



Board of Trustees Regular Meeting
Thursday, November 18, 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/.

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, Bert Caldwell, and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, and HR & Business Manager Shaina Rajala.
2. Approval of agenda
Motion by Mr. Caldwell to approve agenda as amended. Motion seconded by Ms. Gordon. Motion carried.
3. Approval of minutes for regular meeting of October 28, 2021
Motion by Ms. Gordon to approve the minutes from the October 28, 2021 meeting. Motion seconded by Ms. Pelikan. Motion carried.
4. Communications: **None**
5. Public Comments
6. Financial reports: October 2021
The financial reports for October 2021 were accepted as presented.
7. Approval of vouchers: October 2021
Motion by Ms. Pelikan to approve the October 2021 vouchers, numbered #933 through #1036, in the amount of \$343,346.36. Motion seconded by Ms. Gordon. Motion carried.
8. Unfinished business: **None**
9. New business
N.I. Verbal update and discussion regarding NOLS' emergency response to the inclement weather events in the West End

N.2. Review and discussion of 2022 Operating Budget

N.3. Public Hearing on the 2022 Operating Budget

The Chair announced the second public hearing on the 2022 operating budget. There were no public comments. The Chair then closed the public hearing and brought the discussion back to the Board.

Motion by Ms. Pelikan to adopt the 2022 operating budget in the amount of \$5,106,748 as presented. Motion seconded by Ms. Gordon. Motion carried.

N.4. Adoption of Resolution 21-11-06: Authorizing Levy for 2022

Motion by Ms. Gordon to adopt Resolution 21-11-06 authorizing the levy for 2022. Motion seconded by Mr. Caldwell. Motion carried.

N.5. Adoption of Resolution 21-11-07: Establishing a Holiday Schedule

Motion by Mr. Caldwell to adopt Resolution 21-11-07 establishing a holiday schedule. Motion seconded by Ms. Pelikan. Motion carried.

N.6. Approval of Collection Management Policy update

Motion by Ms. Gordon to approve Policy 2.1: Collection Management. Motion seconded by Mr. Caldwell. Motion carried.

N.7. Approval of Gifts & Donations Policy update

Motion by Ms. Pelikan to approve update to Policy 5.13: Gifts and Donations. Motion seconded by Mr. Caldwell. Motion carried.

N.8. Approval of Naming & Recognition Policy creation

Motion by Ms. Pelikan to approve creation of Policy 5.17: Naming and Recognition. Motion seconded by Mr. Caldwell. Motion carried.

N.9. Approval of contract with SHKS Architects to design and oversee construction of Sequim Library Expansion and Renovation Project

Motion by Ms. Gordon to approve the contract with SHKS Architects for the Sequim Library Expansion and Renovation Project. Motion seconded by Mr. Caldwell. Motion carried.

N.10. Verbal update and discussion regarding NOLS' COVID-19 response and plan to restore library operating hours

N.11 Approval of Resolution 21-11-08: Honoring Betty Gordon for service to the library

Motion by Ms. Pelikan to approve Resolution 21-11-08: Honoring Betty Gordon. Motion seconded by Mr. Caldwell. Motion carried.

10. Reports

R.1. Monthly Statistics Reports: October 2021

R.2. Monthly Activity Reports: October 2021

R.3. Highlight Log: October 2021

All reports were accepted as presented.

11. Public Comments

12. 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.

13. Next meeting: 5:30pm, Thursday, January 27, 2022 at the Port Angeles Main Library or by teleconference, as appropriate to public health parameters in effect.

14. Agenda items for next meeting:

Capital Budget
Policy Updates

15. Executive session to discuss collective bargaining

At 6:40pm the Chair announced that the Board would move to executive session to discuss collective bargaining.

At 6:47pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

16. (Action on executive session, if any)

Motion by Ms. Gordon to approve the Collective Bargaining Agreement between NOLS and the General Employees Unit, AFSCME Local No. 1619L, to be effective January 1, 2022 through December 31, 2022. Motion seconded by Ms. Pelikan. Motion carried.

17. Executive session to initiate annual performance review of Executive Director

At 6:50pm the Chair announced that the Board would move to executive session to discuss the performance review of the Executive Director.

At 7:20pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

18. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:20pm.

CERTIFIED AS TRUE AND CORRECT

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Chair

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Board Secretary