

**Jefferson County Library District
BOARD OF TRUSTEES – REGULAR MEETING
Shold Room & Zoom Conference Call
Minutes – Wednesday, July 9th, 2025**

CALL TO ORDER: Chair Vickie Norris called the meeting to order at 10:00 A.M. Present were Trustees Vickie Norris, Michael Kubec, Joan Chapdelaine, Lisa Brandes and George Sibley attended via Zoom; Library Director Annie Scott, staff members Monica le Roux (Administrative Services Manager) and Scott Conger (Public Records Analyst), and member of the public David Griffith.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: No public comments were received.

APPROVE/AMEND:

Agenda: Michael Kubec **moved to approve** the agenda as written. Joan Chapdelaine **seconded the motion**, and the **motion carried**.

Minutes of June 11th regular meeting: Michael Kubec **moved to approve** the minutes of the June 11th regular meeting as written. George Sibley **seconded the motion**, and the **motion carried**.

Minutes of June 4th special meeting: Joan Chapdelaine **moved to approve** the minutes of the June 4th special meeting as written. Michael Kubec **seconded the motion**, and the **motion carried**.

BOARD EDUCATION/STAFF UPDATE:

Scott Conger, Public Records Analyst – Public Records Retention

Scott Conger presented a PowerPoint overview on public records retention and trustees' responsibilities under state law. He clarified that text messages should not be used for library business except in limited, transitory circumstances. He demonstrated how trustees can organize their email using retention folders and enable auto-deletion for short-term records. The presentation included a review of key public records exemptions, including what is and isn't disclosed in personnel files. Trustees discussed how to handle board materials, interview notes, and duplicate records.

DIRECTOR'S REPORT:

Director Annie Scott praised recent improvements to circulation desk training, particularly its emphasis on patron privacy and professional ethics. She reported on her meeting with Sarah Jones of the Washington State Library, who offered a training consultant for board development and suggested the Board consider appointing a Treasurer. Trustees noted that fiduciary responsibilities currently reside with the full board and that the bylaws do not require a Treasurer, though the topic may be revisited if future needs arise.

Discussion then turned to the current Kitsap levy lid lift campaign and the strength of Kitsap's materials, as well as the usefulness of reading related questions raised by the public in the Kitsap Sun chat function. Trustees also discussed potential for regional collaboration among libraries on messaging or levy timelines.

Annie next went over upcoming plans for staff training modules, development of the E-Van, and the status of the energy audit process. As regards the E-Van, trustees reviewed draft branding options and preferred a design featuring a book motif. They recommended the tagline "Feeding Minds, Fueling Dreams." for the back door. Trustees also requested the addition of District contact information.

Potential updates to the Telecommute Policy were next brought to the Trustees' attention. Annie noted the revisions aim to clarify eligibility and improve fairness by removing subjective elements.

A choice was made regarding the timing of the fall Budget Workshop (to be Sept. 16th, starting at 9am). Finally, a discussion of upcoming development work concluded with a choice of a fall date (Oct. 24th from 4-6pm) for a donor

appreciation event at the Library. Trustees emphasized the importance of avoiding dark evening hours for older attendees. Other suggestions for future outreach included small, hosted gatherings to cultivate donors and possible behind-the-scenes tours with the Director. Annie will also help develop materials for legacy giving and explore outreach through the Jefferson Community Foundation. Trustees expressed their appreciation for the thoroughness of the Director's Report.

FINANCIAL REPORT:

Revenues received in June totaled \$41,237. Operating expenditures for the month were \$185,094. The ending fund balance was \$3,754,194, including \$2,556,405 in Board-Designated Unrestricted Funds and \$293,686 in the unemployment reserve. Trustees requested a year-to-date breakdown of professional services expenditures. They also discussed rising costs for digital resources and may consider a budget adjustment.

Approval of Vouchers: Michael Kubec **moved to approve** the payment of vouchers from June for \$209,006.49. Lisa Brandes **seconded the motion**, and the **motion carried**.

CHAIR'S REPORT:

Chair Vickie Norris shared an update on a Texas court case related to book bans and the current status of IMLS funding. Following discussion, trustees requested that the Director provide a report at the August meeting on potential changes to the District's MIFI lending program. Annie noted that Port Townsend has discontinued its program and that Jefferson County Library is evaluating local usage and equity implications.

FRIENDS OF THE LIBRARY NEWS:

The Friends of the Jefferson County Library will be holding a sale in August.

UNFINISHED BUSINESS:

Information: Update on Solar/LED Audit & ESCO Process

Update took place during the Director's Report, during which Trustees expressed support for pursuing LED retrofits regardless of grant status, and emphasized readiness to act quickly on rooftop solar should incentives shift.

Information: Library Vehicle Branding and Visibility Update

Update took place during the Director's Report.

NEW BUSINESS:

Action: Conflict of Interest Form – New Trustee

Lisa Brandes was welcomed to the Board. Trustees reviewed the Conflict of Interest form and next steps for onboarding paperwork.

Discussion: 2026 Budget Priorities & Planning Timeline

A discussion was held around the importance of completing staffing goals, as well as the Solar/LED Audit & ESCO process. The planning timeline was determined during the Director's Report discussion earlier, as noted.

Discussion: Fall Community Engagement Strategy

Topics of interest included small group meetings with one-on-one follow-up, a potential focus on legacy giving, and what proper staffing support for this process might be.

Action: Set Location for August 13th Meeting

August 13th meeting will take place in the Shold Room, as per usual, but future efforts will be made to reach out to other areas of the County, perhaps with "Coffee with the Director" events, for example. The importance of providing promotional materials for Bookmobile staff to share in the relevant communities in the month prior was noted, and the timeline for Marketing requests was discussed.

COMMUNICATIONS: None.

MEETING ADJOURNED: 11:54 A.M.

NEXT MEETING: Regular Meeting – 10:00 A.M., Wed., August 13, 2025 - Shold Room and via Zoom


Vickie K. Norris, Chair


Joan Chapdelaine, Secretary