

**Jefferson County Library District
Board of Trustees Special Meeting
Humphrey Room & Zoom Conference Call
Minutes – Monday, September 30, 2024**

Call to Order: Chair Cheri Van Hoover called the meeting to order at 9:00 A.M. Present were Trustees Michael Kubec, Joan Chapdelaine, Cheri Van Hoover, Vickie Norris, and George Sibley; Library Director Tamara Rotz, Library Managers Daniel Heaton, Chris HoffmanHill, and Monica le Roux; Library staff member Mary Coté, guest Sarah Melancon, Jefferson County Human Resources Manager, and members of the public in person and via Zoom.

Reading of the Land Acknowledgement

Chair Cheri Van Hoover thanked everyone for coming. Cheri discussed the intentions of the meeting and how the public comment process and Executive Sessions work.

Citizen Questions and/or Comments: The Board of Trustees received thirteen (13) written public comments from staff members. Chair Cheri Van Hoover praised the staff for their communication, professionalism, and dedication. Three attendees made public comments in person: Laura Pollock, Celeste Bennett (Mobile Services Supervisor), and David Griffiths.

Board Education/Staff Update: Sarah Melancon, Jefferson County HR Manager: Sarah Melancon provided education on human resources topics including conflicts of interest. The Trustees thanked her for her insights.

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

DISCUSSION/ACTION: After discussion, Michal Kubek **moved to table** the discussion of the Revision of Employee Manual Conflict of Interest Policy and **move into Executive Session**. Vickie Norris **seconded the motion**. With Trustee George Sibley opposed, **the motion carried**.

EXECUTIVE SESSION: At 10:10 A.M. Chair Cheri Van Hoover adjourned the open meeting into Executive Session for one hour with a return to open session at 11:10, pursuant to RCW 42.30.110(1)(g) to review the performance of Director Tamara Rotz.

[Director Tamara Rotz, Managers Daniel Heaton, Chris HoffmanHill, and Monica le Roux, staff member Mary Coté, and the other attendees left the regular meeting at 10:10 A.M. Dr. Rotz was asked to return and attend the Executive Session at 10:39 A.M. and did so.]

At 11:10 A.M., Chair Cheri Van Hoover extended the Executive Session for 20 minutes, to 11:30 A.M., pursuant to RCW 42.30.110(1)(g) to continue reviewing the performance of Director Tamara Rotz.

The Board reconvened in open session at 11:30 A.M.

Chair Cheri Van Hoover briefly adjourned the special meeting from 11:30 to 11:35 A.M.

DISCUSSION/ACTION: Vickie Norris moved that the discussion of the Revision of Employee Manual Conflict of Interest Policy **be tabled** until the November meeting to further work on the language of the draft. Michael Kubec **seconded the motion**. With one abstention from Trustee George Sibley the **motion passed**.

DISCUSSION/ACTION: Vickie Norris **moved to rescind** the creation of an ad hoc committee of Trustees to supervise the Technology and Collections Manager and **to direct** Tamara Rotz to put another supervisor in place who will bring any concerns to the Board of Trustees. Joan Chapdelaine **seconded the motion** and the **motion carried**.

DISCUSSION/ACTIONS: Michael Kubec, with great regret, **moved to accept** Director Tamara Rotz's resignation as of March 31, 2025. Joan Chapdelaine **seconded the motion** and the **motion carried**.

George Sibley **moved to adjourn** the meeting at 11:40 A.M. Joan Chapdelaine **seconded the motion** and the **motion carried**.

Next Meeting: Budget Workshop – 9:00 A.M., Wednesday, October 2, 2024, at the Library (Shold Room)

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Joan M. Chapdelaine

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Joan Chapdelaine, Chair Pro Tem

DocuSigned by:

Vickie Norris

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Vickie R. Norris, Secretary