

Jefferson County Library District

Board of Trustees - Regular Meeting

Shold Room & Zoom Conference Call

Minutes – Wednesday, November 12, 2025

CALL TO ORDER: Chair Vickie Norris called the meeting to order at 10:00 A.M. Present were Trustees Joan Chapdelaine, Lisa Brandes, Vickie Norris, and George Sibley; Library Director Annie Scott, Library staff members Monica le Roux (Administrative Services Manager) and Mary Coté, and guest, Zach Aho of Olympic Educational Service District; in person, members of the public, Zoe Pollock and Laura Pollock, Friends of the Library President Dale Hagen; online, Public Services Manager Chris HoffmanHill and member of the public, David Griffiths.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: Public comment was heard from Laura Pollock.

APPROVE/AMEND:

*regarding accessibility
of board meetings*

Agenda: George Sibley **moved to approve** the agenda as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Minutes of October 15th regular meeting: Joan Chapdelaine **moved to approve** the minutes of the **October 15th** regular meeting as written. Lisa Brandes **seconded the motion** and with one abstention from George Sibley who was not present at that meeting, the **motion carried**.

BOARD EDUCATION:

Zach Aho, Olympic Educational Service District (OESD) – Zach Aho gave an overview of OESD's role in the state and on the Olympic and Kitsap Peninsulas, providing flexible support services to various districts. They have staff dedicated to knowledge sharing and who care about keeping our services as smooth as possible, as data loads increase and technology changes. Zach fielded Trustee questions. Chair Vickie Norris thanked Zach who invited further questions at any time. Vickie said the Trustees will address approving the new OESD contract at next month's regular meeting.

DIRECTOR'S REPORT: Director Annie Scott discussed the staff reorganization structure, progress on hiring, the bookmobile replacement process, eVan upgrades in the works, and having submitted the grant application for solar funds. Annie mentioned deeper relationships cultivated at the recent donor event, the aquatic center study finding the neighboring location to the Library suitable, a Wind Phone proposal which will be further considered, and steps taken with partners around landscaping. Annie thanked staff for their photos and contributions to the report. Trustee Lisa Brandes requested constructive criticism be brought to the Board also. Annie added that the staff who went to an Outreach conference recently (Outreach Workers of Washington Library Systems) had an enriching experience.

FINANCIAL REPORT:

Revenues received for October totaled \$789,032. Operating expenditures paid in October were \$203,230. The total balance of funds at the end of October was \$4,143,677. This balance includes: Board Designated Unrestricted Funds of \$2,693,784, and unemployment reserves of \$297,772.

[Zach Aho of OESD departed the regular meeting at 10:45 A.M.]

Approval of Vouchers: Lisa Brandes **moved to approve** the payment of vouchers from October for \$194,420.32. George Sibley **seconded the motion** and the **motion carried**.

CHAIR'S REPORT:

Chair Vickie Norris told of a successful levy lid lift campaign in the Upper Skagit Valley Library District (Concrete, Washington). The lid lift passed with 58% of the vote, affirming the choice of off-year elections for such campaigns.

FRIENDS OF THE LIBRARY NEWS:

President of the Friends Dale Hagen reported that Saturday's book sale yielded \$4,470 in sales. Vickie Norris mentioned the anticipated estate donation of approximately \$100,000. This comes from the estate of John "Jack" Murphy. Vickie Norris thanked Tamara Rotz for the information about the donation history of Jack Murphy.

UNFINISHED BUSINESS:

DISCUSSION/ACTION: Memorialization of board meetings: Annie Scott reiterated that recordings would need to be archived, that very few organizations do this, and that Zoom access will continue to be offered as accessibility is important. Lisa Brandes suggested looking at more accessible times and locations for 2026. Vickie Norris **moved to form an ad hoc committee to research accessibility options**, comprised of Joan Chapdelaine and Lisa Brandes. George Sibley **seconded** and the **motion carried**. They will make suggestions to the Board at the December regular meeting.

DISCUSSION/ACTION: Bookmobile update: Annie Scott described the preliminary meeting of herself, staff and Michael Swendrowski, a consultant from Specialty Vehicle Services. A new bookmobile, depending on specifications, could take 1 to 2 years. In the meantime, the eVan will be upgraded, which may take 4 to 6 weeks. One estimate for that eVan work would cost \$70,000.

DISCUSSION/ACTION: 2026 Final Budget: Trustees discussed the budget with Annie Scott and Administrative Services Manager Monica le Roux.

PUBLIC HEARING: 2026 Final Budget: Chair Vickie Norris closed the regular meeting and convened a public hearing at 11:35 A.M. There was no public comment. This public hearing was adjourned at 11:36 A.M. and the Chair returned the meeting to a regular meeting.

NEW BUSINESS:

The order was rearranged by the Chair.

DISCUSSION/ACTION: Resolution 25-06, Approve 2026 Budget: Joan Chapdelaine **moved to approve** Resolution 25-06, "Approve 2026 Budget." Lisa Brandes **seconded the motion** and the **motion passed**.

DISCUSSION/ACTION: Approval of Job Descriptions:

Manager 1: Head of Youth Services

Manager 1: Head of Access Services

Manager 1: Head of Outreach Services

Manager 1: Head of Operations

Chair Vickie Norris thanked Annie Scott for her work on these descriptions and requested a motion to approve of all the Job Descriptions. Lisa Brandes **moved to approve** all of the Job Descriptions. Joan Chapdelaine **seconded the motion** and the **motion passed**.

DISCUSSION/ACTION: Resolution 25-07, Appointment of Agent to Receive Claims for Damages (RCW 4.96.020): After discussing simplifying the language to appoint the Library Director without naming the specific director, Joan Chapdelaine **moved to approve** Resolution 25-07, "Appointment of Agent to Receive Claims for Damages (RCW 4.96.020)." Lisa Brandes **seconded the motion** and the **motion passed**.

DISCUSSION/ACTION: Resolution 25-05, Property Tax Change: After discussion, Joan Chapdelaine moved to approve "Resolution 25-05, Property Tax Change." Lisa Brandes **seconded the motion** and the **motion passed**.

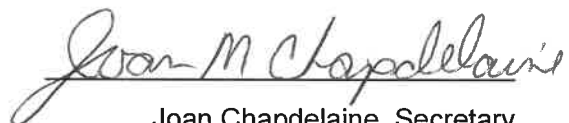
COMMUNICATIONS: Donor thank you cards were distributed. Vickie Norris thanked Annie Scott, Monica le Roux, and Lisa Brandes for their efforts towards the recent donor event. In light of various factors, the Board changed the date of the December regular meeting to Wednesday, December 10, 2025.

MEETING ADJOURNED: 12:10 P.M.

NEXT MEETING: REGULAR MEETING – 10:00 A.M., Wednesday, December 10, 2025, at JCLD



Vickie K. Norris, Chair



Joan Chapdelaine, Secretary

