

Board of Trustees Regular Meeting  
Thursday, June 28, 2018, 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, Betty Gordon, Clea Rome, and Suzi Ure. Library staff present: Director Margaret Jakubcin, West End Manager Theresa Tetreau. Visitors present: Karolyn Burdick (CBFOL), Becky Pettigrew (Clallam County Auditor's office).

### 2. Approval of agenda

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

### 3. Approval of minutes for regular meeting of May 24, 2018

*Motion by Ms. Gordon to approve the minutes from the May 24, 2018 meeting. Motion seconded by Ms. Rome. Motion carried.*

### 4. Communications

### 5. Presentation: West End Update – Theresa Tetreau, Library Manager

### 6. Public comments

### 7. Financial report: May 2018

The financial reports for May 2018 were accepted as presented.

### 8. Approval of vouchers: May 2018

*Motion by Ms. Gordon to approve the May 2018 vouchers, numbered #547 through #678, in the amount of \$318,289.01. Motion seconded by Ms. Pelikan. Motion carried.*

### 9. Unfinished business      None

### 10. New business

#### N.I. Election of Officers

*Motion by Ms. Rome to re-elect Mr. Urnes to serve as Chair for the coming year. Motion seconded by Ms. Gordon. Motion carried.*

*Motion by Mr. Urnes to elect Ms. Gordon 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:

- Personnel Committee: Mark Urnes and Suzi Ure
- Finance Committee: Betty Gordon and Mark Urnes
- Policy Committee: Clea Rome and Jennifer Pelikan
- Community Relations Committee: Jennifer Pelikan and Clea Rome (liaison to NOLF)
- Ad Hoc SQ project liaisons: Betty Gordon and Suzi Ure

N.3. Approval of Clallam Bay Ballot Box Use Agreement

*Motion by Ms. Rome to approve the Clallam Bay Ballot Box Use Agreement with Clallam County. Motion seconded by Ms. Ure. Motion carried.*

N.4. Review of Campaign Season Guidelines (informational – no action required or taken)

11. Reports

- R.1. Monthly statistics: May 2018 Accepted as presented.
- R.2. Monthly activity reports: May 2018 Accepted as presented.
- R.3. Customer Comments: April- May 2018 Accepted as presented.
- R.4. Highlight Log: April-May 2018 Accepted as presented.
- R.5. Sequim Future Library Project Report (verbal update – no action required or taken)

12. Public Comments

Ms. Burdick mentioned that the Clallam Bay Fun Day had taken place on July 14, and that the CBFOL appreciated NOLS facilitating the FOL book sale in the Library meeting room by adjusting branch hours to be open on Saturday.

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.*

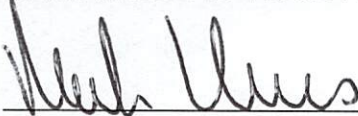
14. Next meeting: 5:30pm, Thursday, July 26, 2018 at the Port Angeles Main Library

15. Agenda items for next meeting. None noted at this time.

16. Adjournment

There being no further business, the meeting was adjourned by Mr. Urnes at 6:27pm.

**CERTIFIED AS TRUE AND CORRECT**



Chair



Board Secretary