



Board of Trustees Regular Meeting
Thursday, October 27, 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 Betty Gordon, and Catharine Copass. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Financial Operations Manager John DeFrancisco, Library Manager Emily Sly, Outreach Customer Service Specialist Debbie Pridgen, Customer Service Specialist Paige Belfry. Visitors present: none.

2. Approval of agenda

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

3. Approval of minutes for regular meeting of September 22, 2016

*Motion by Ms. Gordon to approve the minutes from the September 22, 2016, 2016 meeting.
Motion seconded by Mr. Streett. Motion carried.*

4. Communications

Ms. Jakubcin noted that the 2014-2015 Audit had been satisfactorily concluded earlier in the week, and that the formal reports would be shared with the Board, and posted to the library web site, when received from the Auditor.

5. Presentation: Overview of Outreach to the Homebound Program: Emily Sly, Debbie Pridgen.

6. Public comments. There were no public comments.

7. Financial report: September 2016

The financial reports for September 2016 were accepted as presented.

8. Approval of vouchers: September 2016

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

9. Unfinished business. There was no unfinished business.

10. New business

N.1. Review and approval of updated Strategic Roadmap

*Motion by Ms. Copass to approve updates to NOLS' Strategic Roadmap.
Motion seconded by R. Streett. Motion carried.*

N.2. Review, discussion, and possible adoption of Policy 5.15: Fiscal Management

*Motion by Mr. Streett to adopt Policy 5.15: Fiscal Management. Motion seconded by Ms. Copass.
Motion carried.*

N.3. Public Hearing on the proposed 2017 budget

Director Jakubcin presented the draft-proposed 2017 budget. Approval of the budget was not required at this meeting: budget adoption will be sought at the November 22 Board meeting. Public input was invited: there was none.

Budget guidelines were presented for review and adoption.

*Motion by Ms. Gordon to approve the 2017 Budget Guidelines. Motion seconded by Mr. Urnes.
Motion carried.*

N.4. Approval to close on Tuesday, December 26, 2017 as alternate Christmas Day Holiday

*Motion by Ms. Copass to approve Library closure on December 26, 2017.
Motion seconded by Ms. Gordon. Motion carried.*

N.5. Approval of Resolution 16-10-13: Designation of Signature Authority.

*Motion by Ms. Gordon to approve Resolution 16-10-13: Designation of Signature Authority.
Motion seconded by Mr. Urnes. Motion carried.*

N.6. Approval of revisions to Policy 4.9: Public Use of Library Meeting Rooms

*Motion by Mr. Urnes to approve revisions to Policy 4.9: Public Use of Library Meeting Rooms.
Motion seconded by Ms. Copass. Motion carried.*

11. Reports

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| R.1. Monthly statistics: September 2016 | Accepted as presented. |
| R.2. Monthly activity reports: September 2016 | Accepted as presented. |
| R.3. Customer Comments: September-October 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 agendaize a matter of business on a future agenda.

Ms. Pelikan reminded the Board that in the event of inclement weather on a meeting night, she might be unable to attend in person due to road conditions, but would endeavor to teleconference if possible.

14. Next meeting: 5:30pm, **Tuesday**, November 22, 2016 at the Port Angeles Main Library

15. Agenda items for next meeting; Second Public Hearing on the 2017 Budget. Action to establish and rename Reserve accounts. Executive Session to discuss collective bargaining.

16. Executive session to discuss collective bargaining.

At 6:44pm the Chair announced that the Board would move into Executive session for approximately 60 minutes to discuss collective bargaining, and that the session was expected to conclude at approximately 7:45pm.

At 7:45pm the Chair announced that the Executive Session had concluded, and returned the Board to public session.

17. Action on executive session, if any.

The Chair announced that no action had been taken during Executive Session.

18. Adjournment.

There being no further business, the meeting was adjourned by Ms. Pelikan at 7:46pm.

CERTIFIED AS TRUE AND CORRECT


Chair


Board Secretary