustee Vacancy:** The Trustee vacancy position has been advertised in the local newspaper and on the library website. Advertising will take place through the end of June.

**New Business:**

**Reviewing/Updating Work Plan and Logic Model:** The board would like to see progress reports of the work plan and the logic models on a quarterly basis. Tamara will be providing an update to the work plan at the next board meeting and work on relevant updated logic models for an upcoming meeting.

**Donors:** The Board and the Library Director have been cultivating current donor relationships, and will work to identify prospective new donors. An appeal letter will be sent out by the end of June.

**Public Records/Open Meetings Training:** Tamara informed the board that there had been some changes made to the Public Records/Open Meetings training curriculum and that she had re-taken the required training to stay up-to-date. Trustees were reminded that Board members must do an online training on these topics every four years.

**Communications:** Staff members Kim Tingelstad and Celeste Bennett submitted thank you letters for their tuition reimbursement. A patron submitted a donation with a thank you letter to staff for their exemplary service at the library.

**Meeting adjourned at: 12:00 P.M.**

Next Meeting: Regular Meeting: 10:00 A.M – 12:00 P.M., Wed., July 11, 2018 at the Main Library

  
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Emily Henry, Recording Secretary

  
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Ellen Hargis, Chair Pro Tem

  
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Michael Kubec, Corresponding Secretary