



Board of Trustees Regular Meeting  
Thursday, May 26, 2016, 5:30pm  
Forks Branch Library  
Forks, WA

## MINUTES

1. Call to order, roll call and introductions

Board Chair Catharine Copass called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Robert Streett, Jennifer Pelikan, and Betty Gordon and Catharine Copass. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, West End Library Manager Theresa Tetreau. Visitors present: none.

2. Approval of agenda

*Motion by Ms. Pelikan to approve agenda as presented. Motion seconded by Mr. Streett.  
Motion carried.*

3. Approval of minutes for regular meeting of April 28, 2016

*Motion by Ms. Gordon to approve the minutes from the April 28, 2016 meeting. Motion seconded by Mr. Urnes.  
Motion carried.*

4. Communications. Ms. Jakubcin provided a "save the date" notification regarding the summer Art Blast at the Port Angeles Main Library, which is scheduled for July 15, 2016.

5. Presentation: West End Manager, Theresa Tetreau presented her annual year-in-review report regarding the Forks Library and related programs and services.

6. Public comments

There were no public comments.

7. Financial report: April 2016

The financial reports for April 2016 were accepted as presented.

8. Approval of vouchers: April 2016

*Motion by Ms. Pelikan to approve the January 2016 vouchers. Motion seconded by Ms. Gordon.  
Motion carried.*

9. Unfinished business

U.I. Assistant Director Noah Glaude provided a brief verbal update of the timeline for PA Main Library re-carpeting project indicating that the target date for the one day closure had moved to June 14.

## 10. New business

N.1. Approval of Resolution 16-05-08: Authorizing Disposal of Surplus Equipment and Furnishings  
*Motion by Mr. Streett to approve resolution 16-05-08. Motion seconded by Ms. Gordon. Motion carried.*

### N.2. Periodic review of Board Meeting Statement of Protocol document

Following review and discussion of the protocol document the Board proposed and passed the following motions.

*Motion by Ms. Gordon to approve the statement of protocol document as amended and to request that staff present this document to the Board for routine review, and possible revision, on a two year review cycle. Motion seconded by Mr. Streett. Motion carried. (Approved amendments are indicated in attached document).*

*Motion by Ms. Gordon to establish an ad hoc Public Communications Committee whose defined role is to facilitate review and response to correspondence sent to the Board from members of the public, and to add this committee to the Board committee list. Motion seconded by Ms. Pelikan. Motion carried.*

N.3. Approval of Resolution 16-05-09: Signature authority for safe deposit box  
*Motion by Ms. Pelikan to approve Resolution 16-05-09. Motion seconded by Mr. Urnes. Motion carried.*

### N.4. Information update regarding staffing reassignments

Library Director Margaret Jakubcin provided the Board with an informational update regarding staffing reassignments related to the recent promotion of Noah Glaude, to the position of Assistant Director, and described the recruitment which has just be initiated for an Operations Manager at the Main Library.

## 11. Reports

### R.1. Monthly statistics: April 2016

The monthly statistical report was accepted as presented.

### R.2. Monthly activity reports: April 2016

The monthly activity report was accepted as presented.

### R.3. Customer Comments: (None for April 2016)

## 12. Public Comments

There were no public comments.

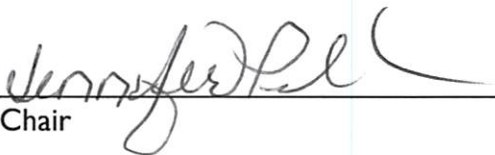
## 13. Trustee comments


*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 agendize a matter of business on a future agenda.*

14. Next meeting: 5:30pm, Thursday, June 23, 2016 at the Port Angeles Main Library
15. Agenda items for next meeting: Board elections and committee assignments; Revision to the Fees and Charges matrix. Ms. Copass and Mr. Streett noted that they would be unable to attend, but there being a quorum expected, the meeting will take place as scheduled.
16. Adjournment  
*There being no further business, the meeting was adjourned by Ms. Copass at 7:14 pm.*

**Attachments:** Revisions of Meeting Protocol Statement

**CERTIFIED AS TRUE AND CORRECT**

  
Chair

  
Board Secretary

**North Olympic Library System  
Library Board of Trustees**

Public Meeting Protocol – **DRAFT Revision May 2016** \_  
**Amendments approved at 05/26/16 meeting noted**

The purpose of NOLS Board meetings is to conduct the legitimate governance business of the Library in a manner consistent with RCW 27.12.210 and other applicable laws. The North Olympic Library System Board of Trustees is committed to conducting the Library's public business in a transparent, efficient and respectful manner, while allowing for ~~maximum~~ public involvement. The following meeting protocols have been established to facilitate these goals.

Communications:

Board members and staff share communications that are pertinent to the Board but that fall outside the matters on the current agenda.

Public Comments/Questions:

Members of the public may address comments and questions to the Board on matters that are not on the current agenda. Generally, speakers will be asked to limit their remarks to 3 minutes or less. Depending on the number of attendees who wish to speak, and the length of the Board's agenda, the Chairperson may impose a shorter time limit on speakers. The Board may elect to provide, or direct staff to provide, brief response or clarification to public comments. As a general rule the Board will not discuss or take action on matters raised during public comments if those matters are not already on the published agenda. The Board may direct staff to agendize, research, or provide additional information on such topics at future meetings. The Board may also choose to designate an ad hoc committee to make recommendations regarding the comment. Such direction will appropriately be made during Trustee Comments or Future Agenda Items.

Individual Agenda Items:

The Chair will ask staff to make ~~the a~~ presentation on the matter at hand. Trustees may ask for clarifications. Following the staff presentation, the Chair will determine if there are members of the audience who wish to speak on this particular matter. If so, the Chair will insure that all speakers are heard. Depending on the number of speakers and the length of the Board's agenda, the Chair may impose time limits on speakers. Once all members of the public have ~~made-directed~~ their comments and/or ~~asked~~ questions to the Board, the Chair announces that the matter is being brought back to the Board for discussion and action. At this point staff and public comment is concluded unless individuals are first recognized by the Chair. Staff may, however, request to speak in order to correct mis-information.

Disruptions/Civility:

The Chair has a responsibility to ensure that the legitimate governance business of the meeting is accomplished. The Chair therefore has the right and obligation to take actions necessary to diffuse or control disruptions to the meeting process. Appropriate actions may include, but are not limited to: stopping disruptions as soon as they occur; requesting that speakers use civil language and refrain from making personal attacks on staff or Trustees; requiring an individual engaging in disruptive behavior to desist or to leave the meeting; calling a recess; adjourning the meeting.

Exceptions:

Exceptions to these protocols may be made at the Chair's discretion, when it is determined that an alternative approach is in the best interest of conducting the Library's public business.

Executive Session:

Appropriate topics to be discussed in executive session are limited to matters of national security; sale or acquisition of real estate; consideration of complaints against a public officer or employee; evaluation of qualifications of candidates for public employment or evaluation of employee performance; to discuss litigation or potential litigation; to discuss labor contract negotiations and/or collective bargaining matters.

Action Minutes:

The established practice of the NOLS Board of Trustees is to generate and publish "action minutes" which denote the official actions of the Board. Trustee, staff, and public comments are briefly referenced in action minutes. Written documents presented to the Board by members of the public during meetings are not incorporated and published as part of the Board's official action minutes, but rather received and handled as communications to the Board.