



Board of Trustees Regular Meeting  
Thursday, August 24 2017, 5:30pm  
Clallam Bay Branch Library  
Clallam Bay, WA

## MINUTES

### 1. Call to order, roll call and introductions

Board Chair Mark Urnes called the meeting to order at 5:30 pm. Trustees present: Mark Urnes, Jennifer Pelikan, and Betty Gordon, and Elaine Fredrickson. Catharine Copass was unable to attend and was excused. Library staff present: Library Director Margaret Jakubcin, West End Manager Theresa Tetreau, West End Customer Services Specialist Jennifer Doherty. Visitors present: Karolyn Burdick, CB Friends of the Library.

### 2. Approval of agenda

*Ms. Jakubcin noted addition to the agenda of item N.2. Appointment of a Vice Chair.  
Motion by Ms. Pelikan to approve agenda as amended.  
Motion seconded by Ms. Gordon. Motion carried.*

### 3. Approval of minutes for regular meeting of July 27, 2017

*Motion by Ms. Pelikan to approve the minutes from the July 27, 2017 meeting.  
Motion seconded by Ms. Gordon. Motion carried.*

### 4. Communications. None.

### 5. Presentation: West End Branches - Annual Report

Jennifer Doherty, Customer Services Specialist 3; Theresa Tetreau, West End Manager

### 6. Public comments

CB Friends President, Karolyn Burdick commented on an observation made during the presentation by Ms. Doherty, agreeing that travel distances on the West End can be a real barrier to library use by children. Ms. Burdick also updated the Board regarding CB FOL fundraising efforts and challenges.

### 7. Financial reports:

Revision to June 2017 Staff Report


The minor correction of a typo in the staff report for the June financials was noted.

July 2017 Financial report


The financial reports for July were accepted as presented.

8. Approval of vouchers: July 2017  
*Motion by Ms. Gordon to approve the July 2017 vouchers, numbered #822 through #936, in the amount of \$339,886.48. Motion seconded by Ms. Pelikan.  
Motion carried.*
9. Unfinished business  
*None.*
10. New business
  - N.1. Approval for 2017 Food for Fines program  
*Motion by Ms. Pelikan to approve a 2017 Food for Fines fine amnesty program, to take place September 15 through September 30, 2017. Motion seconded by Ms. Gordon. Motion carried.*
  - N.2. Appointment of Vice Chair  
*Ms. Pelikan volunteered to assume the currently vacant Vice Chair position. Ms. Gordon seconded the nomination. Motion carried.*
11. Reports
  - R.1. Monthly statistics: July 2017 *Accepted as presented.*
  - R.2. Monthly activity reports: July 2017 *Accepted as presented.*
  - R.3. Customer Comments: *None*
  - R.4. Status report on Sequim RFQ  
*Ms. Jakubcin provided a verbal update on the status of RFQ issued in connection with the Sequim Branch expansion project, noting that the selection committee had reviewed and rated the proposals received and that she was currently in the process of speaking to the references provided. Potential scheduling of a special meeting to approve actions on this matter was discussed. No action was required or taken.*
12. 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 agendize a matter of business on a future agenda.*  
  
*Ms. Fredrickson was welcomed to the Board, and thanked for her willingness to step in to fill the sudden vacancy resulting from Mr. Streett's recent death.*
14. Next meeting: 5:30pm, Thursday, September 28, 2017 at the Sequim Branch Library
15. Agenda items for next meeting
16. Adjournment  
*There being no further business, the meeting was adjourned by Mr. Urness at 6:15pm.*

**CERTIFIED AS TRUE AND CORRECT**

  
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Chair

  
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Board Secretary