

Board of Trustees Regular Meeting  
Thursday, February 23, 2017, 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, Betty Gordon, and Catharine Copass. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Financial Operations Manager John DeFrancisco, PA Library Manager Jina Felton. Visitors present: Marsha Quesnel, Port Angeles Friends of the Library.

### 2. Approval of agenda

The agenda was amended to reflect that there would be no presentation (item 5 was deleted).

*Motion by Ms. Copass to approve agenda as amended. Motion seconded by Mr. Streett.  
Motion carried.*

### 3. Approval of minutes for regular meeting of January 26, 2017

*Motion by Ms. Gordon to approve the minutes from the January 26, 2017 meeting. Motion seconded by Mr. Urnes. Motion carried.*

### 4. Communications

There were no communications.

### 5. Presentation: None.

### 6. Public comments: None.

### 7. Financial report: January 2017

The financial reports for January 2017 were accepted as presented.

### 8. Approval of vouchers: January 2017

*Motion by Ms. Gordon to approve the January 2017 vouchers. Motion seconded by Mr. Urnes.  
Motion carried.*

9. Unfinished business

U.1. Approval of Resolution 17-02-03: Granting sidewalk easement and temporary construction permit to the City of Forks

*Motion by Mr. Streett to approve Resolution 17-02-03: Granting sidewalk easement and temporary construction permit to the City of Forks. Motion seconded by Ms. Copass. Motion carried.*

10. New business

N.1. Approval of revisions and updates to HR Policy Manual

*Motion by Ms. Gordon to approve revisions to HR policies as fully described in the table, dated 2/23/2017, (attached to these minutes, and thereby incorporated herein). Motion seconded by Mr. Urnes. Motion carried.*

12. Reports

R.1. Monthly statistics: January 2017 –

Two typos were noted and corrected (columns headed 2016 were corrected to read 2017).

R.2. Monthly activity report: January 2017.

Accepted as presented.

R.3. Customer Comments:

None

R.4. 2016 Annual Report.

Accepted as presented.

R.5. 2017 Budget Glance.

Accepted as presented.

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 agendize a matter of business on a future agenda.*

Mr. Urnes mentioned that he had attended a NOLF Board meeting earlier in the afternoon, and that NOLF plans for their September FUNraiser were underway.

Ms. Pelikan asked about the status of the West End vehicle purchase. Ms. Jakubcin replied that it had been ordered, but that delivery was not expected until June.

Ms. Copass mentioned that she and her family had participated in the “Book Match” service and found it quite fun.

Mr. Streett asked about the “Opto” display shelving recently acquired for the Sequim Branch. Ms. Jakubcin provided some information about these mobile shelving systems.


15. Next meeting: 5:30pm, Thursday, March 23, 2017 at the Sequim Branch Library

16. Agenda items for next meeting.  
None were noted.

17. Adjournment.

There being no further business, the meeting was adjourned by the Chair at 5:57pm.

**CERTIFIED AS TRUE AND CORRECT**

  
Chair

  
Board Secretary

## Table of Proposed HR Policy Revisions – presented to Board 02/23/2017

1. The following policies require minor, non-substantive updating of language describing policy administration. (not attached)

<b>Section 1</b>	<b>Introduction</b>
1.1	Welcome Statement
1.3	Scope of Policy Manual and Authority Revisions
1.4	Glossary of Terms
<b>Section 2</b>	<b>Employee Selection</b>
2.2	Equal Employment Opportunity
<b>Section 3</b>	<b>General Employment Practices</b>
3.3	Employee Use of Bulletin Boards
3.4	Layoff and Reinstatement
3.5	Leaving the Library
3.9	Employment Verification
<b>Section 4</b>	<b>Discrimination and Harassment</b>
4.2	Disability, Serious Illness, Accommodation
<b>Section 6</b>	<b>Classification</b>
6.1	Classification of Employees
6.2	Working out of Class
6.3	Voluntary Classification Reduction
<b>Section 7</b>	<b>Compensation</b>
7.4	Payroll Records
7.6	Reimbursement for Local Travel
<b>Section 10</b>	<b>Hours and Attendance</b>
10.1	Attendance and Punctuality
<b>Section 11</b>	<b>Training and Professional Development</b>
11.1	Membership in Prof Orgs, Conference Attendance
<b>Section 12</b>	<b>Employee Absences and Leaves</b>
12.3	Court-related Leave
12.4	Domestic Violence Leave

12.5	Donated Sick Leave
12.6	FMLA, FLA, FCA
12.9	Leave of Absence w/out pay
12.13	Return to Work
<b>Section 13</b>	<b>Employee Benefits</b>
13.3	Disability Benefits and Workers Comp
13.5	Employee Assistance Program
13.8	Retirement Benefits
<b>Section 14</b>	<b>Safety and Health</b>
14.1	Accident Prevention and Safety
14.5	Use of Prescribed Drugs

**2. The following policies require revisions as indicated. (Attached).**

7.10	Compensation Plan	removes misleading reference to "annual" COLA
7.5	Compensation for Work Related Travel Expenses	Increases per diem from 75% to 100% (using state rates)
8.5	Limits to Personal Business on Duty	clarifies language regarding computers to include other digital devices and resources
10.3	Flex time	clarifies standing practice of allowing use of flex within same payperiod (rather than week)
11.4	All-Staff Training Day	Updates Title and references OAT
12.8	Holidays and Holiday Compensation	Updates religious holiday language to reflect recent changes to state law - no substantive effect on NOLS staff as NOLS already provided holiday leave for reason of faith or conscience
12.11	Personal Days	updates to reflect 2015 negotiated increases and language change from "Personal Days" to "Personal Leave"
12.15	Vacation Leave	allows LD to authorize partial payout of VL under specific circumstances
14.4	Drug and Alcohol Use	updates to accurately define legal status of marijuana (ie no longer a "Controlled substance" but use still prohibited OTJ)

**3. The following policies are new. (Attached)**

12.16	Management Leave	<i>new policy to reflect 2014 negotiations</i>
13.9	Cell Phone Reimbursement Allowance	<i>new policy to reflect 2014 negotiations</i>