

**Jefferson County Library District  
Board of Trustees Regular Meeting  
Shold Room (No Zoom due to Century Link internet outage)  
Minutes – Wednesday, December 11, 2024**

**Call to Order:** Chair Vickie Norris called the meeting to order at 10:01 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, and two members of the public.

**Reading of the Land Acknowledgement**

**Citizen Questions and/or Comments:** One email from Rita Bauer was received. For the benefit of the Trustees, Chair Vickie Norris commented on the policy question raised. Vickie explained that the Library District is in accordance with state law regarding sales and solicitation. Regarding a question about hiring a Public Records Analyst, Vickie stated this was due to the heavy burden on the Public Records Officer, the Library Director. Vickie recommended the Trustees learn more about public records requests at the State Library website. Vickie also asserted that proper protocols would be followed in terms of Citizen Questions and/or Comments during Board Meetings. Vickie also stated that Trustees do not reply to appeals from Public Records requesters; there is an official appeal process to be used that is described in the Public Records Act.

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

**Approve/Amend Minutes of November 13<sup>th</sup> regular meeting:** Michael Kubec **moved to approve** the minutes of the **November 13<sup>th</sup> regular meeting** as written. Cheri Van Hoover **seconded the motion** and the **motion carried**.

**Approve/Amend Minutes of November 19<sup>th</sup> special meeting:** Michael Kubec **moved to approve** the minutes of the **November 19<sup>th</sup> special meeting** as written. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**Board Education: none**

**Director's Report:** Tamara Rotz discussed the imminent arrival of the Annex portable building, Enduris insurance services, the new Public Records Request portal, and the hiring of a Public Records Analyst. Tamara spoke about the Winter Giving campaign, the eTransit van wrap, hiring of three new substitutes, and the Holiday Open House. There are new systems to aid in social media archiving and book club kit circulation. Tamara praised Teri Burroughs, Marketing & Communications Coordinator, for working hard on the new website.

Chair Vickie Norris accepted one public comment from a late arriving member of the public.

**Financial Report:** Revenues received for November totaled \$164,248. Operating expenditures paid in November were \$291,802. The total balance of funds at the end of November was \$4,044,668. This balance includes: Board Designated Unrestricted Funds of \$2,511,910, and unemployment reserve of \$283,698.

**Approval of Vouchers:** George Sibley **moved to approve** the payment of vouchers from November for \$289,148.17. Michael Kubec **seconded the motion** and the **motion carried**.

**Chair's Report:** Vickie Norris urged the Trustees to read an excellent report from the Southern Poverty Law Center on Hate and Extremism in America. The description of coordinated attacks on libraries, and sometimes specific librarians, by small but loud minorities was a revelation. Often targeted are materials about people of color and the LGBTQ+ community, especially affecting library patrons who cannot afford to buy materials themselves. Libraries are threatened with closure and criminal charges. Interlibrary loan programs have the challenge of lending across state lines to states with very different laws. Vickie thanked Tamara Rotz for her diligence in defense of Intellectual Freedom.

**Friends of the Library News:** In January the Friends will have their Annual Meeting, and the next sale is in April.

**Unfinished Business:**

**DISCUSSION/ACTION: Employee Manual – revision:** George Sibley **moved to adopt** the updated Nepotism section as amended. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**DISCUSSION/ACTION: Board Bylaws – revision:** Vickie Norris proposed that a Trustee review the materials shared, rewrite the Bylaws section on Ethics, and present at the next meeting. George Sibley accepted this task.

**INFORMATION: Director Recruitment Information/Update:** Michael Kubec thanked Tamara Rotz and Mary Coté for their assistance in coordinating recent activities. The Search Committee is comprised of Chair Vickie Norris, Trustee Michael Kubec, Friends President Dale Hagen, former Library Director Ray Serebrin, Port Townsend Library Director Melody Sky Weaver, and East Jefferson Fire Rescue Chief Brett Black. Michael described their meetings with Fred Pabst of Herd Freed Hartz, the recruiter contracted for this search, delineated the timeline and process, involving meetings with Library District staff. Michael feels very confident in Fred. Cheri Van Hoover thanked Vickie and Michael for their efforts.

**New Business:**

**DISCUSSION/ACTION: Library Director Job Description:** After discussion of the breadth of change in the past seven years, Michael Kubec **moved to approve** the new Library Director Job Description. Joan Chapdelaine **seconded the motion** and the **motion carried**.

**DISCUSSION/ACTION: Resolution 24-16, Amend the 2024 Budget:** George Sibley **moved to approve** Resolution 24-16 "Resolution to Amend the 2024 Budget." Cheri Van Hoover **seconded the motion** and the **motion passed**.

Chair Vickie Norris requested moving the Executive Session to the end of the meeting. There were no objections.

**ACTION: Board Meeting Dates in 2025:** Trustees discussed and finalized meeting dates for 2025.

**DISCUSSION/ACTION: Election of Board of Trustees Officers:** Cheri Van Hoover **moved to vote in** George Sibley for the office of Vice Chair. Michael Kubec **seconded the motion** and the **motion carried**.

**INFORMATION: Winter Giving and Holiday Open House:** The Winter Giving campaign has raised more than \$4,805 thus far. Tomorrow is the Holiday Open House from 3 – 6 P.M. All are invited.

**Communications:** Winter Giving thank you notes were distributed to be sent out by the Trustees. Vickie Norris mentioned a piece in the Leader newspaper put out quarterly by the City of Port Townsend newsletter. It described the Library Levy which provides much of the budget for the city library.

**EXECUTIVE SESSION: Evaluate the Qualifications of an Applicant for Public Employment and Review the Performance of the Director:** At 11:30 A.M. Chair Vickie Norris adjourned the regular meeting into Executive Session for 20 minutes, pursuant to RCW 42.30.110(1)(g) to Evaluate the Qualifications of an Applicant for Public Employment and Review the Performance of the Director.

[All but the Trustees departed the regular meeting at 11:30 A.M. and returned at 11:55.]

The time was extended a further 5 minutes. Daniel Heaton was requested to attend from 11:50 to 11:53 A.M. Tamara Rotz was brought back in at 11:53.

The Board reconvened in open session at 11:55 A.M.

Upon returning to open session, Vickie Norris proposed that the Board of Trustees enter into a memorandum of understanding with Technology and Collections Manager Daniel Heaton, appointing him to the position of Acting Director effective January 16, 2025. Michael Kubec **moved to approve** the Memorandum of Understanding between Jefferson County Library District and Daniel Heaton **as amended**. George Sibley **seconded the motion** and the **motion passed**.

**Next Meeting:** REGULAR MEETING – 10:00 A.M., Wed., January 15, 2025, at the Library



Vickie K. Norris, Chair



Joan Chapdelaine, Secretary