

**Jefferson County Rural Library District  
Board of Trustees Regular Meeting  
Online via Zoom Conference Call  
Minutes – Wednesday, April 14, 2021**

**Call to Order:** Chair Michael Kubec called the meeting to order at 10:06 A.M. via Zoom. Present were Trustees Hal Beattie, Joan Chapdelaine, Ellen Hargis, Michael Kubec, Raj Rakhra, Director Tamara Meredith, and Staff Member Jamie Pena.

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

**Approve/Amend Agenda:** Raj Rakhra **moved to approve** the agenda with amendment to include discussion of the Juneteenth holiday. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Approve/Amend Minutes of March 10, 2021 and Special Meeting March 18, 2021:** Hal Beattie **moved to approve** the minutes of March 10, 2021 with minor amendment. Raj Rakhra **seconded the motion** and the **motion carried**. Ellen Hargis **moved to approve** the minutes of the Special Meeting on March 18, 2021 as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Board Education/Staff Update:** Staff Member Jamie Pena gave a short presentation on his role as administrative assistant. He mentioned that he is primarily involved in data entry, marketing, and public services, and gave his appreciation for being able to participate in the board meetings.

**Director's Report:** Tamara Meredith shared that children's librarian Martha Ashenfelter had officially retired. New hire Rosaletta Curry has been successfully on-boarded for Family Storytimes, and she will be conducting Storytime in the Park this summer. Curbside pickups continue to see high usage and the library successfully reopened to the public for "Grab & Go" and computer room services. Online programs held in March included Storytimes, Tech Tuesdays, Trivia Nights, book discussion, and the Great Decisions series. The Bookmobile has partnered once again with the WSU to deliver seeds from their library. JCL and PTPL will be assisting with registration and promotion of the Dolly Parton Imagination Library project, which is being spearheaded by the Rotary Club of Port Townsend, with an expected launch in May. The county has pushed back the launch of their new financial system to June 1<sup>st</sup>. Hydroseeding has occurred where the asphalt driveway was removed.

**Financial Report:** Revenues received for March totaled \$140,599.00. Operating expenditures for March were \$161,050.00. Total balance of funds at the end of March was \$3,359,887.00. Other balances include: Board Designated Unrestricted Funds of \$2,228,559.00 and unemployment reserve of \$235.00.

**Approval of Vouchers:** Hal Beattie **moved to approve** the payment of vouchers in April in the amount of \$140,605.11. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Chair's Report:** Michael Kubec reminded the board that the August Regular Meeting had been moved from Wednesday, August 11, 2021 to Wednesday, August 18, 2021.

**Friends of the Library News:** Tamara Meredith informed the board that the Friends of the Library would be holding book sales on April, 20, 27, and May 8 from the library Bookmobile garage. The Friends of the Library would not be pursuing the rental of a Drybox unit as previously considered.

**Unfinished Business:**

- **INFORMATION:** Equity Work Update: Tamara Meredith informed the board that the Equity Workgroup met in March to discuss recent relevant events, including the stopped publication of some Seuss and Captain Underpants titles, anti-Asian hate resources and messaging, and other current topics. She also mentioned that revised policies had been sent to EDI trainer CiKethia Pugh and were awaiting response.
- **INFORMATION:** Financial Audit Update: Michael Kubec shared with the board that the State Auditor's Office spoke positively of Tamara Meredith's assistance with the 2021 financial audit. Tamara Meredith informed the board that the audit had concluded with a clean bill of health, and had focused on accounts payable, payroll, and self-insurance for unemployment. The cost of the 2020 audit was \$15,900.00 with estimated cost for the 2023 audit to be \$18,400.00.
- **DISCUSSION/ACTION:** Strategic Planning Consultant: Joan Chapdelaine **moved to approve** the hiring of consultant Casey Reeter for the Strategic Planning Initiative, beginning the week of May 10, 2021. Ellen Hargis **seconded the motion** and the **motion carried**.
- **DISCUSSION:** Trustee Emeritus Letter: Tamara Meredith agreed to mail the Trustee Emeritus Letters as written. Michael Kubec agreed to provide follow up contact with former board members, emphasizing the benefit their prior experiences would bring to the library.
- **DISCUSSION:** Juneteenth Holiday: Ellen Hargis **moved to approve** that the Juneteenth holiday be observed by the library district beginning in the year 2021. The library would be open instead on Christmas Eve and New Year's Eve for limited hours. Raj Rakhra **seconded the motion** and the **motion carried**.

**New Business**

- **DISCUSSION:** Board of Trustees—open position: The board and Tamara Meredith discussed whether Chair Michael Kubec's position was required by RCW to be publicly advertised. Tamara Meredith agreed to follow up with recommendations.

**Communications:** Raj Rakhra inquired as to whether the May Regular Meeting would be held at the library or remotely. Tamara Meredith suggested that it was most likely to be held remotely.

**The meeting was adjourned at 11:56 A.M.**

**Next Meeting: REGULAR MEETING –10:00 A.M., Wed., May 12, 2021 ~~at Main Library~~**

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*Michael Kubec*

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Michael Kubec, Chair

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*Joan Chapdelaine*

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Joan Chapdelaine, Secretary