



**Board of Trustees Regular Meeting**  
Thursday, May 28, 2015, 5:30pm  
Forks Branch Library  
171 S. Forks Ave, Forks, 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 Jennifer Pelikan. Library staff present: Library Director Margaret Jakubcin, West End Library Manager Theresa Tetreau, Financial Operations Specialist John DeFrancisco. Guests present: Tom O'Donnell, Port Angeles Friends of the Library, Debbie McIntyre, Friends of the Forks Library.

### **2. Approval of agenda**

Agenda was approved with one addition:

R.4.: Verbal Director's report on status of the Sequim Library Expansion project.

### **3. Approval of minutes of regular meeting of October 27, 2011**

*Motion by Ms. Copass to approve the minutes of the prior meeting.*

*Motion seconded by Ms. Pelikan, motion carried.*

### **4. Communications**

Library Director Margaret Jakubcin shared a letter received from the City of Sequim, inviting NOLS Trustees to the dedication of the new Sequim Civic Center on Saturday, June 18 at 2pm.

### **5. Presentation:**

West End Library Manager Theresa Tetreau presented a review of activities at the Forks and Clallam Bay Branches during the past year.

### **6. Public comments and questions**

Mr. O'Donnell confirmed that the Port Angeles Friends of the Library have again been selected as recipients to receive Books for Teachers grant funds.

Ms. McIntyre asked about the Tiny Olympic Library project that was mentioned in the monthly activity report. Ms. Jakubcin provided a brief explanation.

## **7. Financial reports: April 2015**

The Financial reports for April 2015 were accepted as presented.

## **8. Approval of vouchers:**

*Motion by Mr. Urnes to approve April vouchers #394 through #537 in the amount of \$325,111.90, as presented.*

*Motion seconded by Ms. Fredrickson, motion carried.*

## **9. Unfinished business**

None.

## **10. New business**

None.

## **11. Reports**

R.1. Monthly statistics: April 2015

Accepted as presented.

R.2. Monthly Activity Reports: April 2015

Accepted as presented.

R.3. Customer Comments: April 2015

Accepted as presented.

R.4. Verbal report on status of the Sequim Branch Expansion project.

For the benefit of new Board members, Ms. Jakubcin provided a brief recap of the Board's stated intentions regarding the next steps in this process. These included formation of a citizen's committee to work with selected architects on development of a building program and schematic design, with a very high degree of community engagement in the process. She explained that she and the Sequim Library Manager, together with the Board's ad hoc committee on the Sequim Expansion Project, have been considering and discussing how best to approach the schematic design process and to formulate the citizen committee so as to maximize community awareness and opportunities for community input to the schematic design. Ms. Jakubcin gave a brief outline of this proposed plan, and indicated that a written staff report, more fully discussing the proposed configuration of the committee and the scope of their roles and activities would be presented at the June meeting.

## **12. Public comments and questions**

None.

## **13. Trustee comments**

Ms. Pelikan directed the attention of Staff and Board to the proposed closure of Hwy. 101 for repairs, and asked that Staff give consideration to how this may affect library service.

Ms. Copass commented that she had enjoyed the Poetry Walk along the Spruce Railroad trail.

Mr. Urnes, with contributing comments from Ms. Jakubcin, gave a brief update on the status of the North Olympic Library Foundation projects that are currently underway.

14. **Next meeting:** The next meeting will be held June 25, 2015, at the Port Angeles Main Library. This is the annual meeting at which new officers are elected, and committee assignments made or reconfirmed.
15. **Agenda items for next meeting:** Presentation on Ten Year Capital Plan by Facilities Manager.
16. **Adjournment:** The meeting was adjourned at 6:31 pm.

**CERTIFIED AS TRUE AND CORRECT**

  
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Chair

  
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Secretary to the Board