

Board of Trustees Regular Meeting
Thursday, January 29, 2015, 5:30pm
Port Angeles Main Library
2210 South Peabody Street, Port Angeles, WA

Board Meeting Minutes

1. Call to order, roll call and introductions

Board Chair Betty Gordon called the meeting to order at 5:30pm. Trustees present: Betty Gordon, Mark Urnes, and Elaine Fredrickson. Library staff present: Library Director Margaret Jakubcin, Human Resources Manager Jaime Hagar, Accounting Specialist John DeFrancisco and Administrative Assistant Amanda Saiz.

2. Approval of agenda

Motion by Ms. Fredrickson to approve the agenda as presented; seconded by Mr. Urnes. Motion carried.

3. Approval of minutes of regular meeting of November 20, 2014

Motion by Ms. Fredrickson to approve the minutes as presented; seconded by Mr. Urnes. Motion carried.

4. Communications

Ms. Jakubcin presented a card received by library staff thanking them for their help, empathy and physical assistance during a recent car fire in the parking lot at the Port Angeles Library.

5. Presentation:

None.

6. Public comments and questions

None.

7. Financial Reports: November – December 2014

The financial reports for November-December 2014 were accepted as provided. The reports have been filed for the Auditor.

8. Approval of vouchers: November-December 2014

Ms. Fredrickson moved to approve November vouchers # 1355-1502 in the amount of \$357,742.50; seconded by Mr. Urnes. Motion carried.

Ms. Fredrickson moved to approve December vouchers # 1503-1615 in the amount of \$331,845.06; seconded by Mr. Urnes. Motion carried.

9. Unfinished Business

None.

10. New business

N.1. Changes to the 2015 meeting locations

Ms. Jakubcin explained that the revisions to the locations of upcoming meetings were requested in order to accommodate a meeting room conflict related to the Burke Museum Elwha River exhibit that will be at the Port Angeles Main Library this summer.

Motion by Ms. Fredrickson to approve Changes to 2015 meeting locations; seconded by Mr. Urnes and approved as presented.

N.2. Approval of the 2015 Capital Budget

Ms. Jakubcin explained the background materials on the capital budget and Referred the Board to the written staff report for current balances of the Capital Replacement Account. There was some discussion about the \$60,000 set aside for the Schematic design of the Sequim library which is earmarked for costs associated with the conceptual design project. Mr. Urnes inquired about the timing for this project. Ms. Jakubcin replied she hopes to have this project underway in February or March. Ms. Fredrickson remarked that the layout of the staff report was very helpful.

Motion by Ms. Fredrickson to approve the 2015 Capital Budget; seconded by Mr. Urnes. Motion carried.

N.3. Resolution 15-01-01: Authorizing Staff to Transfer Funds

Ms. Jakubcin noted approval of fund transfers by Board resolution rather than motion was recommended by the State Auditor as best practice.

Motion by Ms. Fredrickson to approve Resolution 15-01-01 as presented; seconded by Mr. Urnes. Motion carried.

N.4. Resolution 15-01-02: Authorizing Access to Safe Deposit Box

Ms. Jakubcin noted that this action was necessary to update safe deposit box access in light of recent Administrative staff changes.

Motion by Ms. Fredrickson to approve Resolution 15-01-02 as presented; seconded by Mr. Urnes. Motion carried.

N.5. Resolution 15-01-03: Authorizing Disposal of Surplus Equipment

Motion by Ms. Fredrickson to approve Resolution 15-01-03 as presented; seconded by Mr. Urnes.

Motion carried.

II. Reports

R.1. Monthly Statistics: November and December 2014 and 2014 annual

Ms. Gordon noted the impressive increase in new patron registrations.

Ms. Gordon also noted that it would nice to articulate conclusions that are drawn from the information on the graphs and trends that may appear, and Ms. Jakubcin confirmed that this is an intended next step in the statistical makeover currently in progress. The Board stated that the charts which are currently part of the year-end statistical report are very helpful and requested that they continue to be included in the year-end summary.

Mr. Urnes inquired about the large increase in the Forks branch stats; Ms. Jakubcin responded that the increase is almost certainly related to the recent renovation of the Forks branch, and that such upswings in usage are a common phenomenon when libraries are remodeled or expanded.

The monthly statistics reports were accepted by the Board.

R.2. Monthly Activity Reports for November and December 2014

Ms. Gordon inquired about the graffiti vandalism that occurred in Forks. Ms. Jakubcin replied that the graffiti has been removed and that the library staff are currently assessing the pros and cons of deploying security cameras in the non-public areas behind both the Forks and Sequim libraries to help improve security and safety in these areas.

The monthly activity report was accepted by the Board.

R.3. State Auditors Reports: Accountability and Financial Audits for January 1, 2012-December 31, 2013.

Ms. Jakubcin noted that there were no significant issues noted by the auditors.

The State Auditor Reports were accepted by the Board.

R.4. Customer Comments September-December 2014

Ms. Jakubcin commented that the library encourages customers to discuss their comments and suggestions with staff directly, since this promotes the most meaningful and immediate dialog. As a result, use of written cards is minimal and somewhat sporadic. When a response is requested by the customer, it is provided in a timely fashion. Already-answered comments may, however, be batched for publication in the Board packet.

Ms. Fredrickson complimented the Sequim staff on their ability to deal with customers and over-crowding issues.

Customer Comments were accepted by the Board.

R.5. Changes to Financial Report Form in 2015

Ms. Jakubcin explained the reasoning for changing the forms reporting Operating and Capital Revenues and Expenditures separately. This change eliminates the skewed expenditure totals that were resulting from combining the two categories, which rely on different revenue streams. Footnotes were also added to the account balances page to define the purpose of the board designated and reserve accounts. Ms. Gordon and Ms. Fredrickson commented that the changes are very helpful.

Changes to the Financial Report form in 2015 are accepted by the Board.

R.6. Personnel Committee Update

Ms. Gordon mentioned that the Director's six month performance review will be conducted in February. The Personnel Committee will forward evaluation materials to the Board for input, and the evaluation will take place in executive session at the February meeting.

R.7. North Olympic Library Foundation Update

Ms. Jakubcin updated the group on the recent activities of the NOLF Board. At their January meeting the Foundation Board brought in four new members and elected new officers. NOLF also voted to direct funds to support a NOLS proposal for an "Olympic Tiny Libraries" project, which will place small browsing collections in community locations.

Public comments and questions

None.

12. Trustee comments

Trustee Jennifer Pelikan asked Ms. Jakubcin to tell the Board that she regretted not being able to attend the meeting due to a pre-existing conflict, but wanted to report that she has attended the January meetings of both the Clallam Bay and Forks Friends and introduced herself.

13. Next meeting: The next meeting will be on Thursday, February 26, 2015 at 5:30pm at the Port Angeles Main Library.

14. Agenda items for next meeting: Committee Assignments, Approval of closure for "All Staff Training Day," Executive Session.

15. Executive Session to Discuss Labor Contract

At 6:12pm Ms. Gordon announced that the Board would move to Executive session to discuss labor contracts and that the session was expected to last approximately 5 minutes.

Motion by Ms. Fredrickson to move to Executive Session; seconded by Mr. Urnes. Motion carried.


After coming out of executive session at 6:17pm Ms. Gordon announced that no action had been taken and the Board reconvened in regular session.

16. Approval of Labor Contracts

Ms. Jakubcin outlined the terms of the 2015 contract agreements. Motion by Ms. Fredrickson to approve Memorandums of Understanding documenting the labor contract adjustments for 2015 with the General and Manager's unions; seconded by Mr. Urnes. Motion carried.

17. Adjournment: The meeting was adjourned at 6:20pm.

CERTIFIED AS TRUE AND CORRECT



Chair



Board Secretary