

Board of Trustees Regular Meeting
Thursday, December 28, 2017, 5:30pm
Port Angeles Main Library
Port Angeles, 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, and Elaine Fredrickson. Catharine Copass was excused. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude. Visitors present: None.

2. Approval of agenda

*Motion by Ms. Pelikan to approve agenda as presented. Motion seconded by Ms. Gordon.
Motion carried.*

3. Approval of minutes for regular meeting of November 21, 2017

*Motion by Ms. Gordon to approve the minutes from the November 21, 2017 meeting.
Motion seconded by Ms. Fredrickson. Motion carried.*

4. Communications None

5. Presentation: None

6. Public comments None

7. Financial report: November 2017

The financial reports for November 2017 were accepted as presented.

8. Approval of vouchers: November 2017

Motion by Ms. Pelikan to approve the November 2017 vouchers, numbered #1355 through #1486, in the amount of \$335,838.57. Motion seconded by Ms. Fredrickson. Motion carried.

9. Unfinished business

None.

10. New business

None.

11. Reports

R.1. Monthly statistics: November 2017 Accepted as presented.

R.2. Monthly activity reports: November 2017 Accepted as presented.

R.3. Customer Comments: None.

R.4. Update on Sequim Library Expansion Project (verbal report)

Ms. Jakubcin provided a verbal update on recent activities related to this project.

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 agendaize a matter of business on a future agenda.

14. Next meeting:

The customary 4th Thursday date in January conflicts with a professional meeting that the Library Director must attend. Since the collective bargaining agreement with the GEU is still pending, and Director participation in discussion of this matter may be required at the January meeting, Ms. Jakubcin requested that the meeting date be rescheduled. After discussion, the Board proposed a tentative alternate date for the regular January meeting of Tuesday, January 23. The Director will check availability with the new incoming Trustee, and confirm the date by email.

15. Agenda items for next meeting: The following items were noted:

- Review and Approval of 2018 Capital Budget;
- 2017 Financial Reconciliations;
- Authorization to transfer funds from/to Reserve accounts;
- Approval of 2018 holiday closures;
- Policy revisions (tentative).

16. Executive sessions to discuss Collective Bargaining and to complete Director's performance review.

At 5:45pm Mr. Urnes announced that the Board would move to executive session to discuss collective bargaining, and immediately following that executive session would enter another executive session to complete the Library Director's performance review. He stated that the Board expected to be in executive session for approximately 20 minutes.

At 6:05pm Mr. Urnes announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

17. Action on executive sessions, if any.

Motion by Ms. Pelikan to approve the Collective Bargaining Agreement between NOLS and the Management Employees Unit, AFSCME Local No. 1619M, to be effective January 1, 2018 through December 31, 2019. Motion seconded by Ms. Gordon. Motion carried.

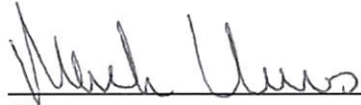
Motion by Ms. Gordon to amend the Library Director's employment contract to reflect a merit based salary increase of 6% to be effective beginning January 1, 2018, in recognition of outstanding performance over the last two years. The Chair noted for the record that the Director is not eligible to receive the routine salary adjustments available to other NOLS employees, such as annual step increases, cost of living adjustments, longevity pay benefits, or overtime compensation.

Motion seconded by Ms. Fredrickson. Motion carried.


18. Adjournment.

There being no further business, the meeting was adjourned by the Chair at 6:08pm.

CERTIFIED AS TRUE AND CORRECT



Chair



Board Secretary