



Board of Trustees Regular Meeting  
Thursday, June 23 2016, 5:30pm  
Port Angeles Main Library  
Port Angeles, WA

## MINUTES

### 1. Call to order, roll call and introductions

Board Vice Chair, Jennifer Pelikan, called the meeting to order at 5:30 pm. Trustees present: Jennifer Pelikan, Mark Urnes, and Betty Gordon. Library staff present: Director Margaret Jakubcin, Financial Operations Manager John DeFrancisco, Technical Services Manager Erin Shield. Visitors present: Mark Teater.

### 2. Approval of agenda.

The agenda was amended at Ms. Jakubcin's request to include an item N.5.: Approval of Resolution 16-06-09 Authorizing Disposal of Surplus Equipment.

*Motion by Ms. Gordon to approve agenda as amended.*

*Motion seconded by Mr. Urnes.*

*Motion carried.*

### 3. Approval of minutes for regular meeting of May 26, 2016

*Motion by Mr. Urnes to approve the minutes from the May 26, 2016 meeting.*

*Motion seconded by Ms. Gordon.*

*Motion carried.*

### 4. Communications. There were no communications.

### 5. Presentation: None.

### 6. Public comments.

Mr. Teater asked a question regarding Choose Privacy week, to which the Library Director provided a response. He also made comments about the Hoopla digital service and directed several questions to the Board. Ms. Gordon reminded Mr. Teater that the public comment periods provided in the Board meeting agenda are not intended as question and answer periods, and while the Board may choose to take public comments under advisement for future action, by established protocol they do not discuss, or take action on public comments made during the meeting.

### 7. Financial report: May 2016

The financial reports for May, 2016 were accepted as presented.

**8. Approval of vouchers: May 2016**

*Motion by Mr. Urnes to approve the January 2016 vouchers.*

*Motion seconded by Ms. Gordon.*

*Motion carried.*

**9. Unfinished business: None**

**10. New business**

**N.1. Election of Officers**

*Motion by Ms. Gordon to elect Jennifer Pelikan as Board Chair.*

*Motion seconded by Mr. Urnes.*

*Motion carried.*

*Motion by Jennifer Pelikan to elect Mark Urnes as Vice Chair.*

*Motion seconded by Ms. Gordon.*

*Motion carried.*

**New officers for 2016 – 2017 year: Chair, Jennifer Pelikan; Vice Chair, Mark Urnes.**

**N.2. Appointment of Committees**

Following discussion regarding current committee assignments and Trustee preferences, the following committee assignments were approved by consensus:

**Finance Committee: Jennifer Pelikan and Catherine Copass**

**Personnel Committee: Jennifer Pelikan and Mark Urnes**

**Policy Committee: Betty Gordon and Catherine Copass**

**Community Relations Committee: Mark Urnes (liaison to NOLF) and Robert Streett**

**Ad Hoc Taskforce for SQ project/liaison to CTSLE: Robert Streett and Betty Gordon**

**N.3. Bi-Annual review of Board Meeting Protocol Statement**

*Motion by Mr. Urnes to approve Board Meeting Protocol Statement.*

*Motion seconded by Ms. Gordon.*

*Motion carried.*

Ms. Gordon requested that the protocol statement be added to the information available on the Board and Administration page of the Library's webpage. The Director indicated that this would be done.

**N.4. Approval of revision to Policy 4.2: Fees and Charges matrix**

*Motion by Mr. Urnes to approve revision to Policy 4.2: Fees and Charges matrix.*

*Motion seconded by Ms. Gordon.*

*Motion carried.*

**N.5. Approval of Resolution 16-06-09 Authorizing Disposal of Surplus Equipment**  
*Motion by Ms. Gordon to approve Resolution 16-06-09.*  
*Motion seconded by Mr. Urnes.*  
*Motion carried*

**11. Reports**

**R.1. Monthly statistics: May 2016.**  
Accepted as presented.

**R.2. Monthly activity reports: May 2016.**  
Accepted as presented.

**R.3. Customer Comments: May 2016.**  
Accepted as presented.

**12. Public Comments.** Mr. Teater made additional comments regarding the Hoopla digital service and requested response to the questions sent to the Board earlier in the afternoon by email. The Chair replied that the email had been forwarded to the Library Director for response and the Director indicated that a reply containing the information requested had already been sent. The Chair also verbally provided the requested information.

**13. Trustee comments**

Ms. Pelikan shared a photo of the Through a Lens youth photography project, in which the Forks Library was identified by one of the young artists as one of the places in the community that “represent strength and resiliency in their neighborhoods.” She also noted that the Forks Forum had published a kudos and thank you to the Forks library for providing a practice space for the “Forkestra” (Forks Community Orchestra).

Mr. Urnes congratulated staff on successful completion of the recent Port Angeles remodel project.

**14. Next meeting: 5:30pm, Thursday, July 28, 2016 at the Port Angeles Main Library**

Ms. Gordon noted that she will be absent from the July meeting.

**15. Agenda items for next meeting.**

None were noted at this time.

**16. Adjournment.**

*There being no further business, the meeting was adjourned by Ms. Pelikan at 6:03pm.*

**CERTIFIED AS TRUE AND CORRECT**

  
Chair

  
Board Secretary

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