

**Jefferson County Library District  
Board of Trustees Regular Meeting  
Port Ludlow Bay Club  
Minutes – Wednesday, July 10, 2024**

**Call to Order:** Chair Cheri Van Hoover called the meeting to order at 10:00 A.M. Present were Trustees 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

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

**Approve/Amend Minutes of June 12<sup>th</sup> regular meeting:** Vickie Norris **moved to approve** the minutes of the **June 12<sup>th</sup> regular meeting** as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

[Michael Kubec entered the regular meeting at 10:07 A.M.]

**Director's Report:** Tamara Rotz shared the excellent attendance at Quilcene summer programs and mentioned two food support programs at the Library parking lot, a new wireless print service, and new duties for staff after Claudia Olney's retirement. Tamara discussed the roof contract award, the awaited permit for the Annex building, the upcoming wheelchair lift upgrade for the Bookmobile, and the Energy Audit's ongoing challenges. The Department of Enterprise Services liaison is working to determine the next steps. Tamara fielded questions about recent medical incidents, and the Trustees appreciated the new signage and language around weapons. Chair Cheri Van Hoover thanked Trustee Vickie Norris for her input on this issue. The efforts of the Library District tug of war team were applauded.

**Financial Report:** Revenues received for June totaled \$24,371. Operating expenditures paid in June were \$268,108. The total balance of funds at the end of June was \$4,292,386. This balance includes: Board Designated Unrestricted Funds of \$2,467,723, and unemployment reserve of \$277,908.

**Approval of Vouchers:** Vickie Norris **moved to approve** the payment of vouchers from June for \$249,618.77. Michael Kubec **seconded the motion** and the **motion carried**.

**Chair's Report:** Cheri Van Hoover reported on local food bank issues, the predicted long, hot summer, and the Port Hadlock Urban Growth Area Bike Tour, starting out at the Library. Cheri provided a brief public health report.

**Friends of the Library News:** The next Friends meeting is July 25<sup>th</sup> at 1 P.M. Cyndi Parido is now Vice President. Sue Marett's memorial is being planned, and the next book sale is August 10<sup>th</sup>.

**Unfinished Business:**

**INFORMATION:** Memorial Event for Sue Marett: This event is September 14<sup>th</sup> at 3 P.M., and the Trustees are invited.

**INFORMATION:** Updated language for JCLD staff re: Weapons law: Discussed during the Director's report, the Trustees affirmed their satisfaction with the updates.

**New Business:**

**DISCUSSION:** Director Evaluation: This year will be an abbreviated version of the evaluation and will take place during the August meeting. Tamara Rotz will provide a self-evaluation prior to the meeting, and a workplan update during the meeting.

**DISCUSSION:** Budget Planning Meetings: October 2, 9 A.M. to 3 P.M. in the Shold Room.

**DISCUSSION/ACTION:** Resolution 24-09, Establishing a Small Works Roster: After discussion, George Sibley **moved to approve** Resolution 24-09 "Resolution to Establish a Small Works Roster." Michael Kubec **seconded the motion** and the **motion passed**.

**DISCUSSION/ACTION:** Purchasing Policy – update/amend: After discussion, Vickie Norris **moved to adopt** the updated Purchasing Policy as amended. Michael Kubec **seconded the motion** and the **motion carried**.

**Communications:** One thank you to a donor was distributed to be sent out, and a water use efficiency report is available to interested Trustees.

At 11:21 A.M. Chair Cheri Van Hoover adjourned the meeting until Mark Torres arrived at 11:24 A.M. The Board reconvened at 11:24 A.M.

**Board Education:** Mark Torres, General Manager at South Bay Community Association: Mark Torres shared the history of Port Ludlow and his involvement in the "first masterplanned resort community" in the late 80s and early 90s. He highlighted the challenges since then, many changes, and successes of various community groups, focusing on the cultural offerings of Port Ludlow Performing Arts, activities in the Bay Club, and the Port Ludlow Voice. Water and sewer are high on the list of concerns going forward.

The meeting was adjourned at 11:58 A.M.

**Next Meeting:** Regular Meeting – 10:00 A.M., Wednesday, August 14, 2024

  
Cheri Van Hoover, Chair

  
Vickie K. Norris, Secretary