

Board of Trustees Regular Meeting  
Thursday, August 26, 2021 5:30pm  
Zoom Video Conference

## MINUTES

### **PANDEMIC RESPONSE**

Governor Inslee issued Proclamation [20-28.15](#) on January 19, 2021, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

In accordance with Proclamation 20-28.15, Trustees and Staff will participate remotely by teleconference. Members of the public may participate by phoning or linking in, using the instructions available prior to the meeting at [www.nols.org/board-administration/](http://www.nols.org/board-administration/).

1. Call to order, roll call and introductions  
Board Chair Mark Urnes called the meeting to order at 5:33 pm. Trustees present: Mark Urnes, Jennifer Pelikan, Betty Gordon, and Ian Miller. Library staff present: Executive Director Noah Glaude and HR & Business Manager Shaina Rajala.
2. Approval of agenda  
*Motion by Mr. Gordon to approve agenda as presented. Motion seconded by Ms. Pelikan. Motion carried.*
3. Approval of minutes for regular meeting of June 24, 2021  
*Motion by Ms. Gordon to approve the minutes from the June 24, 2021 meeting. Motion seconded by Mr. Miller. Motion carried.*
4. Communications  
Clallam County notified NOLS of a multi-year timber revenue miscalculation resulting in approximately \$25,000 of overpayments to NOLS. These overpayments will be corrected and will be deducted from the timber revenue owed to NOLS in 2021. The budgetary impact to NOLS is not significant, as NOLS does not allocate the current year's timber revenue to a formal budget until the following year.
5. Presentation: None
6. Public Comments
7. Financial reports: June 2021 and July 2021  
The financial reports for June 2021 were accepted as presented.  
The financial reports for July 2021 were accepted as presented.
8. Approval of vouchers: June 2021 and July 2021  
*Motion by Ms. Gordon to approve the June 2021 vouchers, numbered #506 through #613, in the amount*

*of \$338,086.26. Motion seconded by Ms. Pelikan. Motion carried.*

*Motion by Mr. Miller to approve the July 2021 vouchers, numbered #614 through #714, in the amount of \$366,104.41. Motion seconded by Ms. Pelikan. Motion carried.*

9. Unfinished business

U.1. Confirmation of Trustee committee assignments

10. New business

N.1. Verbal update and discussion regarding NOLS' COVID-19 response

N.2. Verbal update regarding the Sequim Library Expansion and Renovation Project

N.3. Review and discussion of tentative Board meeting schedule for rest of 2021 and 2022

11. Reports

R.1. Monthly Statistics Reports: June 2021; July 2021

R.2. Monthly Activity Reports: June 2021; July 2021

R.3. Customer Comments: June 2021 through July 2021

R.4. Highlight Log: June 2021; July 2021

*All reports were 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 agendize a matter of business on a future agenda.*

14. Next meeting: 5:30pm, Thursday, September 23, 2021 by teleconference.

15. Agenda items for next meeting:

*Approval of contract with SHKS Architects for the SQ Library Expansion and Renovation project*

*Approval of a naming policy to honor NOLS' donors, friends and supporters*

*Discussion and proposed changes to the Library's operating hours*

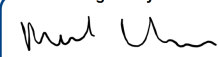
*Introduction to the annual budget process*

16. Adjournment

*There being no further business, the meeting was adjourned by the Chair at 7:03pm.*

**CERTIFIED AS TRUE AND CORRECT**

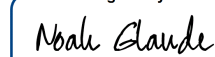
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Chair

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Board Secretary