



Board of Trustees Regular Meeting

Thursday, July 23, 2015, 5:30pm

Sequim Branch Library

630 N. Sequim Ave, Sequim, WA

Board Meeting Minutes

1. Call to order, roll call and introductions

Board Chair Catharine Copass called the meeting to order at 5:30pm. Trustees present: Mark Urnes, Elaine Fredrickson and Jennifer Pelikan. Library staff present: Library Director Margaret Jakubcin, Administrative Assistant Amanda Saiz, Facilities Manager Brian Phillips, Sequim Branch Manager Emily Sly, Administrative Operations Manager Elizabeth Hill, Financial Operations Manager John DeFrancisco. Guests present: John White, Citizen

2. Approval of agenda

Agenda was approved as presented.

3. Approval of minutes of regular meeting June 25, 2015

Motion by Mr. Urnes to approve the minutes of the prior meeting.

Motion seconded by Ms. Pelikan, motion carried.

4. Communications

None

5. Presentation:

Sequim Branch Manager Emily Sly presented the annual review of the Sequim Branch. She described the highlights of the year, reviewed capital improvements made during the past year, and described some operational challenges related to space limitations.

Facilities Manager Brian Phillips provided a review of the Sequim Library facilities assessment. Some of the most critical items noted were issues related to deteriorating exterior paint, siding, sidewalks, and the parking lot. He mentioned that when making decisions about capital projects at the Sequim Library, staff always try to strike an appropriate balance between supporting current service and operational needs and being good stewards of existing infrastructure, while not over-investing in infrastructure that might be replaced in the event of a library expansion in the coming years.

6. Public comments and questions

John White, a citizen and member of the Friends of the Sequim Library, commented on his surprise of the number of facilities challenges that the Sequim Library faces. He

complimented Facilities staff on excellent maintenance and Ms. Sly and her staff on their operation of the library.

7. Financial reports: June 2015

The Financial reports for June 2015 were accepted as presented.

8. Approval of vouchers:

Motion by Mr. Urnes to approve April vouchers #668 through #804 in the amount of \$285,686.57 as presented.

Motion seconded by Ms. Pelikan, motion carried.

9. Unfinished business

U.1. Sequim Library Expansion-Taskforce-status report: Ms. Jakubcin gave a brief verbal update regarding the application process for the Community Taskforce on Sequim Library Expansion (CTSLE). She stated that application deadline is August 15, and she hopes the CTSLE will be ready to begin work in early September.

10. New business

N.1. Approval of revisions to Policy 2.1: Collection Management

Ms. Jakubcin referenced the written Staff Report and reiterated that most of the revisions related to the updating of numbers and document titles, correcting grammar and punctuation. The one substantive change was language that referenced locally-authored materials.

Motion by Ms. Pelikan to approve revisions as presented.

Motion seconded by Ms. Fredrickson, motion carried.

N.2. Confirmation of 2016 Meeting Schedule

Ms. Jakubcin referred the Board to the tentative schedule for 2016 meeting dates and noted that the only 2016 variance from the regular 4th Thursday schedule would be the November meeting, which conflicts with the Thanksgiving holiday. There was discussion, and it was decided to schedule the November meeting on the Tuesday preceding the usual Thursday (November 22). The proposed 2016 Meeting Schedule was approved as amended.

N.3. Approval of Resolution 15-07-01: Authorizing Disposal of Surplus Equipment and Furnishings

Motion by Ms. Fredrickson to approve Resolution 15-07-01 as presented.

Motion seconded by Mr. Urnes, motion carried.

11. Reports

R.1. Monthly statistics: June 2015

Accepted as presented.

R.2. Monthly Activity Reports: June 2015

Accepted as presented.

R.3. Customer Comments: June 2015

None.

12. Public comments and questions

None.

13. Trustee comments

14. Next meeting: The next meeting will be held August 27, 2015, at the Clallam Bay Branch Library.

15. Agenda items for next meeting:

16. Adjournment: The meeting was adjourned at 6:50 pm.

CERTIFIED AS TRUE AND CORRECT



Chair



Secretary to the Board