

**Jefferson County Library District
Board of Trustees Special Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, October 23, 2024**

Call to Order: Chair Pro Tem Joan Chapdelaine called the meeting to order at 10:00 A.M. Present were Trustees Michael Kubec, Joan Chapdelaine, 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: none

[Friends of the Library President Dale Hagen entered the meeting at 10:05 A.M.]

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

Approve/Amend Minutes of September 30th special meeting: Michael Kubec **moved to approve** the minutes of the **September 30th** special meeting as amended. Vickie Norris **seconded the motion**. With Trustee George Sibley abstaining, the **motion carried**.

Approve/Amend Minutes of October 2nd special meeting: George Sibley **moved to approve** the minutes of the **October 2nd** special meeting as written. Michael Kubec **seconded the motion** and the **motion carried**.

Unfinished Business:

DISCUSSION/ACTION: Sick Leave Pool Policy: George Sibley **moved to adopt** the Sick Leave Pool Policy as written. Cheri Van Hoover **seconded the motion** and the **motion carried**.

New Business:

DISCUSSION/ACTION: New Classification – Public Records Analyst: George Sibley **moved to adopt** the Public Records Analyst classification. Michael Kubec **seconded the motion** and the **motion carried**. The hiring process should start as soon as possible.

DISCUSSION/ACTION: New Classification – LA III – Schedule and Programs Coordinator: Michael Kubec **moved to adopt** the LA III, Schedule and Programs Coordinator classification. Cheri Van Hoover **seconded the motion** and the **motion carried**. The hiring process should start as soon as possible.

DISCUSSION/ACTION: Resolution 24-12, Amend the 2024 Budget: Vickie Norris **moved to approve** Resolution 24-12 “Resolution to Amend the 2024 Budget.” Michael Kubec **seconded the motion** and the **motion passed**.

DISCUSSION/ACTION: Library Director Search: Tamara Rotz presented information about several potential recruiters and fielded questions from the Trustees. George Sibley, with a friendly amendment from Vickie Norris, **moved to create** an ad hoc committee of Michael Kubec and Vickie Norris **to perform all acts necessary to advance the library director search**. Cheri Van Hoover **seconded the motion**. The **motion carried**.

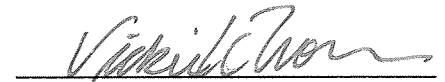
Cheri Van Hoover resigned as Chair as of October 16. Joan Chapdelaine will serve as Chair Pro Tem,

DISCUSSION: Elections of Board Officers will be held at the November regular meeting, as per the Board of Trustees Bylaws.

Communications: Vickie Norris reported on her research on the Conflict of Interest section of the Employee Handbook and will provide a draft policy amendment at the next meeting of the Board in November. Dale Hagen, Friends of the Jefferson County Library, commented on her interest in the Director search and in presenting to the Trustees at a future meeting about the Friends' financial position.

Meeting adjourned at 10:46 A.M.

Next Meeting: Regular Meeting – 10:00 A.M., Wednesday, November 13, 2024, at the Library (Shold Room)



Vickie K. Norris, Chair



Joan Chapdelaine, Secretary