

**Jefferson County Library District
Board of Trustees - Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, October 15, 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, Administrative Services Manager Monica le Roux, Library staff member Mary Côté, Library Assistant II/Public Services Scheduler Jakob Chapman; Friends President Dale Hagen, member of the public Laura Pollock, and online via Zoom, Public Services Manager Chris HoffmanHill and members of the public David Griffiths and Tamara Rotz.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: The Trustees heard comments from Laura Pollock and Friends President Dale Hagen.

APPROVE/AMEND:

Agenda: Chair Vickie Norris added to New Business the Discussion/Action item to approve a job description for Manager I: Head of Collection Development & Discovery Services. Vickie mentioned that some agenda items may need to be addressed at the next meeting due to time constraints. Michael Kubec **moved to approve** the agenda as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

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

Minutes of September 16th special meeting: Michael Kubec **moved to approve** the minutes of the September 16th special meeting as written. Lisa Brandes **seconded the motion** and the **motion carried**.

BOARD EDUCATION/STAFF UPDATE:

Jakob Chapman, Library Assistant II/Public Services Scheduler: Annie Scott introduced Jakob Chapman with appreciation for his work thus far. Jakob discussed his educational and work background and fielded questions about statistics gathering and donor relations. Jakob enjoys the many roles in the library from early days as a substitute Library Assistant, through working on the Bookmobile, to his current role. Trustees encouraged him to consider a master's degree in library science. Monica le Roux welcomed Jakob to the Administrative team. Vickie Norris also welcomed Jakob.

[Jakob Chapman left the regular meeting at 10:12 A.M]

DIRECTOR'S REPORT:

Director Annie Scott discussed reorganization of the leadership structure, emphasizing hiring a Head of Collection Development and Discovery Services. Discussion will continue around the other positions at the November Board meeting. Next week, interviews will be held to hire an Information Services/Cataloging Librarian.

The library is performing a comprehensive cyber security review, forming a long-term roadmap with Olympic Educational Service District (OESD). Annie shared the insurance payout for the Bookmobile, \$109,477.42. The solar grant application is being finalized now focusing on a carport model with battery storage. LED lighting will be further discussed considering grant possibilities and Friends funding.

Annie mentioned the “order of service” for the October 24th donor event, the success of the recent staff education day, and the beauty of the Evan wrap designed by Teri Burroughs, Marketing & Communications Coordinator. School visits, kids’ programs, and the well-attended Huntingford Humanities Lecture have all been highlights of the month.

Annie mentioned the storage difficulty that would come with recording Board meetings in terms of maintaining them as permanent records. Annie also mentioned the necessity of appointing an agent to receive any claim for damages, in accordance with RCW 4.96.020.

FINANCIAL REPORT:

Monica le Roux fielded questions from the Trustees. Revenues received for September totaled \$345,295. Operating expenditures paid in September totaled \$184,709. The total balance of funds at the end of September was \$3,548,865. This balance includes Board Designated Unrestricted Funds of \$2,885,774, and unemployment reserve of \$296,772.

Approval of Vouchers: Michael Kubec **moved to approve** the payment of vouchers from September for \$203,229.51. Joan Chapdelaine **seconded the motion** and the **motion carried**.

CHAIR’S REPORT:

Chair Vickie Norris thanked the Friends and congratulated them on an upcoming large donation of around \$100,000, from the estate of John Murphy.

FRIENDS OF THE LIBRARY NEWS: President Dale Hagen mentioned their upcoming meeting on October 24th from 12:00 P.M. to 1:30 P.M. and the next book sale on November 8th from 10:00 A.M. to 3:00 P.M.

UNFINISHED BUSINESS:

DISCUSSION/ACTION: Solar/LED Grant Cycle Update: The Library’s flat roof will not support a solar installation, so the carport structure has been suggested by Apollo Solutions. The grant covers construction of the structure, and Apollo encouraged adding a battery backup in the grant proposal.

DISCUSSION/ACTION: Bookmobile update: Vickie Norris said the insurance settlement seems fair, based on the cash value of the vehicle, not the replacement cost. The latter type of insurance coverage will be considered in the future. Annie fielded questions about potential contracting with consultant Michael Swendrowski of Specialty Vehicle Services, staff preferences, possible uses of the old lift, generator and shelving, and potential vehicles.

[Michael Kubec departed the regular meeting at 10:54 A.M. and returned at 10:56 A.M.]

The Trustees agreed that Annie asks Michael Swendrowski to create a consulting contract for them to consider, for a vehicle of 28 feet long up to the 34-foot length of the old Bookmobile.

NEW BUSINESS:

DISCUSSION: 2026 Proposed Budget: Annie Scott and Monica le Roux fielded questions from the Trustees and described the public version of the Proposed Budget that will be posted. Edits were made

regarding a \$100,000 increase in funding from Friends to go toward LED lighting, with a corresponding line for increased Capital Expenditure. The LED lighting expenditure will be budgeted for \$200,000 with the Friends reimbursing the Library District \$100,000.

PUBLIC HEARING: 2026 Proposed Budget: Chair Vickie Norris closed the regular meeting and convened a public hearing at 11:18 A.M. There was no public comment. Vickie reopened the regular meeting at 11:20 A.M.

DISCUSSION/ACTION: Resolution 25-04, Amend the 2025 Budget: Joan Chapdelaine moved to approve Resolution 25-04, Amend the 2025 Budget. Lisa Brandes seconded the motion, and the motion passed.

DISCUSSION/ACTION: Appointing an Agent to Receive and Claim for Damages per RCW 42.56.580: Vickie Norris moved to appoint Annie Scott Agent to Receive and Claim for Damages. Michael Kubec seconded the motion and the motion passed.

DISCUSSION/ACTION: Approving the Job Description for the Head of Collection Development & Discovery Services: After discussion, Vickie Norris moved to approve the Job Description for the Head of Collection Development & Discovery Services. Lisa Brandes seconded the motion, and the motion passed.

DISCUSSION/ACTION: Memorialization of board meetings: Briefly discussed during the Director's Report.

DISCUSSION: Tech/Cleo Support: Annie Scott encouraged all to read the appendix on this topic.

DISCUSSION/ACTION: Public records requests: Annie Scott and Vickie Norris reminded Trustees to turn in their recent forms to Scott Conger. Vickie encouraged Trustees to avoid using personal devices and thanked a member of the public for their public comment about recording meetings.

COMMUNICATIONS:

Briefly mentioned were the letter of support from the JCLD Board to Staff, the Donor Event on October 24 from 4 -6 P.M. at the library, and one thank you note to be distributed.

EXECUTIVE SESSION: Public Employee Review: At 11:33 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.

[All attendees left the meeting at 11:33 A.M., except for the Trustees and Annie Scott.]

At 11:48 A.M., the Executive Session was extended for 5 minutes.

[Mary Coté and Monica le Roux returned at 11:53 A.M.]

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

MEETING ADJOURNED: 11:53 A.M.

NEXT MEETING: Regular Meeting – 10:00 A.M., Wed., November 12, 2025 – Shold Room and via Zoom



Vickie K. Norris, Chair



Joan Chapdelaine, Secretary