



**Board of Trustees Regular Meeting**  
**Thursday, September 28, 2017, 5:30pm**  
**Sequim Branch Library**  
**Sequim, 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, Betty Gordon, Catharine Copass. Elaine Fredrickson was unable to attend and was excused. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Sequim Branch Manager Emily Sly. Visitors present: Port Angeles Friends of the Library Board Member Jean Hays.
- 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 August 24, 2017**  
*Motion by Ms. Gordon to approve the minutes from the August 24, 2017 meeting.*  
*Motion seconded by Ms. Pelikan. Motion carried.*
- 4. Communications.**  
None.
- 5. Presentation: "Presenting NOLS" - Noah Glaude, Assistant Library Director**
- 6. Public comments**  
Port Angeles Friends of the Library (PAFOL) Board Member Jean Hays commented that the PAFOL Board has moved its meetings to the second Tuesday of each month. The meetings were previously held on the second Thursday of each month.
- 7. Financial report: August 2017**  
The financial reports for August were accepted as presented.
- 8. Approval of vouchers: August 2017**  
*Motion by Ms. Pelikan to approve the August 2017 vouchers, numbered #937 through #1076, in the amount of \$346,690.13. Motion seconded by Ms. Copass.*  
*Motion carried.*
- 9. Unfinished Business.**  
None.
- 10. New business**

**N.1. Approving contract with SHKS Architects for Sequim Conceptual Design**

*Motion by Ms. Pelikan to authorize the Library Director to execute a contract with SHKS Architects of Seattle, to conduct conceptual planning and schematic design activities in support of the Sequim Branch Library expansion project, as described in the contract cost summary in the staff report, and the attached scope of work document. Motion seconded by Ms. Gordon. Motion carried.*

**11. Reports**

**R.1. Monthly statistics: August 2017**

Accepted as presented.

**R.2. Monthly activity reports: August 2017**

Accepted as presented.

**R.3. Status report on Sequim expansion project – verbal report**

Ms. Jakubcin provided a verbal update on the next steps for the Sequim Branch expansion project once a contract is signed with SHKS Architects. A first step will be community engagement meetings and meetings with staff in November. Mr. Urnes will join Ms. Gordon as a Board representative at meetings related to the expansion project. No action was required or taken.

**12. Public Comments.**

None.

**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.*

Mr. Urnes commented that the Director's evaluation will be moved from January 2018 to November 2017, to allow Trustees whose term ends on December 31 to participate. Ms. Pelikan commented that she appreciates the clean and easy to understand financial reports Financial Operations Manager John DeFrancisco prepares for the Board packet.

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

**15. Agenda items for next meeting: First Public Hearing on the 2018 Budget; approval of updates to Fines and Fees schedule; PA Library presentation.**

**16. Executive session to discuss Collective Bargaining. No action expected.**


At 6:15pm Mr. Urnes announced that the Board would move to executive session to discuss collective bargaining, and that the session was expected to last approximately 10 minutes.

At 6:20pm Mr. Urnes announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

**17. Adjournment**

There being no further business, the meeting was adjourned by Mr. Urnes at 6:21pm.

**CERTIFIED AS TRUE AND CORRECT**

A handwritten signature in red ink, appearing to read "Mark Jones", written over a horizontal line.

Chair

A handwritten signature in blue ink, appearing to read "D. H. [unclear]", written over a horizontal line.

Board Secretary