



Board of Trustees Regular Meeting  
Thursday, February 22, 2018, 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, Clea Rome, and Elaine Fredrickson. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Sequim Branch Manager Emily Sly. Visitors present: Robert Baer, Suzi Ure, Mike Dashielle.

### 2. Approval of agenda

*Agenda was amended to include informational items N.5. and R.3. Motion by Ms. Pelikan to approve agenda as amended. Motion seconded by Ms. Gordon. Motion carried.*

### 3. Approval of minutes for regular meeting of January 23, 2018

*Motion by Ms. Fredrickson to approve the minutes from the January 23, 2018 meeting. Motion seconded by Ms. Gordon. Motion carried.*

### 4. Communications **None**

### 5. Presentation **None**

### 6. Public comments **None**

### 7. Financial report: January 2018

*The financial reports for January 2018 were accepted as presented.*

### 8. Approval of vouchers: January 2018

*Motion by Ms. Gordon to approve the January 2018 vouchers, numbered #1 through #142, in the amount of \$373,098.74. Motion seconded by Ms. Pelikan. Motion carried.*

### 9. Unfinished business **None**

### 10. New business

#### N.1. Discussion/decision regarding construction approach for Sequim Expansion Project

*Following presentation by the Library Director, review of the information provided in the staff report, and discussion by the Board, public comments were invited. There being no public comments, discussion was returned to the Board, and the following motion was made.*

*Motion by Ms. Gordon that the Board direct staff to work with SHKS Architects to conclude conceptual planning activities for construction option 2. Motion seconded by Ms. Pelikan. Motion passed unanimously.*

#### N.2. Approval of revisions to Policy 5.15: Fiscal Management

Motion by Ms. Pelikan to approve revisions to Policy 5.15 as presented. Motion seconded by Ms. Rome. Motion carried.

N.3. Approval to close Libraries for 2018 All Staff Training Days

Motion by Ms. Gordon to approve closure of NOLS libraries for staff training days on April 19, 2018 and September 13, 2018. Motion seconded by Ms. Fredrickson. Motion carried.

N.4. Approval of Resolution 18-02-02 Designating Signature Authorities

Motion by Ms. Rome to approve Resolution 18-02-02 Designating Signature Authorities. Motion seconded by Ms. Gordon. Motion carried.

N.5. Informational report regarding movement of Port Angeles Capital Reserve funds.

Ms. Jakubcin provided an informational reminder regarding an upcoming internal adjustment of PACR funds from CD investment to the liquid fund, to support previously approved 2018 capital budget expenditures. No action was required or taken.

11. Reports

R.1. Monthly statistics: January 2018

Accepted as presented.

R.2. Monthly activity reports: January 2018

Accepted as presented.

R.3. Final Draft/preview copies of 2017 Annual Report and 2018 Budget Glance

Accepted as presented.

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.

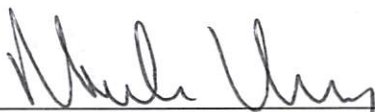
14. Next meeting: 5:30pm, Thursday, March 22, 2018 at the Port Angeles Main Library

15. Agenda items for next meeting: None were noted.

16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 6:10pm

**CERTIFIED AS TRUE AND CORRECT**



Chair



Board Secretary