



Board of Trustees Regular Meeting
Thursday, June 22, 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 5:30pm. Trustees present: Mark Urnes, Robert Streett, Jennifer Pelikan, and Catharine Copass. Betty Gordon was unable to attend and was excused. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Financial Operations Manager John DeFrancisco, Customer Service Specialist Cheryl Martin. There were no visitors present.

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 May 25, 2017

Motion by Mr. Streett to approve the minutes from the May 25, 2017 meeting. Motion seconded by Mr. Urnes. Motion carried.

4. Communications. *There were no communications.*

5. Presentation: Interlibrary Loan Program – Cheryl Martin, Customer Service Specialist 3

6. Public comments. *There were no public comments.*

7. Financial report: May 2017

The financial reports for May 2017 were accepted as presented.

8. Approval of vouchers: May 2017

Motion by Ms. Copass to approve the May 2017 vouchers, numbered #541 through #692, in the amount of \$339,964.31. Motion seconded by Mr. Urnes. Motion carried.

9. Unfinished business

None.

10. New business

N.I. Election of Officers

Motion by Jennifer Pelikan to elect Mr. Urnes to serve as Chair for the coming year. Motion seconded by Ms. Copass. Motion carried.

Motion by Ms. Copass to elect Mr. Street to serve as Vice Chair for the coming year. Motion seconded by Ms. Pelikan. Motion carried.

N.2. Appointment of Committees

Following discussion regarding current committee assignments and Trustee preferences, the following committee assignments were approved by consensus:

Finance Committee: Robert Street and Betty Gordon

Personnel Committee: Jennifer Pelikan and Mark Urnes

Policy Committee: Catherine Copass and Jennifer Pelikan

Community Relations Committee: Mark Urnes (liaison to NOLF) and Jennifer Pelikan (WE)

Ad Hoc SQ project liaisons: Robert Streett and Betty Gordon

12. Reports

R.1. Monthly statistics: May 2017 *Accepted as presented.*

R.2. Monthly activity reports: May 2017 *Accepted as presented.*

R.3. Customer Comments: May/June 2017 *Accepted as presented.*

13. Public Comments *There were no public comments.*

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.

15. Next meeting: 5:30pm, Thursday, July 27, 2017 at the Clallam Bay Branch Library

16. Agenda items for next meeting: Presentation-West End Branches Annual Report

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

At 6:30pm Ms. Pelikan announced that the Board would now move to executive session for the purposed of conducting a mid-year review of progress on the Director's workplan. She stated that the executive session was expected to last approximately 15 minutes.

18. Action on executive session, if any.

At 6:50pm, the Chair returned the Board to open session, stating that no action had been taken during executive session.

19. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:50pm

CERTIFIED AS TRUE AND CORRECT



Chair



Board Secretary