



Minutes

1. Call to order, roll call and introductions

Board Chair Catherine Copass called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Robert Streett, Betty Gordon and Jennifer Pelikan. Library staff present: Director Margaret Jakubcin, Financial Operations Manager John DeFrancisco, Main Library Manager Noah Glaude and IT Manager Gabe Kitts. Visitors present: Penny Pettis, Port Angeles Friends of the Library.

2. Approval of agenda

Item N.8. was amended to note that approval by Resolution would be sought.

Item 20 was amended to note that possible actions following executive sessions would be

- Approval of Collective Bargaining Agreements
- Consideration of amendments to the Library Director's employment contract

Motion by Ms. Pelikan to approve agenda as amended. Motion seconded by Ms. Gordon.

Motion carried.

3. Approval of minutes for regular meeting of November 2015

Motion by Ms. Gordon to approve the November 2015 minutes. Motion seconded by Mr. Urnes.

Motion carried.

4. Communications: There were no communications.

5. Presentation: Port Angeles Facilities Assessment (Facilities Manager Brian Phillips)

As follow up to an earlier presentation on NOLS' Capital Improvement Plan, Mr. Phillips discussed the current status of the Port Angeles Facilities Assessment.

6. Public comments: There were no public comments.

7. Financial reports: November 2015

The financial reports for November 2015 were accepted as presented.

8. Approval of vouchers: November 2015

Motion by Ms. Gordon to approve the November 2015 vouchers. Motion seconded by Mr. Streett.

Motion carried.

9. Financial reports: December 2015

The financial reports for December 2015 were accepted as presented.

10. Approval of vouchers: December 2015

*Motion by Mr. Urnes to approve the December 2015 vouchers. Motion seconded by Mr. Streett.
Motion carried.*

11. Unfinished business

U.1. Verbal report: Termination of Port Angeles building lease

Ms. Jakubcin confirmed that the Port Angeles City Council had approved termination of the lease at their January 19 meeting, and that staff were in the process of concluding the necessary paperwork.

12. New business

N.1. Approval of the 2016 Capital Budget

*Motion by Ms. Gordon to approve the 2016 Capital Budget. Motion seconded by Mr. Streett.
Motion carried.*

N.2. Approval of revision to Policy HR 12.2: Bereavement and Funeral Leave Policy

*Motion by Ms. Pelikan to approve revision of Policy HR 12.2. Motion seconded by Ms. Gordon.
Motion carried.*

N.3. Approval of revisions to policy 4.2: Fee Matrix

*Motion by Mr. Urnes to approve updates to Policy 4.2. Motion seconded by Mr. Streett.
Motion carried.*

N.4. Approval to close Libraries on Friday, April 22 for All Staff Training Day

*Motion by Ms. Gordon to approve closure of Libraries for ASTD event. Motion seconded by Ms. Pelikan.
Motion carried.*

N.5. Approval of Resolution 16-01-01: Authorizing Disposal of Surplus Equipment and Furnishings

*Motion by Ms. Gordon to approve Resolution 16-01-01. Motion seconded by Mr. Urnes.
Motion carried.*

N.6. Approval of Resolution 16-01-02: Designation of Signature Authority

*Motion by Ms. Pelikan to approve Resolution 16-01-02. Motion seconded by Mr. Streett.
Motion carried.*

N.7. Approval of Resolution 16-01-03: Designation of Authority to Access Safe Deposit Box

*Motion by Ms. Pelikan to approve Resolution 16-01-03. Motion seconded by Ms. Gordon.
Motion carried.*

N.8. Approval of Resolution 16-01-04: Declaration of Emergency

*Motion by Ms. Pelikan to approve Resolution 16-01-04. Motion seconded by Mr. Streett.
Motion carried.*

N.9. End-of year fiscal reconciliation.
No action required and none taken.

N.10. Confirm interim appointment of new Trustee to Policy and Sequim Expansion committees.
Appointment of Mr. Streett to the Policy and Sequim Expansion committees was confirmed by consensus.

13. Reports

R.1. Monthly statistics: November and December 2015
Accepted as presented.

R.2. Annual Statistics: 2015
A typo in the Forks Public Meeting data was noted and corrected. Accepted as corrected.

R.3. Monthly activity reports: November and December 2015
Accepted as presented.

R.4. Customer Comments: November - December 2015
Accepted as presented.

14. Public Comments

There were no 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
None were noted at this time.

18. Executive session to discuss labor relations

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

At 6:25pm, Ms. Copass announced that the Board would move into Executive Session to discuss two matters (1) labor relations and (2) the Director's performance evaluation, and that the sessions were expected to last approximately 45 minutes total.

The Board concluded the Executive Session 7:10pm. Ms. Copass announced that no action had been taken.

20. Action on executive sessions: Approval of Collective Bargaining Agreements

Motion by Ms. Pelikan to approve the Collective Bargaining Agreement with AFSCME Local no. 1919L General Employees Unit. Motion seconded by Ms. Gordon. Motion carried.

Motion by Ms. Gordon to approve the Collective Bargaining Agreement with AFSCME Local no. 1919M Management Employees Unit. Motion seconded by Mr. Urnes. Motion carried.

21. Action on executive sessions: Amendment to Library Director's employment contract
Motion by Mr. Urnes to approve amendment of the Library Director's employment contract to reflect a merit based salary increase of 5%, to be effective beginning February 1, 2016, in recognition of outstanding performance over the last 18 months. Motion seconded by Ms. Gordon. Motion carried.

22. Adjournment
Motion by Ms. Pelikan to adjourn meeting. Motion seconded by Ms. Gordon. Motion carried.

Meeting adjourned at 7:15pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary