

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

## MINUTES

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Robert Streett, Jennifer Pelikan, and Catharine Copass. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Financial Operations Manager John DeFrancisco, Technical Services Manager Erin Shield. Visitors present: none.

2. Approval of agenda

*Motion by Ms. Copass to approve agenda as presented.  
Motion seconded by Mr. Urnes. Motion carried.*

3. Approval of minutes for regular meeting of June 23, 2016

*Motion by Mr. Urnes to approve the minutes from the June 23, 2016 meeting.  
Motion seconded by Ms. Copass. Motion carried.*

4. Communications: There were no communications.

5. Presentation:

Assistant Director Noah Glaude and Technical Services Manager Erin Shield, NOLS' Polaris System Administrators, provided the Board with an overview of the Polaris Integrated Library System used by NOLS.

6. Public comments. There were no public comments.

7. Financial reports: June 2016

The financial reports for June 2016 were accepted as presented.

8. Approval of vouchers: June 2016

*Motion by Ms. Copass to approve the June 2016 vouchers.  
Motion seconded by Mr. Streett. Motion carried.*

9. Unfinished business: There was no unfinished business.

10. New business

N.1. Presentation of Customer Service Standards Document.

No action was taken.

N.2. Approval of Policy 5.14: Public Records

*Motion by Mr. Urnes to approve Policy 5.14: Public Records.*

*Motion seconded by Ms. Copass. Motion carried.*

N.3. Approval of Resolution 16-07-10 regarding indexing of public records

*Motion by Mr. Streett to approve Resolution 16-07-10.*

*Motion seconded by Ms. Copass. Motion carried.*

N.4. Approval of revisions to Policy 4.2: Fees and Charges Schedule

*Motion by Ms. Copass to approve revisions to Policy 4.2: Fees and Charges Schedule.*

*Motion seconded by Mr. Urnes. Motion carried.*

N.5. Approval of Resolution 16-07-11: Designation of Signature Authority

*Motion by Mr. Streett to approve Resolution 16-07-11: Designation of Signature Authority.*

*Motion seconded by Mr. Urnes. Motion carried.*

N.6. October Staff Training Day (verbal report)

*Motion by Mr. Urnes to approve a library closure on October 24, 2016 for an in-service training day.*

*Motion seconded by Mr. Streett. Motion carried.*

11. Reports

R.1. Monthly statistics: June 2016.

Accepted as presented.

R.2. Corrected statistics: March 2016, April 2016, May 2016.

Accepted as presented.

R.3. Monthly activity reports: June 2016.

Accepted as presented.

R.4. Customer Comments: June-July 2016.

Accepted as presented.

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.*

Mr. Streett commented that he would be attending the Trustee Training provided by the State Library.

Ms. Copass commented favorably on the Reading Marathon, noting that her children had participated. She also mentioned that the recent outdoor adult games event was “a hoot.”

Mr. Urnes mentioned that the collaborative NOLS/NOLF “Art Blastapalooza” was a success.

14. Next meeting: 5:30pm, Thursday, August 25, 2016 at the Clallam Bay Branch Library.

15. Agenda items for next meeting: Clallam Bay Branch Annual Review.

16. Executive session on mid-year review of progress on Director’s workplan (no action expected).

*At 7:04pm the Chair announced that the Board would move to executive session for a mid-year review of progress on the Director’s annual workplan, and that the session was expected to last approximately 20 minutes. At 7:25 the Chair briefly reconvened to announce that executive session business had not yet concluded was expected to continue until 7:40pm.*


*At 7:40pm the Board concluded its executive session and returned to open session. The Chair announced that no action was taken in executive session.*

17. Adjournment

*There being no further business, the meeting was adjourned by Ms. Pelikan at 7:42pm.*

**CERTIFIED AS TRUE AND CORRECT**

  
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Chair

  
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Board Secretary