

**Jefferson County Library District
Board of Trustees Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, March 12, 2025**

Call to Order: Chair Vickie Norris 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; Acting Library Director Daniel Heaton, Library staff member Mary Coté; Friends of the Jefferson County Library President Dale Hagen; member of the public David Griffiths, via Zoom.

Reading of the Land Acknowledgement

Citizen Questions and/or Comments: The Trustees received a comment from David Griffiths online. Vickie Norris agreed to check back with David later to make sure his questions were addressed by the meeting.

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

Approve/Amend Minutes of February 12th regular meeting: Michael Kubec **moved to approve** the minutes of the **February 12th** regular meeting as written. Cheri Van Hoover **seconded the motion** and the **motion carried**. Michael reiterated that she would indeed like to hear more how the new staff evaluations are going.

Approve/Amend Minutes of February 19th special meeting: George Sibley **moved to approve** the minutes of the **February 19th** special meeting as written. Michael Kubec **seconded the motion** and the **motion carried**.

Approve/Amend Minutes of February 25th regular meeting: Cheri Van Hoover **moved to approve** the minutes of the **February 25th** regular meeting as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Director's Report: Daniel Heaton described the staff outages this past month and ongoing, the successful Disaster Preparedness and Teen Escape room programs, and the impact of wintry weather. Daniel thanked the Administrative Services staff for their support, especially around Board of Trustees processes. Daniel mentioned an emergency repair to the accidentally damaged Bookmobile awning, the imminent move into the Annex building for Administrative staff, and Kristin Hill's assignment to an Acting LA III-Bookmobile position through May during the Mobile Services Supervisor's leave. Hiring of the LA-III Programming Coordinator position has been put on hold for reevaluation of the posting and qualifications. Trustees requested a visit to the new offices in the Annex and were encouraged to stop by in the next week. Daniel fielded questions about the Energy Audit. The new director will decide when to proceed and contact Apollo Mechanical Contractors. Vickie Norris added information about an LED lighting upgrade for the benefit of Friends President Dale Hagen. Daniel added that Mobile Services' statistics are lacking at this time and receiving due attention.

Financial Report: Revenues received for February totaled \$98,820. Operating expenditures paid in February were \$295,626. The total balance of funds at the end of February was \$3,420,525. This balance includes: Board Designated Unrestricted Funds of \$2,545,477, and unemployment reserve of \$286,704. Vickie Norris requested, and other Trustees concurred, an ongoing spreadsheet that would help the Trustees and the new

director, presenting monthly data on District revenue. Michael Kubec thanked Daniel for the revised 2024 documents.

Approval of Vouchers: Michael Kubec **moved to approve** the payment of vouchers from February for \$221,583.18. Cheri Van Hoover **seconded the motion** and the **motion carried**.

Chair's Report: Vickie Norris shared that Keith Richards of the Rolling Stones secretly wished to be a librarian, calling libraries "The Great Equalizer." He was recently honored with the Inaugural Connecticut Governor's Award of Excellence at the Westport Library. Richards was given a key to the state and a library card. Vickie encouraged everyone to visit the online exhibition at the J.P. Morgan Library (themorgan.org), focused on the original librarian there, Belle da Costa Greene. The book *The Personal Librarian* by Marie Benedict and Victoria Christopher Murray describes her extraordinary life as a Black woman passing as white in the heart of early 20th century New York City business and cultural life.

Friends of the Library News: President of the Friends Dale Hagen reported that Friends received two large book donations related to the Port Townsend Film Festival and the Phoenix Rising Bookstore. They are considering how to best publicize these materials ahead of the April 10th book sale and are seeking extra storage space. The Friends are looking to upgrade to lighter tables as well.

Unfinished Business:

DISCUSSION/ACTION: Resolution 25-01 – Transfer Funds: After discussing the State and County financial requirements and reviewing the motions made at the February 12th regular meeting, Daniel pointed out that the Motions made regarding the transfer of funds were improperly made during a Discussion only item on the agenda. The motions were void and need to be remade at this meeting. Daniel provided language for Resolution 25-01 – Transfer Funds based on the February 12th discussion. Daniel recommended revisiting the motion to eliminate the Capacity and Building Fund after the end of the audit cycle in 2026.

Vickie Norris **moved to withdraw** last month's motion to transfer money from the Capacity Building and Opportunity fund into the Unemployment Reserve, bringing the balance up to \$288,727, and transfer the remaining amount into the Board Designated Unrestricted funds, Operating Fund. George Sibley **seconded the motion** and the **motion carried**.

Vickie Norris **moved to withdraw** last month's motion to amend the Fund Management Policy to eliminate the Capacity Building and Opportunity Fund. George Sibley **seconded the motion** and the **motion carried**.

Michael Kubec **moved to approve** Resolution 25-01 "Transfer Funds." Joan Chapdelaine **seconded the motion** and the **motion passed**.

DISCUSSION/ACTION: Amend Fund Management Policy: After discussion, Cheri Van Hoover **moved to adopt** the updated Fund Management Policy as amended. Michael Kubec **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Status of Library Director Hire: Vickie Norris reviewed the negotiations that she and Fred Pabst conducted with Candidate A, Annie Scott. In compliance with the Open Public Meetings Act, Vickie presented the draft contract. Trustees addressed questions about the timing of the Director's performance reviews. To align better with Budget timelines, the annual review shall be amended to take place in August.

Michael Kubec enthusiastically **moved to enter into this agreement with Annie Scott as amended**. George Sibley **seconded the motion** and the **motion carried**. Michael Kubec requested that Vickie confirm that Annie's legal name is as written in the agreement. Vickie will do so and let Daniel Heaton know when the agreement has been signed. Vickie thanks all who participated on the Subcommittee, Search Committee, Trustees and staff. Vickie will send letters of thanks to all.

DISCUSSION/ACTION: Trustee Vacancy New Business: The Trustees discussed their desire to find representation from the South County, the timeline for selection in time for the May meeting, and the process of filling an unfinished term (through March 2030). Cheri Van Hoover will be with the Board through the April meeting, and Vickie appreciates her perspective and experience around filling this vacancy. Vickie checked with citizen attendee David Griffiths as to whether his questions had been addressed, and they had.

Vickie Norris **moved to form** an Ad Hoc Subcommittee comprised of Joan Chapdelaine and George Sibley for the purpose of advancing the Trustee Vacancy process by reviewing the Trustee applications. George Sibley **seconded the motion** and the **motion carried**. Daniel Heaton will share the applications with the Subcommittee, who will meet to discuss them and advance the two or three most appropriate candidates. The candidates' information will be shared with the other Trustees. There will then be a special meeting of the Board of Trustees to interview Trustee candidates on April 2.

New Business:

DISCUSSION/ACTION: Resolution 25-02 – Amend the 2025 Budget: Michael Kubec moved to approve Resolution 25-02 "Amend the 2025 Budget." Joan Chapdelaine seconded the motion and the motion passed.

DISCUSSION: Commissioners Breakfast – potential dates: June 4 and June 6 were proposed. Mary Côté will contact the Commissioners.

DISCUSSION: Current Open Public Record Requests: Daniel Heaton reviewed the instructions for complying with the current Public Record Requests pertaining to the Trustees (PRR 2507 and 2509). He will meet with any of them if they need assistance. These are due on March 26.

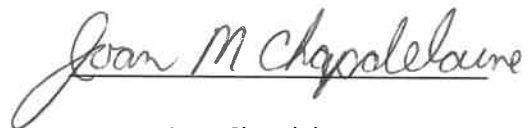
Communications: none

Meeting adjourned at 11:38 A.M.

Next Meeting: Special Meeting – 10:00 A.M., Wednesday, April 2, 2025, Regular Meeting – 10:00 A.M., Wednesday, April 9, 2025



Vickie K. Norris, Chair



Joan Chapdelaine, Secretary

