

**Jefferson County Library District
Board of Trustees Regular Meeting
Shold Room & Zoom Conference Call
Minutes – Wednesday, September 11, 2024**

Call to Order: Chair Cheri Van Hoover called the meeting to order at 10:00 A.M. Present were Trustees Cheri Van Hoover, Vickie Norris, and George Sibley, with Michael Kubec and Joan Chapdelaine attending via Zoom; Library Director Tamara Rotz, Library staff member Mary Coté, guest Library staff member Jamie Pena, Digital Equity Navigator, and Tom Foden, Business Development Account Manager from Apollo Mechanical Contractors Solutions Group.

Reading of the Land Acknowledgement

Chair Cheri Van Hoover also acknowledged the anniversary of September 11, 2001.

Citizen Questions and/or Comments: none

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

Approve/Amend Minutes of August 14th regular meeting: George Sibley **moved to approve** the minutes of the **August 14th** regular meeting as amended. Vickie Norris **seconded the motion** and the **motion carried**.

Board Education/Staff Update: Jamie Pena, Digital Equity Navigator, described his work at the Library District, including new duties in support of the Technology and Collections Manager. Jamie fielded Trustee questions about these added duties and what types and numbers of patrons he helps. Jamie also mentioned networking opportunities with organizations across the county. Tamara Rotz described the clear progress Jamie's Computer Skills students have made over the year.

[Jamie Pena departed the Regular Meeting at 10:12 A.M.]

George Sibley suggested advancing Tom Foden's presentation to this stage in the Regular Meeting.

INFORMATION: Energy Audit Results/Presentation: Tom Foden, Business Development Account Manager from Apollo Mechanical Contractors Solutions Group: Tom Foden presented information about Apollo Solutions Group, proposed Facilities Improvement Measures, funding sources, and their process. Tom will provide more complete data on the proposed solar array and its potential energy production. At this time, Tom proposed applying for a grant from the Department of Commerce to achieve an LED lighting retrofit. After questions and discussion, George Sibley **moved to authorize** Apollo Solutions Group to pursue the grant funding. Vickie Norris **seconded the motion** and the **motion carried**.

[Tom Foden departed the Regular Meeting at 10:45 A.M.]

Director's Report: Tamara Rotz described the new mobility lift and future bookshelf install on the Bookmobile, the hiring of a temporary Library Assistant III during the Mobile Services Supervisor's leave, and the Cybersecurity Audit information that will be presented to the Trustees in a future Board meeting. Tamara highlighted the many connections made at the Port Ludlow Opportunity Fair by the Library District and the Friends of the Library. The building permit has been granted for the Annex with bids due this month for the groundwork, and Tamara will be presenting a budget draft to the Trustees soon. Tamara wished the Trustees to be aware of the new principal of Quilcene High School, Mark Gudger, a strong advocate with a library background, the opening for a new school librarian there, and the vacancy on their School Board. Tamara fielded questions from the Trustees about the organization of Public Records Requests documentation and the progress of the Leadership Team since their retreat.

Financial Report: Revenues received for August totaled \$29,538. Operating expenditures paid in August were \$288,305. The total balance of funds at the end of August was \$3,823,342. This balance includes: Board Designated Unrestricted Funds of \$2,486,444, and unemployment reserve of \$280,365.

Approval of Vouchers: Vickie Norris **moved to approve** the payment of vouchers from August for \$189,622.16. George Sibley **seconded the motion** and the **motion carried**.

Chair's Report: Cheri Van Hoover reported that the County Commissioners mentioned the Library District as a source of both Naloxone and COVID tests. Cheri mentioned Commissioner Greg Brotherton's explicit opposition to book banning and restriction of information access in schools and school libraries. Cheri provided a public health report.

Friends of the Library News: The dedication of the memorial bench for Sue Marett will take place on Saturday, September 14th at 3 P.M.

New Business:

DISCUSSION: 2025 Workplan: Tamara Rotz discussed the draft workplan, and Trustees offered immediate suggestions about priorities, community presentations, and a guest from Jefferson Transit being invited for Board education. Tamara urged Trustees to direct more feedback to her, and the topic will be revisited in November.

DISCUSSION: Developing a Sick Leave Pool: The draft policy was introduced and will be discussed at a future meeting.

Chair Cheri Van Hoover briefly adjourned the regular meeting at 11:42 A.M. and reconvened in open session at 11:45 A.M.

EXECUTIVE SESSION: Director Performance Review: At 11:46 A.M. Chair Cheri Van Hoover adjourned the regular meeting into Executive Session for 15 minutes, pursuant to RCW 42.30.110(1)(g) to review the performance of Director Tamara Rotz.

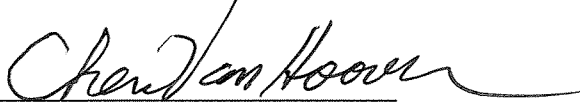
[Director Tamara Rotz and staff member Mary Coté left the regular meeting at 11:46 A.M. and returned at 12:01 P.M.]

The Board reconvened in open session at 12:01 P.M.

Communications: Trustee lunch preferences for the Budget Meeting were requested and one thank you note distributed.

Meeting adjourned at 12:02 P.M.

Next Meeting: Regular Meeting – 10:00 A.M., Wednesday, October 9, 2024

A handwritten signature in cursive script, reading "Cheri Van Hoover", written over a horizontal line.

Cheri Van Hoover, Chair

A handwritten signature in cursive script, reading "Vickie K. Norris", written over a horizontal line.

Vickie K. Norris, Secretary