



Board of Trustees Regular Meeting  
Thursday, November 22, 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 5:30pm. Trustees present: Mark Urnes, Robert Streett, Betty Gordon, Catharine Copass and Chair, Jennifer Pelikan.

Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Financial Operations Manager John DeFrancisco, Jina Felton, Kate Radigan, Garrett Fevinger, Shaina Rajala, Leslie Briggance, and Victoria Townsley.

Visitors present: AFSCME representative Aaron Cole, Marcus Rajala, and Brock Briggance.

### 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 October 27, 2016

*Motion by Ms. Gordon to approve the minutes from the October 27, 2016 meeting.  
Motion seconded by Mr. Streett. Motion carried.*

### 4. Communications.

Ms. Jakubcin shared a letter of thanks received from the League of Women Voters in connection with a recent series of debate programs.

### 5. Presentation: Art in the Library: Jina Felton, Kate Radigan

Ms. Felton and Ms. Radigan discussed the Art in the Library programs at the Port Angeles Main Library and the Sequim Branch.

### 6. Public comments

Mr. Aaron Cole introduced himself as the AFSCME representative and commented on the recent negotiations and on the dedication of NOLS employees.

Ms. Victoria Townsley spoke in her capacity as President of the General Union, expressing thanks

of behalf of the Union for the Board's willingness to approve a cost-of-living adjustment for 2017.

**7. Financial report: October 2016**

The financial reports for October 2016 were accepted as presented.

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

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

**9. Unfinished business**

U.1. Public Hearing: Review and adoption of proposed 2017 budget

*Motion by Ms. Gordon to adopt the 2017 budget as presented. Motion seconded by Mr. Street. Motion carried.*

U.2. Approval of Resolution 16-11-14 authorizing the library levy for 2017

*Motion by Ms. Copass to approve Resolution 16-11-14. Motion seconded by Mr. Street. Motion carried.*

U.3. Approval of Resolution 16-11-15 proving substantial levy need for 2017

*Motion by Ms. Gordon to approve Resolution 16-11-15. Motion seconded by Mr. Urnes. Motion carried.*

**10. New business**

N.1. Approval of Resolution 16-11-16 affirming account name changes in accordance with newly adopted Fiscal Management Policy, establishing the Capital Budget Account, and transferring funds to the Fiscal Emergency Reserve

*Motion by Mr. Urnes to approve Resolution 16-11-16. Motion seconded by Mr. Street. Motion carried.*

N.2. Discussion of process for January 2017 Library Director Evaluation (verbal)

A brief reminder was provided regarding the upcoming Director's evaluation. No action was taken.

N.3. Approval of revisions to Policy 4.2: Fees and Charges Schedule

*Motion by Ms. Copass to approve proposed revisions to Policy 4.2. Motion seconded by Ms. Gordon. Motion carried.*

N.4. Review and approval of proposed NOLS mission statement

*Motion by Ms. Copass to approve the NOLS mission statement as presented. Motion seconded by Ms. Gordon. Motion carried.*

**11. Reports**

R.1. Monthly statistics: October 2016

Accepted as presented.

R.2. Monthly activity reports: October 2016

Accepted as presented.

R.3. Preview of proposed changes to monthly and quarterly reporting format.

No action required or taken.

R.4. State Auditor Reports: Financial and Accountability Audit Reports for 2014-2015  
Accepted as presented.

**12. Public Comments.**

No further public comments were made.

**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 shared an anecdote regarding a recent conversation in which great appreciation was expressed for the Forks Library and staff. Ms. Gordon mentioned that she always recommends that visitors to the West End make sure to stop at the Forks Branch.

Ms. Copass asked whether the Community Profiles feature of Polaris has proven itself worth the cost. Assistant Director Noah Glaude clarified that the actual annual cost is minimal but noted that it has been difficult to interest community members in utilizing this resource. He noted that as part of an upcoming revamp of the web page access to NOLS' electronic resources the Community Profiles feature that provides links to local resources will be more fully promoted.

Ms. Pelikan posed a question about an apparent problem with automatic renewal notifications. Mr. Glaude explained the glitch and the expected solution.

**14. Next meeting: 5:30pm, Thursday, January 26, 2017 at the Port Angeles Main Library**

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

Items noted included approval of 2017 Capital Budget, preview of proposed adjustments to Financial Reporting format; submission of End-of-Year fiscal reconciliation report and approval of fund transfers.

**16. Executive session to discuss collective bargaining.**

At 6:30pm Ms. Pelikan announced that the Board would move to executive session to discuss collective bargaining, and that the session was expected to last approximately 20 minutes.

At 6:52pm Ms. Pelikan announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

**17. Approval of collective bargaining agreements.**

*Motion by Ms. Gordon to approve Memorandums of Understanding with AFSCME Local no. 1919L General Employees Unit and AFSCME Local no. 1919M Management Employees Unit, updating the current Collective Bargaining Agreements for the year 2017. It was noted that while the negotiated provisions of the MOU had received tentative agreement by all parties, the full General Union membership had not completed voting and that therefore Board approval was provisional on completion of voting process. (General Union*

subsequently voted to accept the agreement as proposed).  
Motion seconded by Ms. Copass. Motion carried.

18. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:54pm.

**CERTIFIED AS TRUE AND CORRECT**



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Chair



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Board Secretary