



Board of Trustees Regular Meeting  
Thursday, June 25, 2015, 5:30pm  
Port Angeles Main Library  
2210 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, Catharine Copass and Jennifer Pelikan. Library staff present: Library Director Margaret Jakubcin, Administrative Assistant, Amanda Saiz, Facilities Manager, Brian Phillips. Guests present: Aimee Bradley, Port Angeles Friends of the Library.

### 2. Approval of agenda

Agenda was approved as presented

### 3. Approval of minutes of regular meeting May 28, 2015

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

*Motion seconded by Mr. Urnes, motion carried.*

### 4. Communications

None

### 5. Presentation:

Facilities Manager, Brian Phillips gave an overview of the Facilities Ten Year Capital Improvement Plan: 2015-2025. Mr. Phillips described the plan and shared a spreadsheet with items by branch for 10yrs with expected life cycle, cost and when accomplished. He stressed that the Capital Plan is a "rolling plan" and that as a consequence the spreadsheet is a working document that changes as needs arise.

### 6. Public comments and questions

None

### 7. Financial reports: May 2015

Ms. Jakubcin explained that there was a revised voucher listing for April, but that no expenditures had changed. The reason for the revision was that the numbering of checks was off due to a void that was not accounted for.

The Financial reports for May 2015 were accepted as presented.

### 8. Approval of vouchers:

*Motion by Mr. Urnes to approve April vouchers #538 through #667 in the amount of \$290,828.34 as presented.*

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

## **9. Unfinished business**

U.1. Sequim Library Expansion-Taskforce Scope of Duties: Ms. Jakubcin briefly reiterated the information provided in the written staff report. She stated that the timeline is still in development but that intention is to have a taskforce of 5-7 people in place by late-August 2015.

## **10. New business**

### **N.1. Election of Officers**

Motion by Betty Gordon to elect Catharine Copass as Chair; seconded by Ms. Pelikan.

Motion carried. Ms. Pelikan volunteered to be Vice Chair; seconded by Ms. Copass.

New officers: Catharine Copass, Chair. Jennifer Pelikan, Vice Chair.

### **N.2. Appointment of Committees**

The Board agreed through consensus that the committees would be comprised as follows:

Finance Committee: Catharine Copass and Jennifer Pelikan

Personnel Committee: Betty Gordon and Catharine Copass

Policy Committee: Mark Urnes and Betty Gordon

Community Relations Committee: Mark Urnes and Jennifer Pelikan

Community Taskforce on Sequim Library Expansion Liaison: Elaine Fredrickson and Betty Gordon.

### **N.3. Approval of Policies 4.4, 4.5, 4.6 (Computer Use Policies)**

Ms. Jakubcin provided a brief recap of the information contained in the written staff report.

Motion by Ms. Pelikan to approve changes to policy as presented; seconded by Ms. Copass.

Motion Carried.

### **N.4. Approval of Policy 4.6: Public Expression Areas and Revision of 4.8: Display/Exhibits**

Motion by Mr. Urnes to approve policy 4.6 and 4.8 with the following revision to section 2: "The library designates the exterior areas at least twenty (20) feet away from the front entrances of NOLS buildings as public advocacy areas, where individuals and groups may distribute materials, solicit signatures and otherwise exercise their rights to free speech, as long as library users are unimpeded and have unobstructed ability to enter and exit buildings and parking lots." Seconded by Ms. Pelikan. Motion Carried.

### **N.5. Approval of revisions to Policy 4.10: Right to Photograph**

Motion to approve revisions as presented by Ms. Copass; Seconded by Mr. Urnes. Motion Carried.

N.6. Approval of Policy 4.17: Lost and Found Property

Motion to approve revisions as presented by Ms. Pelikan; Seconded by Mr. Urnes. Motion Carried.

N.7. Approval of revisions to Policy 1.1: General Policy Philosophy

Motion to approve revisions as presented by Mr. Urnes; Seconded by Ms. Copass. Motion Carried.

**11. Reports**

R.1. Monthly statistics: May 2015

Accepted as presented.

R.2. Monthly Activity Reports: May 2015

Accepted as presented.

R.3. Customer Comments: May 2015

None.

**12. Public comments and questions**

None.

**13. Trustee comments**

Ms. Copass inquired about whether there had been any feedback on the newly posted Code of Conduct signage to which Ms. Jakubcin responded that feedback received to this point has been positive.

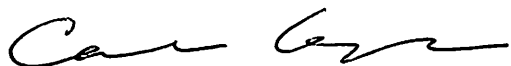
Ms. Copass also inquired whether there had been any further development related to the recent request for reconsideration. Ms. Jakubcin replied that there had been no further developments.

**14. Next meeting:** The next meeting will be held July 23, 2015, at the Sequim Branch Library.

**15. Agenda items for next meeting:** Presentation Sequim Library Facility Assessment.

**16. Adjournment:** The meeting was adjourned at 6:31 pm for an executive session that was expected to last 20 minutes.

**CERTIFIED AS TRUE AND CORRECT**



Chair



Secretary to the Board