



Board of Trustees Regular Meeting
Thursday, August 27, 2015, 5:30pm
Clallam Bay Branch Library
16990 Hwy 112, Clallam Bay, 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, Betty Gordon and Jennifer Pelikan. Library staff present: Library Director Margaret Jakubcin, Clallam Bay/Forks Branch Manager Theresa Tetreau, Librarian Sarah Morrison, Administrative Operations Manager Elizabeth Hill, Financial Operations Manager John DeFrancisco. Guests present: Jerry George, Ann Marie Rahfeldt, Robert Flood, Susan Flood, and Karolyn Burdick.

2. Approval of agenda

Agenda was approved as presented.

3. Approval of minutes of regular meeting July 23, 2015

Motion by Ms. Gordon to approve the minutes of the prior meeting.

Motion seconded by Ms. Pelikan, motion carried.

4. Communications

None

5. Presentation:

Port Angeles Librarian Sarah Morrison gave a presentation on the Kellogg Historical Photo Collection and the Washington Rural Heritage Grant-funded digitization project that is currently underway.

6. Public comments and questions:

Robert Flood of the Port Angeles Friends of the Library reflected on thoughts inspired by the presentation on the Kellogg collection; he queried whether the library has attempted to reach out to people who can possibly help identify individuals pictured in the photos, and asked about efforts to restore Kellogg photos. Ms. Morrison responded to these questions. Mr. Flood indicated that he was going to follow up with the PAFOL Board to see if there were ways they could support efforts to uncover the stories behind the Kellogg photos.

Karolyn Burdick of the Clallam Bay Friends of the Library commented on the Friends' efforts to raise funds to provide support to the library, and expressed regret that they could not do more. A recent CBFOL fundraising project has involved sale of historical photo reprints. They also conduct an ongoing book sale from shelves located in the library lobby. She acknowledged the assistance of PAFOL and FOSL in providing additional books to stock the CBFOL book sales. Ms. Burdick also requested that the NOLS Board of Trustees not to get involved in activities currently underway in the county in connection with DNR harvest issues. She also stated that she would like to see a more detailed breakdown of timber revenue receipts in the monthly financial reports.

7. Financial reports: July 2015

The financial reports for July 2015 were accepted as presented.

8. Approval of vouchers:

Motion by Ms. Gordon to approve July vouchers #805 through #952 in the amount of \$321,116.21 as presented.

Motion seconded by Mr. Urnes, motion carried.

9. Unfinished business

U.I. Ms. Jakubcin reported that the application period for membership on the Community Taskforce on Sequim Library Expansion had concluded on August 15, and that she and Branch Manager Emily Sly would be interviewing candidates over the next few weeks.

10. New business

N.I. Approval of Resolution 15-08-01: Designation of Signature Authority

Motion by Ms. Pelikan to approve Resolution 15-08-01 as presented.

Motion seconded by Ms. Fredrickson, motion carried.

11. Reports

R.1. Monthly Statistics: July 2015

Accepted as presented.

R.2. Monthly Activity Reports: July 2015

Accepted as presented.

R.3. Customer Comments: July 2015

Accepted as presented.

R.4 Clallam Bay Branch Facilities Assessment Report

Ms. Jakubcin referred the Board to the written staff report provided by Facilities Manager

Brian Phillips. She commented that generally the Clallam Bay Branch is in very good condition, having been remodeled extensively just seven years ago. There is one significant problem with drainage in the parking lot that has developed recently; repair work is scheduled to take place this fall, pending availability of the contractor.

12. Public comments and questions

Robert Flood stated he was impressed with the time and thought that goes into addressing customer comments.

13. Trustee comments:

Ms. Copass commented that she attended several July activities. She considers the teen volunteers corps as one of the highlights of the Summer Reading Program.

Ms. Pelikan commented she was at the County Fair on Saturday demonstrating in the home arts barn. She enjoyed seeing the Tiny Olympic Library and encouraged a child to take a book home.

Ms. Gordon encouraged others to sign up for next year's Books and Libations program. She enjoyed the wines and received good ideas for books. Ms. Jakubcin acknowledged Librarian Sarah Morrison for developing and successfully implementing this program.

14. Next meeting: The next meeting will be held September 24, 2015, at the Port Angeles Main Library.

15. Agenda items for next meeting:

Executive Session to discuss Director's annual performance review.

16. Adjournment: The meeting was adjourned at 6:30 pm.

CERTIFIED AS TRUE AND CORRECT



Chair



Secretary to the Board