



Board of Trustees Regular Meeting
Thursday, October 22, 2015, 5:30pm
Port Angeles Main Library
2210 S. Peabody Street
Port Angeles, WA 98362

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: Director Margaret Jakubcin, Admin Operations Manager Elizabeth Hill, Financial Operations Manager John DeFrancisco and IT Manager Gabe Kitts. No guests were present.

2. Approval of agenda:

Ms. Gordon requested an item be added to the Agenda, that being a second Executive Session to discuss the Director's Performance Evaluation.

Motion by Ms. Pelikan to approve the amended agenda as amended.

Motion seconded by Ms. Fredrickson, motion carried.

3. Approval of minutes of regular meeting of September 24 , 2015:

Ms. Frederickson requested the September minutes be amended to note that no action was taken during the Executive Session.

Motion by Ms. Gordon to approve the amended minutes with the Executive Session addition.

Motion seconded by Mr. Urnes, motion carried.

4. Communications:

None

5. Presentation:

None.

6. Public comments and questions:

None

7. Financial reports: September 2015

Director Jakubcin stated the certificate of deposit representing the Port Angeles capital account had matured and been reinvested. Mr. Urnes asked about the current and previous year rates on the CD.

The Financial reports for September 2015 were accepted as presented.

8. Approval of vouchers:

Ms. Pelikan asked about the missing detail on vouchers #1214 and #1218.

Ms. Frederickson commented that the credit card purchases and EFT payment detail were missing from the Board packet. Director Jakubcin apologized for the inadvertent omission and said that they would be provided to the Board at the November meeting.

Ms. Copass asked about voucher #1202 payable to the Secretary of State for internet connection. IT Manager Gabe Kitts responded with an explanation about the K-20 consortial service arrangement.

Motion by Ms. Gordon to approve September vouchers #1096 through #1228 in the amount of \$312,151.45 as presented.

Motion seconded by Ms. Fredrickson. Motion carried.

9. Unfinished business:

U.1. Update on Community Taskforce on Sequim Library Expansion

Director Jakubcin stated the group had their initial meeting last week. Introductions, logistics planning and ideas were shared, and the group is looking forward to their next meeting.

10. New business:

N.1. Public Hearing on review and discussion of proposed 2016 Budget Approval Guidelines:

Director Jakubcin reviewed the draft proposed 2016 budget. Approval of the budget was not required at this meeting: budget adoption will be sought at the November 19 Board meeting. Public input was invited: there was none. Budget guidelines were presented for review and adoption.

Motion by Ms. Fredrickson to approve budget guidelines as presented..

Motion seconded by Ms. Pelikan. Motion carried.

N.2. Adjustments to library branch hours at West End

Discussion followed presentation by Director Jakubcin.

Motion by Ms. Pelikan to approve adjusted hours at the Clallam Bay Branch.

Motion seconded by Ms. Fredrickson. Motion passed.

N.3. Memorandum of Understanding with NOLF

Discussion followed presentation by Director Jakubcin.
Motion by Ms. Gordon to approve MOU with NOLF
Motion seconded by Ms. Pelikan. Motion passed.

11. Reports:

R.1. Monthly Statistics: September 2015
Accepted as presented.

R.2. Monthly Activity Reports: September 2015
Accepted as presented.

R.3. Customer Comments: September 2015
Accepted as presented.

12. Public comments and questions:

None

13. Trustee comments:

Ms. Gordon inquired about the Capital outlays and how they compared to budget. Director Jakubcin responded.

Mr. Urnes asked about the current and previous interest rates on the recently matured CD's Ms. Gordon also inquired about Revenue Projection. She also commended Theresa Tetreau for giving the Board a good snapshot of what is going on in the West End.

Ms. Copass commented on her enjoyment of the new Youth Section in Port Angeles and her trip to the Clallam Bay branch.

Ms. Pelikan commented on the location of the Clallam Bay branch being perfect. In the summertime, there are many tourists coming in to use the computers. An acquaintance of hers participated in a creativity session and thoroughly enjoyed herself.

Ms. Fredrickson commented on her enjoyment of the Tiny Library presentation at the Sequim branch. Director Jakubcin and Branch Manager Emily Sly did a wonderful job! Many Sequim leaders were in attendance.

14. Next meeting:

The next meeting will be held Thursday, November 19, 2015, at the Port Angeles Main Library.

15. Agenda items for next meeting:

Second public hearing on the 2016 budget.
Presentation: NOLS Public Communication year in review.

16. Executive Session:

At 6:15pm the Chair announced that Board would move into executive session to discuss two separate issues; labor negotiations and the Director's Performance Evaluation, and that the session was expected to last 45 minutes.

17. Adjournment:

The Board concluded executive session at 7:00pm. Board Chair Copass announced that no action had been taken.

Ms. Copass adjourned the meeting at 7:01pm.

CERTIFIED AS TRUE AND CORRECT



Chair



Secretary to the Board