

**Jefferson County Library District  
Board of Trustees Regular Meeting  
Shold Room & Zoom Conference Call  
Minutes – Wednesday, November 13, 2024**

**Call to Order:** Chair Pro Tem Joan Chapdelaine 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, Technology and Collections Manager Daniel Heaton, Library staff member Mary Coté, Friends President Dale Hagen, Zoe Durham, Shane Van Ness of Van Ness Construction, one member of the public, and guests Erin Laska, Adam Columbia, Jamie Bariekman and Michael Hjermstad from the State Auditor's Office via Zoom.

**Reading of the Land Acknowledgement**

**Citizen Questions and/or Comments:** One comment was heard by the Trustees.

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

**Election of Officers:** Michael Kubec **moved to elect** Vickie Norris Chair of the Board of Trustees for the period of one year and two months with Joan Chapdelaine serving as Secretary. Cheri Van Hoover **seconded the motion** and the **motion carried**. Further elections will be held in December.

**INFORMATION:** SAO Cybersecurity Audit – Final Report: Michael Hjermstad presented the final report of the cybersecurity audit, its process, necessity, and focus on ransomware as the most likely issue. Michael commended the Library District on undergoing the audit, implementing suggestions and continuing the work for the benefit of Library District patrons. Michael addressed Trustee questions about the specialty of cybersecurity work and the process of recovery from a potential incident and recommended another audit in two to three years.

[Erin Laska, Adam Columbia, Jamie Bariekman and Michael Hjermstad from the State Auditor's Office departed the Regular Meeting at 10:25 A.M.]

**Approve/Amend Minutes of October 9<sup>th</sup> regular meeting:** Michael Kubec **moved to approve** the minutes of the October 9<sup>th</sup> regular meeting as written. Cheri Van Hoover **seconded the motion** and the **motion carried**.

**Approve/Amend Minutes of October 23<sup>rd</sup> special meeting:** Cheri Van Hoover **moved to approve** the minutes of the October 23<sup>rd</sup> special meeting as amended. Michael Kubec **seconded the motion** and the **motion carried**.

**Board Education/Staff Update:** None

**Director's Report:** Tamara Rotz discussed the month's events including the Huntingford Humanities Lecture, the arrival of the eTransit van, and Staff Education Day. Tamara mentioned the bids for the Annex installation work, the Enduris Insurance quote, ongoing hiring, a new public records request portal contract, and the still awaited decision from the Department of Commerce on the Energy Efficiency grant.

**Financial Report:** Revenues received for October totaled \$632,418. Operating expenditures paid in October were \$178,325. The total balance of funds at the end of October was \$4,163,153. This balance includes: Board Designated Unrestricted Funds of \$2,503,889, and unemployment reserve of \$282,650.

**Approval of Vouchers:** Michael Kubec **moved to approve** the payment of vouchers from October for \$291,801.97. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Chair's Report:** Vickie Norris discussed a commitment to forthcoming reports on the essential role of libraries in times of many changes. Vickie mentioned intellectual freedom, town hall, and the mission statement. Vickie is

grateful that the Trustees are united in upholding these principles and commended the Library District's recent resources on Native American Heritage Month. She offered suggestions for more resources in the community beyond the Library District, including the S'Klallam Tribal Library, the Tulalip Casino Story Pole, and the Tacoma Art and Glass Museum. Vickie thanked Tamara Rotz for her support and invited ideas from the Trustees to contribute to future Chair Reports.

**Friends of the Library News:** Friends President Dale Hagen reported a final book sale count of \$4,999.20. The next sale will be in April. Dale commended their incredible volunteer book sorters and mentioned that book sellers have been some of their most high-volume customers. The Friends have acquired liability insurance and will share more information with Tamara Rotz. Dale invited ideas on spending more of their savings, asked that a representative of the Friends be invited to sit on the Director hiring committee, and reported that Lifetime Memberships have been a positive option for members.

**Unfinished Business:**

**DISCUSSION:** 2025 Proposed Budget: No discussion was needed.

**PUBLIC HEARING:** 2025 Proposed Budget: Chair Vickie Norris closed the regular meeting and convened a public hearing at 10:50 A.M. There was no public comment. This public hearing was adjourned at 10:51 A.M. and the Chair returned the meeting to a regular meeting.

**DISCUSSION/ACTION:** Recruiter Contract: Vickie Norris reported that she and Michael Kubec had chosen Fred Pabst with Herd Freed Hartz, as recruiter. Trustees discussed forming a recruiting committee including a community member, a Friend of the Library, a former employee, and Melody Sky Weaver, Director of the Port Townsend Public Library.

**New Business:**

**DISCUSSION/ACTION:** Resolution 24-13, Property Tax Increase: Joan Chapdelaine **moved to approve** Resolution 24-13 "Property Tax Increase." George Sibley **seconded the motion** and the **motion passed**.

**DISCUSSION/ACTION:** Resolution 24-14, Approve 2025 Budget: Michael Kubec **moved to approve** Resolution 24-14 "Approve 2025 Budget." George Sibley **seconded the motion** and the **motion passed**.

**DISCUSSION/ACTION:** RFP for Temporary Portable Installation – award contract: Michael Kubec **moved to award** the contract for Temporary Portable Installation to Van Ness Construction as the lowest responsive bidder. Cheri Van Hoover **seconded the motion** and the **motion passed**. Shane Van Ness was present and answered a Trustee query about the higher cost related to the electrical system.

**DISCUSSION/ACTION:** Resolution 24-15, Authorizing Membership with Enduris for Liability and Property Insurance: George Sibley **moved to approve** Resolution 24-15 "Authorizing Membership with Enduris for Liability and Property Insurance." Cheri Van Hoover **seconded the motion** and the **motion passed**.

Chair Vickie Norris briefly adjourned the Regular Meeting at 11:10 A.M. and reconvened in open session at 11:17 A.M.

[Shane Van Ness departed the Regular Meeting at 11:10 A.M.]

Chair Vickie Norris commented on "reasonable accommodation" as a typically used term in state and Federal law as applies to disability, apropos of the earlier public comment.

**DISCUSSION/ACTION:** Employee Manual – update: The Trustees discussed the draft Nepotism update to the Employee Manual and will continue the discussion in December.

**DISCUSSION:** Board Bylaws – Trustee Code of Ethics: Vickie Norris proposed an annual statement to be signed by Trustees, attesting to their reading of the Bylaws, Code of Ethics, and the Intellectual Freedom statement from the American Library Association. Vickie will share other versions to study for the December meeting.

**INFORMATION:** 2024 Winter Giving Campaign: Tamara Rotz described the roll out of this campaign the last week of November.

**Communications:** One thank you was distributed, and Trustees were requested to bring in their binders for the end of the year update at the next meeting.

Meeting adjourned at 12:04 P.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wed., December 11, 2024, at the Library (Shold Room)



Vickie K. Norris, Chair



Joan Chapdelaine, Secretary