

**Jefferson County Library District
Board of Trustees Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, October 9, 2024**

Call to Order: Chair Cheri Van Hoover called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Cheri Van Hoover, Vickie Norris, and George Sibley; Library Director Tamara Rotz, and Library staff member Mary Coté.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: The Board of Trustees received comments from Dale Hagen, President of the Friends of Jefferson County Library, and Zoe Durham, Friend of the Jefferson County Library.

Approve/Amend Agenda: Michael Kubec **moved to approve** the agenda as amended. George Sibley **seconded the motion** and the **motion carried**.

Approve/Amend Minutes of September 11th regular meeting: George Sibley **moved to approve** the minutes of the **September 11th** regular meeting as written. Vickie Norris **seconded the motion** and the **motion carried**.

Board Education/Staff Update: none

Director's Report: Tamara Rotz highlighted the successful Jefferson County Repair Clinic and Excel Basics classes, upgrades to the Library District, and hiring of pages. Paperwork has been submitted for the new insurance carrier, a new RFP for building installation groundwork has been generated, the eTransit van should arrive in November, and sewer service is making progress. Tamara met with a representative of the Department of Natural Resources, inviting him to present at a Board meeting in early 2025. The Quilcene School District has hired a school librarian, and Tamara attended a fruitful Library Directors Retreat.

Financial Report: Revenues received for September totaled \$58,807. Operating expenditures paid in September were \$189,622. The total balance of funds at the end of September was \$3,702,498. This balance includes: Board Designated Unrestricted Funds of \$2,495,260, and unemployment reserve of \$281,520.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from September for \$178,324.98. Michael Kubec **seconded the motion** and the **motion carried**.

Chair's Report: Cheri Van Hoover relayed information from recent County Commissioners meetings, including the increased likelihood of a new pool next door to the Library. Cheri mentioned the National Alliance on Mental Illness as a potential presenter or provider of literature to the Library District. Cheri provided a public health report.

[Tom Foden entered the Regular Meeting at 10:40 A.M. via Zoom.]

Unfinished Business:

DISCUSSION/ACTION: Energy Audit Results/Presentation: Tom Foden, Business Development Account Manager for Apollo Mechanical Contractors: Tom Foden reported that the LED retrofit grant application has been submitted to the Department of Commerce, provided information on energy and money savings potential with a solar array, and suggested that future solar grants could be considered. Tom reviewed the process, invited questions, and will share his slides via email. The Trustees will continue this discussion in future.

[Tom Foden departed the Regular Meeting at 10:59 A.M.]

Friends of the Library News: Dale Hagen, President of the Friends, reported that the group is doing well, receiving many donations and some interest from new volunteers. Trustee Vickie Norris praised Friend of the Library Hope Smith for all of her efforts at the Port Ludlow Community Opportunity Fair.

New Business:

DISCUSSION: Trustee Vickie Norris will work with Tamara Rotz on a draft agenda for the Special Meeting on October 23, 2024.

DISCUSSION: 2025 Proposed Budget: Tamara Rotz fielded questions from the Trustees and described the Public version of the Proposed Budget that will be posted.

PUBLIC HEARING: 2025 Proposed Budget: Chair Cheri Van Hoover closed the regular meeting and convened a public hearing at 11:13 A.M. There was no public comment. The Proposed Budget will be available for public viewing for the next month. This public hearing was adjourned at 11:14 A.M. and the Chair returned the meeting to a regular meeting.

DISCUSSION/ACTION: Resolution 24-11, "Amend the 2024 Budget": George Sibley **moved to approve** Resolution 24-11 "Resolution to Amend the 2024 Budget." Michael Kubec **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Board Chair Responsibilities: After a review of the process of election of officers and confirmation from Cheri Van Hoover and Tamara Rotz, Vickie Norris will assist in Chair duties through the end of the year when elections are held for new officers.

Communications: Vickie Norris received an email from Bob Gilbert of the Port Ludlow Homeowners' Association indicating interest in partnering with the Library District to provide programs in Port Ludlow.

Meeting adjourned at 11:23 A.M.

Next Meetings: Special Meeting – 10:00 A.M., Wednesday, October 23, 2024

Regular Meeting – 10:00 A.M., Wednesday, November 13, 2024



Vickie K. Norris, Chair



Joan Chapdelaine, Secretary