

Board of Trustees Regular Meeting
Thursday, January 27, 2022 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, IT Manager Shane Miller, Facilities Manager Brian Phillips, and HR & Business Manager Shaina Rajala. Visitors present: Matthew Nash.
2. Approval of agenda
Motion by Mr. Caldwell to approve agenda as amended. Motion seconded by Ms. Pelikan. Motion carried.
3. Approval of minutes for regular meeting of November 18, 2021
Motion by Ms. Pelikan to approve the minutes from the November 18, 2021 regular meeting. Motion seconded by Mr. Ian Miller. Motion carried.
Approval of minutes for special meeting of December 14, 2021
Motion by Ms. Pelikan to approve the minutes from the December 14, 2021 special meeting. Motion seconded by Mr. Ian Miller. Motion carried.
4. Communications:
The Washington State auditor's office have just concluded their financial and accountability audit of NOLS without findings, noting in particular the ease and efficiency in working with NOLS' Finance Manager John DeFrancisco.
NOLS was recently contacted by an attorney of an estate to announce that a sizeable donation will be made toward the SQ Library Expansion and Renovation project.
5. Public Comments
6. Financial reports: November 2021 and December 2022
The financial reports for November 2021 and December 2021 were accepted as presented.

7. Approval of vouchers: November 2021

Motion by Ms. Pelikan to approve the November 2021 vouchers, numbered #1037 through #1145, in the amount of \$446,073.08. Motion seconded by Mr. Caldwell. Motion carried.

Motion by Ms. Pelikan to approve the December 2021 vouchers, numbered #1146 through #1266, in the amount of \$533,697.18. Motion seconded by Mr. Ian Miller. Motion carried.

8. Unfinished business: **None**

9. New business

N.1. Approval of the 2022 Capital Budget

Motion by Ms. Pelikan to adopt the 2022 capital budget in the amount of \$2,663,800 as presented. Motion seconded by Mr. Caldwell. Motion carried.

N.2. End-of-Year/Start-of-Year Fiscal Reconciliation

N.3. Approval of Resolution 22-01-01: Authorizing Staff to Transfer Funds

Motion by Mr. Ian Miller to adopt Resolution 22-01-01 authorizing the staff to transfer funds. Motion seconded by Ms. Pelikan. Motion carried.

N.4. Approval of All Staff Training Day Closures for 2022

Motion by Mr. Caldwell to approve All Staff Training Day Closures for 2022. Motion seconded by Mr. Ian Miller. Motion carried.

N.5. Verbal Update on NOLS' COVID-19 Response

10. Reports

R.1. Monthly Statistics Reports: November 2021; December 2021

R.2. Monthly Activity Reports: November 2021; December 2021

R.3. Highlight Log: November 2021; December 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, February 24, 2022 by teleconference.

14. Agenda items for next meeting:

Social Media Policy Update

Presentations from staff for future 2022 board meetings

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

At 6:45pm the Chair announced that the Board would move to executive session to discuss the performance review of the Executive Director.

At 7:01pm the Chair announced that the Board had concluded its executive session and would now return to open session.

16. Actions on executive session

Motion by Ms. Pelikan to approve a merit based salary increase to the Executive Director in recognition of excellent performance. Motion seconded by Mr. Ian Miller. Motion carried.

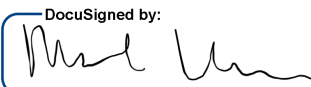
Motion by Ms. Pelikan to authorize amendment of the Executive Director's employment contract to set the Executive Director's monthly gross salary at \$8,635/month, to be effective February 1, 2022. Motion seconded by Mr. Ian Miller. Motion carried.

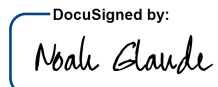
Note for the record that in setting the Executive Director's salary the Board takes into consideration that the Executive Director is ineligible to receive the routine salary adjustments available to other NOLS employees, such as annual step increases, cost of living adjustments, longevity pay benefits, or overtime compensation, and his salary has not been adjusted since his contract was first agreed upon in March 2020. Since then, almost all other NOLS employees received a 1% COLA in 2021, 4% COLA in 2022, and at least a 5% step increase or more.

17. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:05pm.

CERTIFIED AS TRUE AND CORRECT

DocuSigned by:

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Chair

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Board Secretary