

**Jefferson County Library District
Board of Trustees - Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, January 14, 2026**

CALL TO ORDER: Chair Vickie Norris called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Joan Chapdelaine, Lisa Brandes, Vickie Norris, and George Sibley; Library Director Annie Scott, Head of Administrative Services Monica le Roux, Library staff member Mary Coté; Dale Hagen, President of the Friends of the Library; and by Zoom, guest Michael Swendrowski, President of Specialty Vehicle Services, Zoe, and David Griffiths.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: none

APPROVE/AMEND:

Agenda: Michael Kubec **moved to approve** the agenda as amended. Lisa Brandes **seconded the motion** and the motion carried.

Minutes of December 10th regular meeting: Lisa Brandes **moved to approve** the minutes of the December 10th regular meeting as written. Joan Chapdelaine **seconded the motion** and the motion carried.

BOARD EDUCATION/STAFF UPDATE:

Michael Swendrowski, Specialty Vehicle Services (Bookmobile options):

Michael presented the three types of vehicles considered thus far: truck style, coach style, and cutaway style. Their pros and cons were addressed, and Trustees asked follow-up questions about price, life span, size and time frame for delivery. With the coach style being the overall staff preference, Trustees considered the impact of attempting to rebuild the garage to fit such a vehicle.

Chair Vickie Norris asked if Michael could stay with the Trustees for a discussion/action item on the agenda regarding this decision. He agreed.

DISCUSSION/ACTION: Bookmobile Options:

Trustees discussed various considerations with mention of fiscal responsibility, timeline, and garage issues. George Sibley **moved to begin the Request for Proposals process for the cutaway style vehicle** with Michael Swendrowski of Specialty Vehicle Services. Vickie Norris proposed a friendly amendment requiring assurance that this vehicle would fit in the Bookmobile Garage. Michael Swendrowski affirmed this. Joan Chapdelaine **seconded the motion** and the motion carried.

[Michael Swendrowski departed the meeting at 10:32 A.M.]

DIRECTOR'S REPORT:

Director Annie Scott thanked the Trustees for their decision on the future Bookmobile. Annie said how satisfying it is to see staff settling into new roles. The two candidates for the remaining head positions are having their references checked now. Annie reviewed her report and noted the Library District did not receive the recent solar grant.

Regarding the recruitment of a new Trustee, Vickie Norris appointed an ad hoc committee comprised of Lisa Brandes and Michael Kubec to screen applicants. Lisa Brandes suggested reaching out to donors who may be interested in a Trustee position. Trustees discussed the timeline and some revisions based on Michael Kubec's term date, ending May 16, 2026. Annie will work further on this with Vickie.

Annie shared a Winter Giving update. \$26,467.75 was raised, with 107 donors. Annie and the Trustees discussed the importance of legacy giving, continuity of giving, and a possible joint donor event with the Friends of the Library. Annie and the Trustees also talked about the everchanging role of libraries, how to best help patrons with technology changes, and how to collect data about reference questions.

The Trustees thanked Annie for her comprehensive report.

FINANCIAL REPORT:

Revenues received for December totaled \$61,330. Operating expenditures paid in December were \$180,857. The total balance of funds at the end of December was \$3,992,577. This balance includes Board Designated Unrestricted Funds of \$2,712,510, and unemployment reserve of \$299,639.

Approval of Vouchers: George Sibley **moved to approve** the payment of vouchers from December for \$251,071.49. Michael Kubec **seconded the motion** and the **motion carried**.

CHAIR'S REPORT:

Chair Vickie Norris reported meeting with Annie Scott, per her employment agreement, to review Annie's self-assessment and the Trustees' feedback. This will be the subject of the Executive Session later in the meeting. Vickie attended the Friends of the Library meeting, congratulated all who made the Holiday Open House a success, and shared that she congratulated two attendees at the Open House, Tamara Rotz and Daniel Heaton, on their marriage.

FRIENDS OF THE LIBRARY NEWS:

President Dale Hagen shared that the Friends have received a \$220,000 contribution from John "Jack" Murphy. Dale thanked Vickie for attending the Friends' meeting. Due to lack of ^{willing candidates} interest, the Friends may amend their bylaws to combine the office of vice president with treasurer. They've had great Bookshop sales. Dale is enthusiastic about the Friends' ability to contribute more to an LED project and possibly helping in a future joint donor event, among other ideas.

After discussion, Joan Chapdelaine **moved to begin the Request for Proposals process with Tom Foden, Account Manager at Apollo Mechanical Contractors Solutions Group for a full LED retrofit of the Library facilities**. Michael Kubec **seconded the motion** and the **motion carried**.

UNFINISHED BUSINESS:

DISCUSSION/ACTION: Employee Handbook Revisions:

Head of Administrative Services Monica le Roux reviewed the Trustees' recommendations and suggested revisions. This process will continue at next month's meeting.

DISCUSSION/INFORMATION: Solar/LED Grant Updates:

This topic was covered earlier.

DISCUSSION/INFORMATION: 2025 Winter Giving Campaign:

This topic was covered earlier.

DISCUSSION/INFORMATION: Landscape Plan:

This topic was covered earlier.

NEW BUSINESS:

DISCUSSION/ACTION: New Trustee Timeline:

This topic was covered earlier.

COMMUNICATIONS:

Thank you notes and annual Conflict of Interest forms were distributed by Library staff member Mary Coté, and Mary collected the Trustees' Handbooks for their annual refresh.

EXECUTIVE SESSION: Director Performance Review: At 12:00 P.M. Chair Vickie Norris adjourned the regular meeting into Executive Session for 15 minutes, pursuant to RCW 42.30.110(1)(g) to review the performance of Director Annie Scott.

[All attendees except for the Trustees left the regular meeting at 12:00 P.M.]

The Board reconvened in open session at 12:15 P.M.

MEETING ADJOURNED: 12:15 P.M.

NEXT MEETING: Regular Meeting – 4:00 P.M., Tuesday, February 10, 2026– Shold Room and via Zoom


Vickie K. Norris, Chair


Joan Chapdelaine, Secretary

