



Board of Trustees Regular Meeting  
Thursday, January 28, 2016, 5:30pm  
Port Angeles Main Library  
Port Angeles, WA

### **Public Comments**

*Any person or group desiring to bring an item to the attention of the Library Board may do so by addressing the Board at meetings. Individuals having comments specifically related to agenda topics should raise their hand at the appropriate point on the agenda to indicate a wish to speak. Public comments on items not on the agenda, but within the jurisdiction of the North Olympic Library System Board of Trustees, are heard at the beginning of the meeting and at the end; individuals may choose to speak at either point. When time constraints require, the Chair may limit public remarks during meetings to less than three minutes. The Board will not take action on items raised during Public Comment, but may choose to add items to a future meeting agenda. Public comments may also be sent to: Library Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA, 98362 or [LibraryBoard@nols.org](mailto:LibraryBoard@nols.org).*

## AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of November 2015
4. Communications
5. Presentation: Port Angeles Facilities Assessment (Facilities Manager Brian Phillips)
6. Public comments
7. Financial report: November 2015
8. Approval of vouchers: November 2015
9. Financial report: December 2015
10. Approval of vouchers: December 2015
11. Unfinished business
  - U.1. Verbal report: Termination of Port Angeles building lease
12. New business
  - N.1. Approval of the 2016 Capital Budget
  - N.2. Approval of revision to Policy HR 12.2: Bereavement and Funeral Leave Policy
  - N.3. Approval of revisions to policy 4.2: Fee Matrix

- N.4. Approval to close Libraries on Friday, April 22, 2016 for All Staff Training Day
- N.5. Approval of Resolution 16-01-01: Authorizing Disposal of Surplus Equipment and Furnishings
- N.6. Approval of Resolution 16-01-02: Designation of Signature Authority
- N.7. Approval of Resolution 16-01-03: Designation of Authority to Access Safe Deposit Box
- N.8. Confirmation and approval of Director's Declaration of Emergency
- N.9. End-of year fiscal reconciliation (No action required)
- N.10. Confirm interim appointment of new Trustee to Policy and Sequim Expansion committees (verbal report)

13. Reports

- R.1. Monthly statistics: November and December 2015
- R.2. Annual Statistics: 2015
- R.3. Monthly activity reports: November and December 2015
- R.4. Customer Comments: November and December 2015

14. Public Comments

15. Trustee comments

*Library Board members may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, Board members may refer an item to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any NOLS matter, or direct staff to agendaize a matter of business on a future agenda.*

16. Next meeting: 5:30pm, Thursday, February 25, 2016, at the Sequim Branch Library

17. Agenda items for next meeting

18. Executive session to discuss labor relations

19. Executive session to discuss Director's annual workplan and performance appraisal

20. Action on executive sessions, if any

21. Adjournment

**Upcoming Board meetings**

| <u>Date</u>                       | <u>Time</u> |                 | <u>Location</u>            |
|-----------------------------------|-------------|-----------------|----------------------------|
| Thursday, January 28, 2016        | 5:30pm      | Regular meeting | Port Angeles Main Library  |
| Thursday, February 25, 2016       | 5:30pm      | Regular meeting | Sequim Branch Library      |
| Thursday, March 24, 2016          | 5:30pm      | Regular meeting | Port Angeles Main Library  |
| Thursday, April 28, 2016          | 5:30pm      | Regular meeting | Sequim Branch Library      |
| Thursday, May 26, 2016            | 5:30pm      | Regular meeting | Forks Branch Library       |
| Thursday, June 23, 2016           | 5:30pm      | Regular meeting | Port Angeles Main Library  |
| Thursday, July 28, 2016           | 5:30pm      | Regular meeting | Port Angeles Main Library  |
| Thursday, August 25, 2016         | 5:30pm      | Regular meeting | Clallam Bay Branch Library |
| Thursday, September 22, 2016      | 5:30pm      | Regular meeting | Port Angeles Main Library  |
| Thursday, October 27, 2016        | 5:30pm      | Regular meeting | Port Angeles Main Library  |
| <b>Tuesday, November 22, 2016</b> | 5:30pm      | Regular meeting | Port Angeles Main Library  |

North Olympic Library System Strategic Initiatives for 2015-2016:

Learn. Create. Connect.

- Provide literacy, education and enrichment opportunities for people of all ages.
- Provide resources and opportunities for personal empowerment.
- Provide library facilities that are safe, comfortable, functional, and energy efficient.
- Be the Third Place, where community comes together to think, meet, work, play, and create.
- Engage with community partners; connect community resources to community needs.
- Promote community vitality and economic development.
- Be nimble, flexible, and adaptable in responding to social and technological change.
- Utilize public resources responsibly.

**Friends of the Library meetings**

*(Note: meeting schedules can vary; please check with Library Administration to confirm before attending)*

|                                     |  |
|-------------------------------------|--|
| Clallam Bay Friends of the Library  | Second Tuesday of month at 4pm at Clallam Bay Branch Library   |
| Friends of the Forks Library        | Quarterly, on third Monday at 6pm at Forks Branch Library  |
| Port Angeles Friends of the Library | Second Tuesday of month at 10am at Port Angeles Main Library   |
| Friends of Sequim Library           | Quarterly, on third Thursday of month at 9am at the Sequim Branch Library. Annual Meeting - January 2017, date/location to be announced. |