

**Jefferson County Library District  
Board of Trustees - Regular Meeting  
Shold Room & Zoom Conference Call  
Minutes – Wednesday, September 10, 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, and Vickie Norris; Library Director Annie Scott, Library staff member Mary Coté, Friends of the Jefferson County Library District President Dale Hagen, member of the public Laura Pollock, and on Zoom, Administrative Systems Manager Monica le Roux, and members of the public Clint Carpenter and “visitor.”

**Reading of the Land Acknowledgement**

**Citizen Questions and/or Comments:** The Trustees heard one comment from Laura Pollock. Chair Vickie Norris thanked Laura for her question and for coming.

**APPROVE/AMEND:**

**Agenda:** Vickie Norris **moved to approve** the agenda as amended to include an Executive Session to review the performance of an employee. Michael Kubec **seconded the motion** and the **motion carried**.

**Minutes of August 13<sup>th</sup> regular meeting:** Lisa Brandes **moved to approve** the minutes of the **August 13<sup>th</sup>** regular meeting as amended. Michael Kubec **seconded the motion** and the **motion carried**.

**BOARD EDUCATION/STAFF UPDATE:** Due to scheduling needs, Jakob Chapman, Public Services Scheduler, was called away. Annie described Jakob’s work background and extensive skillset, conveying Jakob’s gratitude to the Trustees. Jakob will be reporting to Annie and will assist with tasks beyond scheduling staff and volunteers, particularly in the area of donors. Annie passed around a donor packet that Jakob created, soliciting their feedback.

**DIRECTOR’S REPORT:**

Director Annie Scott discussed improvements in our donor software, Little Greenlight, thanks to Trustee Lisa Brandes and Administrative Systems Manager Monica le Roux. Annie recently met with the ad hoc Board committee, Lisa Brandes and Michael Kubec, to discuss donor development.

Annie related what she learned in conversation with Jason Driver, Director of Kitsap Regional Library, regarding their successful levy lid lift. Key factors include timing, polling, and focusing on supporters. Trustees look forward to further discussion of a timeline and training around such campaigns.

The eVan wrap will be completed the week of September 29<sup>th</sup>. Patrons are appreciative of the Read and Return Collections and continued service with the eVan. The Bookmobile has been declared a total loss, and staff are researching options. The mobility lift will be retained when removed, for a future vehicle. Annie thanked Library Assistant and Bookmobile driver Kristin Hill for her assistance throughout this process.

Annie acknowledged upcoming staff transitions, adding that outgoing Information Services/Cataloging Librarian Andrew Le has offered some extra assistance. Collections Supervisor Kim Tingelstad has also resigned. Some tasks, programs, and services will need to be revised, and Annie is confident in the staff’s abilities. Annie emphasized supporting staff and avoiding overload. Trustee Lisa Brandes spoke about-

the opportunities that such moments provide for current staff and the enthusiasm of staff newly brought on board. Trustee Michael Kubec suggested a letter of thanks to Kim Tingelstad for her steady commitment to the Library District, especially this past year. Vickie Norris volunteered to write it and an additional letter of appreciation to the whole staff.

Annie described the trainings to be offered, based on staff feedback, at the Staff Education Day. The rest of the day will include a tour of the soon to be opened Sequim Branch Library (North Olympic Library System).

Annie fielded questions about the Solar grant cycle. Chair Vickie Norris asked about the missing gate count data for the Library building in this month's statistics. Annie speculated on the reason. Jakob Chapman will be helping with this data going forward.

Trustees gave feedback on the donor packet. Michael Kubec suggested adding a solar installation update, and Lisa Brandes advised acknowledging the recent estate gift but not focusing heavily upon it.

Trustees further discussed potential future Bookmobiles. Monica le Roux added more information about new versus used vehicles, time needed to build a new vehicle, and the staff time needed to prepare replacement materials. This will be considered for next year's budget.

Michael Kubec appreciated Annie's thorough report. Vickie Norris also thanked Annie for the direct link to Board document.

#### **FINANCIAL REPORT:**

Trustee Lisa Brandes asked for more information about Little Greenlight and donors who give monthly, which Administrative Systems Manager Monica le Roux provided. Monica answered questions about managing the recent estate donation of \$300,000 from the Alan R. Black and Sharon S. Black Trust. This gift of restricted funds will go towards materials. She also addressed the higher than budgeted costs of advertising various positions.

Revenues received for August totaled \$37,664 Operating expenditures paid in August were \$242,423. The total balance of funds at the end of August was \$3,378,810. This balance includes: Board Designated Unrestricted Funds of \$2,577,298, and unemployment reserve of \$295,779.

**Approval of Vouchers:** Lisa Brandes **moved to approve** the payment of vouchers from August for \$184,709.33 Joan Chapdelaine **seconded the motion** and the **motion carried**.

#### **CHAIR'S REPORT:**

Vickie talked about the Washington State legislation against book banning in schools, passed last summer. This law prohibits school boards from banning materials about protected classes (including LGBTQ+ people). Additionally, a person challenging any material must be a parent or guardian. This law goes into effect this school year (2025/2026). Current U.S. Representative, Emily Randall, was a large proponent in her former role as Washington State Senator. Vickie was also pleased to learn about the state of Illinois has made it more difficult for public and school libraries to ban books. Vickie is glad to see intellectual freedom being defended.

**FRIENDS OF THE LIBRARY NEWS:** Friends of the Jefferson County Library District President Dale Hagen shared the August sale proceeds of over \$6,100. The weekly indoor sales have averaged \$325. The next

book sale is on November 8<sup>th</sup>. Dale discussed the Friends' new bookshelves, major buyers' presence at the sales, and processes around leftover sale materials.

#### **UNFINISHED BUSINESS:**

##### **INFORMATION: Bookmobile accident**

Covered earlier in meeting.

##### **INFORMATION: Solar/LED Update**

Trustees appreciate that Annie keeps in regular contact with Department of Commerce.

*Apollo Solutions*

##### **INFORMATION: Levy/Lid Lift Update**

Trustees look forward to County Assessor Jeff Chapman's input at next week's Budget Meeting. They discussed considerations such as timing of such a campaign and a possible recession affecting property taxes collected.

#### **NEW BUSINESS:**

##### **INFORMATION: Development/Donor Cultivation**

Monica le Roux updated the Trustees about the upcoming Donor Event, October 24, 2025, 4 – 6 pm. at the Library.

##### **DISCUSSION/ACTION: Executive Director Six-Month Evaluation**

Vickie Norris mentioned the option of recruiter Fred Pabst's assistance in future performance reviews. Trustees discussed this option and may implement it in August 2026, after the first of Annie's reviews in November. Trustees reviewed the timeline and process of the six-month evaluation. Concerns about a cost of living allowance were addressed by Monica le Roux. The board will review the COLA issue at the time of the six month evaluation.

**COMMUNICATIONS:** Two donor thank you cards were distributed by Mary Coté. Monica le Roux invited the Trustees to the Huntingford Humanities Lecture on October 2, at 6:30 P.M. at the Library. The topic is Poetry and Wellness with speakers, Derek Sheffield, Washington State's poet laureate and Matthew Nienow, a poet from Port Townsend. Vickie Norris invited all to a play she'll be performing with the Ludlow Village Players in October.

**EXECUTIVE SESSION:** At 11:26 A.M. Chair Vickie Norris adjourned the regular meeting into Executive Session for 30 minutes, pursuant to RCW 42.30.110(1)(g) to review the performance of staff.

[Dale Hagen, Laura Pollock, Mary Coté and all attendees on Zoom departed the regular meeting at 11:26 A.M. Mary Coté returned at 11:56 A.M.]

The executive session was extended until for fifteen minutes.

The Board reconvened in open session at 12:10 P.M.

Upon returning to open session, Chair Vickie Norris adjourned the meeting.

**MEETING ADJOURNED: 12:10 P.M.**

**NEXT MEETING:** Special Meeting, Budget Workshop – 9:00 A.M., Tuesday, September 16, 2025 – Shold Room and via Zoom

Regular Meeting – 10:00 A.M., Wednesday, October 15, 2025

  
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Vickie K. Norris, Chair

  
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Joan Chapdelaine, Secretary