

**Jefferson County Library District
Board of Trustees - Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, August 13, 2025**

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, and Library staff member Mary Coté. Online attendance: “Visitor,” Trustee Emeritus Cheri Van Hoover, President of the Friends of the Library Dale Hagen, 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 written. George Sibley **seconded the motion** and the **motion carried**.

Minutes of July 9th regular meeting: Lisa Brandes **moved to approve** the minutes of the **July 9th** regular meeting as written. Michael Kubec **seconded the motion** and the **motion carried**.

BOARD EDUCATION/STAFF UPDATE: None.

DIRECTOR’S REPORT:

Director Annie Scott discussed her thorough report, for which the Trustees thanked her. Trustees are pleased that all staff have access to it and suggested that the Friends might also have access. Annie focused on resilience and developments in the following: landscaping, building relationships with local organizations and the Washington State Library, staff promotion, donor engagement, and strategic planning groundwork.

Annie answered questions about the Bookmobile recovery efforts with specific kudos for Andrew Le, Information Services/Cataloging Librarian, and Daniel Heaton, Technology and Collections Manager. An estimate for repairs is soon to follow.

Annie appreciated input from Trustee Lisa Brandes on website donor options and welcomes the endowment experience of Vickie Norris, Michael Kubec and Lisa. Annie is building connections with the Jefferson Community Foundation President and CEO, Siobhan Canty, and Brianna Hoffman from the Washington State Library. The WA State Library will help, at no cost, with strategic planning. Siobhan Canty encouraged a lecture series at the Library as a community builder. Trustees discussed that a new Trustee would join the Board in June 2026 and will learn a lot about their role from a Strategic Planning process to begin then, with a possible Board Retreat.

Annie celebrated the promotion of Jakob Chapman to Library Assistant II/Public Services Scheduler and detailed upcoming hiring plans. Annie fielded questions about a recent staff survey, complimented efforts to make the Library District’s messaging more accessible, with thanks to Teri Burroughs, Marketing & Communications Coordinator. Annie is also pleased with the Summer Reading Program’s success.

FINANCIAL REPORT:

Revenues received for July totaled \$17,147. Operating expenditures paid in July were \$209,006. The total balance of funds at the end of July was \$3,573,601. This balance includes: Board Designated Unrestricted Funds of \$2,568,377, and unemployment reserve of \$294,732.

Approval of Vouchers: George Sibley **moved to approve** the payment of vouchers from July for \$242,422.10. Michael Kubec **seconded the motion** and the **motion carried**.

CHAIR'S REPORT:

Chair Vickie Norris talked about levy lid lift campaigns that have met with strong success in the Kitsap and Whatcom county libraries, having won in special ballots, not as part of the general elections. Vickie encouraged others to learn more about Everylibrary, a nonprofit that helps build support for libraries and fight book banning. Their news and updates have been valuable. Everylibrary also assists in strategic planning for ballot measures. Trustees would like updated information on the current levy amounts for the Jefferson County Library District. Trustees reviewed timelines that would involve a 2 year process running up to a possible 2027 or 2029 ballot measure. Director Annie Scott will be attending a meeting of Library Directors in September and will learn more.

FRIENDS OF THE LIBRARY NEWS: President of the Friends Dale Hagen mentioned the book sale on Saturday, August 16th. Dale reported that the Book Shop inside the Library yielded \$425 in a recent week, and that the Friends' bank balance is \$77,871. Dale suggested putting Friends' funds into LED lighting and landscaping. Friends received large money donations recently as well. Chair Vickie Norris thanked Dale for her work.

UNFINISHED BUSINESS:

INFORMATION: Solar/LED Project

Library Director Annie Scott and the Trustees will wait for the state grant cycle to take place in late 2025 and early 2026, and Trustees would like to go forward with a solar installation in 2026, no matter the result of the grant process. The Quilcene Parade in September will feature the eVan and literature to express the Library District's intentions.

INFORMATION: Library Branding

The eVan wrap design, including the back doors, was enjoyed by all. Director Annie Scott commended Teri Burroughs, Marketing and Communications Coordinator. More discussion on timing of the wrap will follow.

INFORMATION: Donor Development (Event Planning, Legacy Giving Materials)

After discussion, Joan Chapdelaine **moved to form** an ad hoc committee of Michael Kubec and Lisa Brandes to assist Director Annie Scott with donor development work. George Sibley **seconded the motion** and the **motion carried**. The committee will meet soon.

NEW BUSINESS:

DISCUSSION/ACTION: 2nd Reading of Remote Work Policy

Remote Work Policy— Updated: After discussion of a step making clear that Supervisors forward any application to the Library Director for a final decision, Michael Kubec **moved to adopt** the updated Remote Work Policy as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Bookmobile accident

Discussed during the Director's report.

COMMUNICATIONS:

Chair Vickie Norris will miss the March 2026 meeting of the Board. One thank you for a donation was distributed. More information on the donors was requested. George Sibley may miss the September regular meeting but will be at the Special Budget meeting.

EXECUTIVE SESSION TO DISCUSS PUBLIC EMPLOYEE PERFORMANCE:

At 11:21 A.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 a public employee.

The time was extended for five minutes, and additional 5 minutes.

[Staff member Mary Côté and all the online attendees left the regular meeting at 11:21 A.M. Mary Côté returned at 11:46 A.M. Online attendees did not return.]

The Board reconvened in open session at 11:46 A.M.

MEETING ADJOURNED: 11:46 A.M.

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



Vickie K. Norris, Chair



Joan Chapdelaine, Secretary

