



Board of Trustees Regular Meeting
Thursday, January 28, 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, the following will be in effect at the January 28, 2021 Board meeting:

- Board action will be limited to matters that are either (1) necessary and routine, or (2) necessary to respond to the COVID-19 outbreak and the current public health emergency. All other matters must be postponed until regular meetings may resume that are in full compliance with the OPMA.
- 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 Jennifer Pelikan called the meeting to order at 5:30 pm. Trustees present: Jennifer Pelikan, Mark Urnes, Betty Gordon, Ian Miller and Bert Caldwell. Library staff present: Director Noah Glaude, Administrative Operations Assistant Shaina Rajala. Visitors present: consultants Leilani Raglin, Cait Swamy, and Adana Ptrotonentis from Ascending Leadership.

2. Approval of agenda

Motion by Mr. Urnes to approve agenda as presented. Motion seconded by Mr. Caldwell. Motion carried.

3. Approval of minutes for regular meeting of November 19, 2020

Motion by Ms. Gordon to approve the minutes from the November 19, 2020 meeting. Motion seconded by Mr. Urnes. Motion carried.

Approval of minutes for special meeting of December 14, 2020

Motion by Ms. Gordon to approve the minutes from the December 14, 2020 meeting. Motion seconded by Mr. Urnes. Motion carried.

4. Communications

US Census Bureau thanked NOLS for participation in 2020 Census efforts.

The Department of Commerce notified NOLS that the \$2 million matching grant is in the Governor's proposed 2021 Capital Budget. We're now waiting to see if the State Legislature will approve the budget/funding for the Library Capital Improvement Project.

5. Presentation: Ascending Leadership discussed the diversity, equity and inclusion work NOLS has contracted them to complete in 2021.

6. Public Comments

7. Financial reports: November 2020; December 2020

The financial reports for November 2020 and December 2020 were accepted as presented.

8. Approval of vouchers: November 2020; December 2020

Motion by Mr. Urnes to approve the November 2020 vouchers, numbered #947 through #1062, in the amount of \$417,640.59 Motion seconded by Ms. Gordon. Motion carried.

Motion by Mr. Urnes to approve the December 2020 vouchers, numbered #1063 through #1184, in the amount of \$504,877.62 Motion seconded by Mr. Urnes. Motion carried.

9. Unfinished business None.

10. New business

N.1. Approval of the 2021 Capital Budget

Motion by Mr. Urnes to adopt the 2021 capital budget in the amount of \$585,149 as presented. Motion seconded by Ms. Gordon. Motion carried.

N.2. End-of-year/Start-of-year fiscal reconciliation *(Informational – no action)*

N.3. Approval of Resolution 21-01-01: Authorizing staff to transfer funds

Motion by Ms. Gordon to adopt Resolution 21-01-01 authorizing staff to transfer funds. Motion seconded by Mr. Caldwell. Motion carried.

N.4. Approval of holiday early closure for New Year's Eve 2021

Motion by Ms. Gordon to approve closing of all NOLS Libraries at 5pm on Friday, December 31, 2021. Motion seconded by Mr. Miller. Motion carried.

N.5. Approval of All Staff Training Day closures for 2021

Motion by Mr. Caldwell to approve closing of all NOLS Libraries for staff training on Thursday, April 29, 2021 and Thursday, October 14, 2021. Motion seconded by Ms. Gordon. Motion carried.

N.6. Verbal update and discussion regarding NOLS' COVID-19 response

N.7. Verbal update regarding NOLS' involvement in Dolly Parton's Imagination Library

11. Reports

R.1. Monthly statistics reports: November 2020; December 2020

R.2. Monthly activity reports: November 2020; December 2020

R.3. Customer Comments: November - December 2020

R.4. Highlight log: November - December 2020

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 regular meeting: 5:30pm, Thursday, February 25, 2021 at the Port Angeles Main Library or by teleconference, as appropriate to public health parameters in effect.

15. Agenda items for next meeting: Filling policy committee with additional board members

16. Adjournment

There being no further business, the meeting was adjourned by the Chair at 8:17pm.

CERTIFIED AS TRUE AND CORRECT

DocuSigned by:

Jennifer Pelikan

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Chair

DocuSigned by:

Noah Glaupe

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Board Secretary