

Board of Trustees Regular Meeting
Thursday, January 25, 2017, 5:30pm
Port Angeles Main Library
Port Angeles, WA

MINUTES

1. Call to order, roll call and introductions

Vice Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Robert Streett, Betty Gordon, and Catharine Copass. Chair Jennifer Pelikan attended by telephone. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Administrative Operations Assistants Shaina Rajala and Shannon Curry. Visitors present: Tom O'Donnell, Port Angeles Friends of the Library president.

2. Approval of agenda

*Two additions to the agenda were noted (N.7 and R.7). Motion by Ms. Copass to approve agenda as amended. Motion seconded by Mr. Streett.
Motion carried.*

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

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

4. Communications

Ms. Jakubcin shared a thank you letter received from the Lions Club, and noted that the 2017 levy certification figures had just been received from the Clallam County Assessor.

5. Presentation: Overview of Administrative Operations Department (Administrative Staff)

6. Public comments

Mr. O'Donnell introduced himself and commented that (1) the first quarterly donation from PAFOL to NOLS had just been made, (2) that PAFOL's grant funded Books for Teachers program is going strong and made over 7000 books available to local teachers last year, and (3) PAFOL has changed their regular meeting date to second Thursdays (at 10am).

7. Financial report: November and December 2016

The financial reports for November and December were accepted as presented.

8. Approval of vouchers: November and December 2016
Motion by Ms. Gordon to approve the November 2016 vouchers. Motion seconded by Ms. Copass. Motion carried.
Motion by Ms. Copass to approve the December 2016 vouchers. Motion seconded by Mr. Streett. Motion carried.
9. Unfinished business
None.
10. New business
 - N.1. Approval of the 2017 Capital Budget
Motion by Ms. Gordon to adopt the 2017 Capital Budget as presented. Motion seconded by Ms. Copass. Motion carried.
 - N.2. End-of-year/Start of year fiscal reconciliation
Ms. Jakubcin commented on the end of year fiscal reconciliation calculations.
 - N.3. Approval of Resolution 17-01-01: Authorizing staff to transfer funds
Motion by Mr. Streett to approve Resolution 17-01-01. Motion seconded by Ms. Gordon. Motion carried.
 - N.4. Approval of Resolution 17-01-02: Authorizing Disposal of Surplus Equipment and Furnishings
Motion by Mr. Streett to approve Resolution 17-01-02. Motion seconded by Ms. Copass. Motion carried.
 - N.5. Approval to close Libraries for 2017 All Staff Training Days
Motion by Ms. Gordon to approve closure of all NOLS libraries on April 28, 2017 and October 19, 2017 for All Staff Training Days. Motion seconded by Mr. Streett. Motion carried.
 - N.6. Tentative: Granting sidewalk and temporary construction easement to the City of Forks
Item N.6. was carried forward for action at the February meeting.
 - N.7. Approval to temporarily adjust Forks Branch open hours in response to emergency staffing shortage.
Ms. Jakubcin provided a verbal report on the situation. Following discussion, there was a motion by Ms. Copass to temporarily eliminate Forks hours of operation from 6pm to 7pm on Monday, Tuesday, Wednesday and Thursday, effective February 1, 2017 in response to the emergency staffing shortage, such hours adjustment to be ended as soon as reasonably possible. Motion seconded by Mr. Streett. Motion carried.
12. Reports
 - R.1. Monthly statistics: November and December, 2016
Accepted as presented.
 - R.2. Annual Statistics 2016
Accepted as presented.
 - R.3. Monthly activity reports: November and December, 2016

Accepted as presented.

R.4. Customer Comments: November and December, 2016
No action required and none taken.

R.5. Preview of Changes to Financial Report Form in 2017
No action required and none taken.

R.6. Preview of Changes to 2017 Statistical Report format (verbal report)
Ms. Gordon requested that the colors used for the bar charts be more distinctive from each other.
No action required and none taken.

R.7. Director briefing on trending topics in public libraries.
No action required and none taken.

13. Public Comments. None.

14. 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 congratulated Ms. Gordon on her recent re-appointment for a second term on the NOLS Board.

Mr. Urnes gave a brief report on a recent NOLF meeting.

Ms. Gordon expressed appreciation for NOLS' intent to address information literacy needs of the community.

15. Next meeting: 5:30pm, Thursday, February 23, 2017 at the Port Angeles Main Library

16. Agenda items for next meeting

Mr. Urnes noted that the agenda will include the following items: Presentation of draft Technology Plan, approval of Forks sidewalk easement, approval of updated HR policies. Also presentation of 2016 annual report and 2017 budget document.

17. Executive session to discuss the Library Director's performance evaluation.

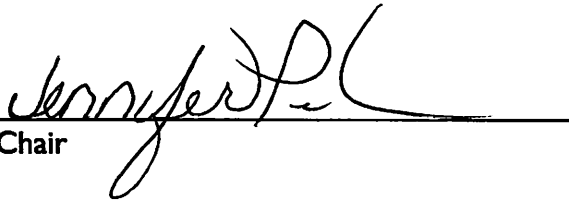
At 6:55pm Mr. Urnes announced that the Board would move to executive session for the purpose of discussing the Library Director's annual performance evaluation. He stated that the session was expected to last approximately 45 minutes and conclude by 7:40pm.

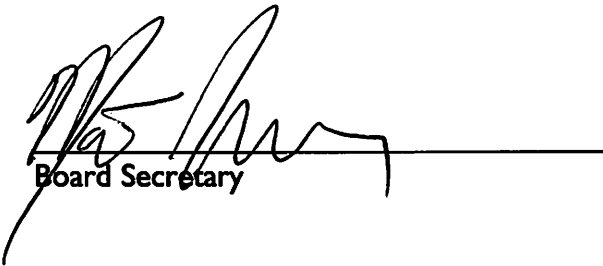
At 7:30pm Mr. Urnes returned the Board to open session, stating that no action had been taken during the executive session.

18. Adjournment.

There being no further business, the meeting was adjourned by Mr. Urnes at 7:30pm

CERTIFIED AS TRUE AND CORRECT


Chair


Board Secretary