

**Jefferson County Library District  
Board of Trustees - Regular Meeting  
Shold Room & Zoom Conference Call  
Minutes – Wednesday, December 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, Vickie Norris, and George Sibley; Library Director Annie Scott, Library staff member Mary Coté, guest Library staff member Monica le Roux; Friends of the Library President, Dale Hagen; “Zoe” on Zoom.

**Reading of the Land Acknowledgement**

**Citizen Questions and/or Comments:** None, with Trustee Lisa Brandes recommending that the subject of any public comment be noted in future minutes.

**APPROVE/AMEND:**

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

**Minutes of November 12<sup>th</sup> regular meeting:** George Sibley moved to approve the minutes of the November 12<sup>th</sup> regular meeting as amended. Lisa Brandes seconded the motion and the motion carried.

**Minutes of November 25<sup>th</sup> special meeting:** George Sibley moved to approve the minutes of the November 25<sup>th</sup> special meeting as written. Joan Chapdelaine seconded the motion and the motion carried.

**BOARD EDUCATION/STAFF UPDATE:**

**Monica Le Roux, Administrative Services Manager - Employee Handbook Updates:** Monica le Roux presented copies of the executive summary and draft revision of the Employee Handbook, created in cooperation with MyHR consulting. Monica described key areas of change, some related to changing Washington State laws. A few key sections are sick leave, remote work, and leave without pay. Trustees were asked to read over, take notes, and bring their ideas and concerns to the January meeting, for discussion then with approval in February. One area of particular focus is the section about the recruiting process. Monica invited Trustees to ask her any questions. Chair Vickie Norris requested a Draft watermark on future documents of this nature.

**DIRECTOR’S REPORT:**

Director Annie Scott updated the Trustees on the solar grant, an electric vehicle charging grant in cooperation with the Jefferson County Public Utility District, and the planned lighting upgrade. Regarding lighting, the Trustees requested more information about permitting, potential library closure, and the energy benefits of replacing lighting fixtures versus only bulbs and ballasts. Trustee Lisa Brandes and Dale Hagen expressed concern about making the most economical choice, in terms of the public’s perception. Annie discussed the landscape plan, the bookmobile update, and hiring and promotions. Sam Ladwig has been hired as Librarian I – Information Services/Cataloging, and Claudia Pieper has been promoted to Head of Access Services. Vickie suggested more Board education around Bookmobile choices and requested photos of some of the options put forth by Michael Swendrowski, the consultant

from Specialty Vehicle Services. Annie invited one or two Trustees to attend the next meeting with Michael Swendrowski.

Realizing an omission in the agenda, Lisa Brandes moved to **amend the agenda** to include an Executive Session at the end of the meeting to review the performance of a public employee. Michael Kubec **seconded the motion** and the **motion carried**.

#### **FINANCIAL REPORT:**

Revenues received for November totaled \$142,255. Operating expenditures paid in November were \$194,420. The total balance of funds at the end of November was \$4,099,754. This balance includes: Board Designated Unrestricted Funds of \$2,701,094, and unemployment reserve of \$298,705.

**Approval of Vouchers:** Michael Kubec **moved to approve** the payment of vouchers from November for \$180,857.59. Lisa Brandes **seconded the motion** and the **motion carried**.

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

Chair Vickie Norris reported attending the Library District's Port Ludlow Mobile Services stop on a recent Wednesday, and she was pleased to gain experience of how staff are making the eVan work in the absence of the Bookmobile. Vickie had a good talk with staff member Theresa Bufford about the improvements needed for the eVan. Vickie also reported that the U.S. District Court for the District of Rhode Island had struck down the Trump Administration's dismantling of the Institute of Museum and Library Services (IMLS). The IMLS reinstated all the grants for 2025. Vickie asked Annie Scott to learn and share more about impacts on the Washington State Library and encouraged everyone to communicate with their representatives.

**FRIENDS OF THE LIBRARY NEWS:** President Dale Hagen mentioned it's a slow time of year, and the Friends have donated \$1000 to the Winter Giving Campaign. The Friends are investing more of their funds with Vanguard and await the anticipated large donation of around \$100,000.

#### **UNFINISHED BUSINESS:**

**DISCUSSION/ACTION: RESOLUTION 25-08 Approving Vendor Selection and Contract Execution for eVan Customization:** Michael Kubec **moved to approve** Resolution 25-08 "Approving Vendor Selection and Contract Execution for eVan Customization." Lisa Brandes **seconded the motion** and the **motion passed**.

**DISCUSSION/INFORMATION: Bookmobile Update:** Discussed during Director's Report.

**DISCUSSION/ACTION: Ratification of Polaris and OESD contracts:** This discussion and action were found unnecessary.

**DISCUSSION/INFORMATION: Solar/LED Grant Updates:** Discussed during Director's Report.

#### **NEW BUSINESS:**

**DISCUSSION/ACTION: 2026 Board Meeting Dates/Times:** The committee of Joan Chapdelaine and Lisa Brandes proposed alternating monthly meeting times between 10 A.M. start times and 4 P.M. start time, for better accessibility for the public, as well as extensive public messaging around the change. Trustees discussed the dates proposed and agreed upon them.

**DISCUSSION/INFORMATION: 2025 Winter Giving Campaign:** Funds raised from 54 donors thus far total around \$11,000. Annie Scott shared that she is personalizing the letters to donors more than before, and she feels the messaging around mobile services is resonating strongly with patrons.

**COMMUNICATIONS:** Mary Côté distributed thank you notes for the Trustees and requested they bring their Trustee binders to the January meeting for refreshing. She will return them at the February meeting.

**EXECUTIVE SESSION: Director Performance Review:** At 11:30 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 Library Director Annie Scott.

[Director Annie Scott, Dale Hagen, and staff members Monica le Roux and Mary Côté left the regular meeting at 11:30 A.M. and returned at 12:00 P.M. "Zoe" was no longer attending online.]

The Board extended the Executive Session until 12:05 P.M.

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

**MEETING ADJOURNED:** 12:05 P.M.

**NEXT MEETING:** Regular Meeting – 10:00 A.M., Wed., January 14, 2026 Shold Room and via Zoom

  
Vickie K. Norris, Chair

  
Joan Chapdelaine, Secretary

