

**Jefferson County Library District  
Board of Trustees Regular Meeting  
Shold Room & Zoom Conference Call  
Minutes – Wednesday, August 14, 2024**

**Call to Order:** Chair Cheri Van Hoover 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:** Two comments from the Board of Trustees online comment form were read aloud. Trustee Vickie Norris thanked James Smith and Jane Appling for their comments.

**Approve/Amend Agenda:** Michael Kubec **moved to approve** the agenda as written. Vickie Norris **seconded the motion** and the **motion carried**.

**Approve/Amend Minutes of July 10<sup>th</sup> regular meeting:** Vickie Norris **moved to approve** the minutes of the July 10<sup>th</sup> regular meeting as written. George Sibley **seconded the motion** and the **motion carried**.

**Board Education/Staff Update:** none

**Director's Report:** Tamara Rotz described garage and front door repairs, satisfactory closure on the carpet cleaning billing, auctioning of old Bookmobile tires, and the well utilized food distribution services in the parking lot on Tuesdays and Thursdays. Wi-Fi was in great demand the day of the local outage and patron traffic was high. Summer programs have been well attended, and several have utilized the roomy Hagen Building garage area. The Library District continues to partner with WSU Master Gardeners, at the Library and in Quilcene. Trustee Michael Kubec requested attendance statistics in future Director's Reports whereupon Tamara provided current numbers. The low slope roof replacement is complete, the energy audit making progress, and the Annex building is finished and sitting in Salem, Oregon, awaiting permitting for the groundwork. The Bookmobile won second place for interactivity at the County Fair and will have a new mobility lift soon, with cabinetry to be installed at a later date. Tamara fielded a question about the Leadership Team and discussed alternate funding options for the Westlaw Database with the Trustees. Staff were trained by the East Jefferson Fire and Rescue in proper fire extinguisher technique in August.

**Financial Report:** Revenues received for July totaled \$18,164. Operating expenditures paid in July were \$249,619. The total balance of funds at the end of July was \$4,069,399. This balance includes: Board Designated Unrestricted Funds of \$2,474,964, and unemployment reserve of \$279,135.

**Approval of Vouchers:** Vickie Norris **moved to approve** the payment of vouchers from July for \$288,305.02. Michael Kubec **seconded the motion** and the **motion carried**.

**Chair's Report:** Cheri Van Hoover shared concerns about the very high fire risk in the area and suggested two potential Library District programs. One suggestion was inspired by the Port Hadlock Urban Growth Area Bike Tour, with a local history emphasis. The other would involve the North Olympic Peninsula APEX Accelerator which helps companies selling or contracting to local government bodies, including

navigating the bidding process. Due to funding cuts to local housing, food distribution services may become even more vital. Cheri provided a public health report.

**Friends of the Library News:** The Friends had an amazing sale on Saturday, August 10<sup>th</sup>, making \$800 more than any prior sale. The grand total was \$4,755. The remaining books are being collected by a new disposal/resale partner.

**Unfinished Business:** Trustee George Sibley brought up the successful Levy Lid Lift at the San Juan Island Library as a good model for the Library District. George recommended the State Auditor's Office Financial Intelligence Tool for assessing the Library District's numbers.

#### **New Business:**

DISCUSSION/ACTION: Resolution 24-09, "Public Records Indexing as Unduly Burdensome": After discussion, including affirmation that this and the following resolutions' language had been recommended by an attorney from the Washington State Attorney General's Office, Michael Kubec **moved to adopt** Resolution 24-09, "Public Records Indexing as Unduly Burdensome." George Sibley **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Resolution 24-10, "Relating to Charging Fees for Public Records": Vickie Norris **moved to adopt** Resolution 24-10, "Relating to Charging Fees for Public Records." Joan Chapdelaine **seconded the motion** and the **motion carried**.

DISCUSSION/ACTION: Public Records Request Policy – update: After discussion, including affirmation that this draft policy had been recommended by an attorney from the Washington State Attorney General's Office, Vickie Norris **moved to adopt** the Public Records Request Policy as amended. George Sibley **seconded the motion** and the **motion carried**.

DISCUSSION: 2024 Workplan Review/Board Update: Tamara Rotz reviewed the Workplan document, highlighting facets of each Strategic Area. Tamara added an additional list of projects achieved or in progress this year.

Chair Cheri Van Hoover briefly adjourned the regular meeting at 11:32 A.M. and reconvened in open session at 11:34 A.M.

EXECUTIVE SESSION: Director Performance Review: At 11:35 A.M. Chair Cheri Van Hoover adjourned the regular meeting into Executive Session for 55 minutes, until 12:30 P.M., pursuant to RCW 42.30.110(1)(g) to review the performance of Director Tamara Rotz.

[Director Tamara Rotz and staff member Mary Coté left the regular meeting at 11:35 A.M. and returned at 12:30 P.M.]

The Board reconvened in open session at 12:30 P.M.

DISCUSSION/ACTIONS: Director Compensation for 2025: Upon returning to open session, Trustee Vickie Norris recognized Tamara Rotz's graceful handling of many ongoing challenges and expressed the Trustees' fervent wish that Tamara remain with the Library District and come to the Trustees for their support whenever needed. Trustee Michael Kubec **moved to increase** the Library Director's salary to \$130,000 annually beginning January 1, 2025. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Vickie Norris **moved that the Board of Trustees assume supervision** of the Technology and Collections Manager for six months through an ad hoc committee of Vickie Norris and George Sibley. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Communications:** Trustee Vickie Norris announced the Port Ludlow Community Opportunity Fair on Tuesday, August 27<sup>th</sup> from 4:00 – 6:00 P.M. at the Bay Club. One donor thank you was distributed.

The meeting was adjourned at 12:37 P.M.

**Next Meeting:** Regular Meeting – 10:00 A.M., Wednesday, September 11, 2024 at **Cape George Fire Hall**

  
Cheri Van Hoover, Chair

  
Vickie K. Norris, Secretary