



Board of Trustees Regular Meeting
Thursday, February 26, 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, Elaine Fredrickson, Catharine Copass and (via telephone) Jennifer Pelikan. Library staff present: Library Director Margaret Jakubcin, Human Resources Manager Jaime Hagar, Accounting Specialist John DeFrancisco, Administrative Assistant Amanda Saiz, Technical Services Manager Erin Shield and Port Angeles Library Manager Noah Glaude

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 February 26, 2015

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

4. Communications

Ms. Jakubcin announced that the final 2015 Tax Levy certification was received from the Clallam County Assessor noting a shortfall of \$4,809.00. Small differences between the levy revenue figures used during budgeting and the final certified figures are not uncommon. Ms. Jakubcin noted that the difference would be made up over the course of the year.

5. Presentation:

Technical Services Manager Erin Shield presented an overview of Collection Management at NOLS, discussing the Collection Management Policy, the roles and workplan of the Collection Management Team, and routine tasks such as selection, weeding, acquisition, and processing.

6. Public comments and questions

None.

7. Financial Reports: January 2015

The financial reports for January 2015 were accepted as provided. Ms. Jakubcin mentioned that John DeFrancisco had prepared the financial reports and drafted the staff comments. Both Ms. Gordon and Ms. Fredrickson commented that the new report format added clarity, and that the changes were appreciated.

8. Approval of vouchers: January 2015

Ms. Copass moved to approve January vouchers # 1-120 in the amount of \$376,713.94; seconded by Ms. Fredrickson. Motion carried.

9. Unfinished Business

None.

10. New business

N.1. Adjustments to Board Committees and Assignments

The Board approved by consensus the following temporary adjustments to committee assignments. These changes redistribute responsibilities in order to include recently appointed Trustees, and will remain in effect until confirmed or changed at the annual meeting in June.

Finance Committee: Betty Gordon and Jennifer Pelikan
Personnel Committee: Betty Gordon and Catherine Copass
Policy Committee: Catherine Copass and Elaine Frederickson
Community Relations Committee: Mark Urnes and Jennifer Pelikan
Ad Hoc Committee on Sequim Library: Betty Gordon and Elaine Frederickson

N.2. Approval to close library for All Staff Training Day

Motion by Ms. Copass to approve the closure of the library; seconded by Ms. Pelikan. Motion carried.

N.3. Approval of Resolution 15-02-04: Designation of Signature Authority

Ms. Jakubcin noted that this resolution is necessary due to staff changes in the Administrative Services department.

Motion by Ms. Fredrickson to approve Resolution 15-02-04 as presented; seconded by Ms. Copass. Motion carried.

N.4. Consideration of changes to Voucher list presentation

In response to a suggestion from one of the Trustees, Ms. Jakubcin provided an example of the voucher list which had been reorganized by budget category, rather than the usual voucher number order. She noted that preparation of this alternative form required a significant amount of time. The Board agreed to shelve the suggestion for the time being; it may be addressed at a later date.

No Action taken.

N.5. Revision of Circulation Policies 3.1-3.5

Ms. Jakubcin provided a brief summary of the comments in the written staff report.

Motion by Ms. Fredrickson to approve Revision of Circulation Policies 3.1-3.5 as presented; seconded by Mr. Urnes.

Motion carried.

N.6. Revision of Policy 4.2 Fines and Fee Schedule

Ms. Jakubcin provided a brief summary of the comments in the written staff report.

Motion by Ms. Pelikan to approve Revision of Fines and Fee Schedule 4.2 as presented; seconded by Ms. Copass.

Motion carried.

N.7 Approval of Library Public Use Policies 4.11, 4.13, 4.14, 4.15.

Ms. Jakubcin provided a brief summary of the comments in the written staff report. Ms. Copass noted that the title of Policy 4.15 should more appropriately read "Animals on Library Property."

Motion by Ms. Fredrickson to approve Library Public Use Policies with the amendment to the title of Policy 4.15 to "Animals on Library Property; seconded by Mr. Urnes.

Motion carried.

N.8 Revision of Policies 4.9 and 5.7 4.9: Meeting Room Use, 5.7: Cash Management

Ms. Jakubcin provided a brief summary of the comments in the written staff report.

Motion by Ms. Copass to approve revisions of policies 4.9 and 5.7; seconded by Mr. Urnes

Motion carried.

I I. Reports

R.1. Monthly Statistics: January 2015

Accepted as presented.

R.2. Monthly Activity Report for January 2015

Accepted as presented.

R.3. Customer Comments January 2015

None.

R.4. 2015 Annual Report

Ms. Jakubcin gave much deserved credit to Garrett Fevinger, Public Communications Coordinator for designing and formatting the 2014 Annual Report and the new "Budget Glance" report. The Board members echoed her sentiment.

R.5. 2015 BudgetGlance Document

Ms. Jakubcin shared a draft of a new format for the annual budget statement, and explained that the intent of this abbreviated document was to improve readability, accessibility, and transparency. Ms. Copass suggested that the explanatory language should be expanded to include more information about the Capital Replacement Account, and the relationship of the CRA to the Capital Budget. Ms. Jakubcin indicated that the suggested changes would be made prior to publishing the document.

12. Public comments and questions

Mr. O'Donnell of the Port Angeles Friends of the Library assured the Trustees that NOLS board members are always welcome to attend that group's board meetings.

13. Trustee comments

Ms. Gordon reported that she had just received an email objecting to the upcoming implementation of the new *hoopla* digital resource. At the Board's request, Ms. Jakubcin reported that this request for reconsideration is currently being addressed by staff, according to standard policies and procedures. Ms. Gordon stated that it appeared that no action was required of the Board at this time, and that she would respond to the sender.

14. Next meeting: The next meeting will be on Thursday, March 26, 2015 at 5:30pm at the Sequim Branch Library.

15. Agenda items for next meeting: Staff presentation on incident management and related issues. Review of additional policies and policy revisions.

16. Executive Session to conduct Library Director's performance review.

At 6:55pm Ms. Gordon announced that the Board would move to executive session to discuss the Library Director's performance review, and that the session was expected to last for approximately 40 minutes.

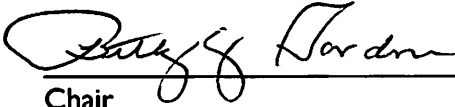
Motion by Ms. Copass to move into executive session; seconded by Ms. Fredrickson.

Motion carried.

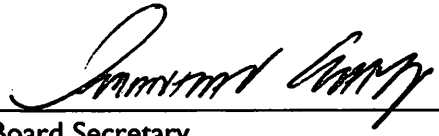
After coming out of executive session at 7:45pm., Ms. Gordon announced that no action had been taken.

17. Adjournment: The meeting was adjourned at 7:45 pm.

CERTIFIED AS TRUE AND CORRECT



Chair



Board Secretary