



Board of Trustees Regular Meeting

Thursday, January 26, 2023 5:30pm

Port Angeles Main Library

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, Cyndi Ross, Ian Miller and Bert Caldwell. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, HR & Business Manager Shaina Rajala, and Facilities Manager Brian Phillips.

2. Approval of agenda

Motion by Mr. Miller to approve agenda as presented. Motion seconded by Ms. Pelikan. Motion carried.

3. Approval of minutes for regular meeting of November 17, 2022

Motion by Ms. Pelikan to approve the minutes from the November 17, 2022 regular meeting. Motion seconded by Ms. Ross. Motion carried.

Approval of minutes for special meeting of December 12, 2022

Motion by Mr. Caldwell to approve the minutes from the December 12, 2022 special meeting. Motion seconded by Ms. Ross. Motion carried.

4. Communications

None

5. Public Comments

6. Financial reports: November 2022, December 2022

The financial reports for November 2022 and December were accepted as presented.

7. Approval of vouchers: November 2022

Motion by Ms. Pelikan to approve the November 2022 vouchers, numbered #1020 through #1133, in the amount of \$531,884.01. Motion seconded by Ms. Ross. Motion carried.

Approval of vouchers: December 2022

Motion by Ms. Ross to approve the December 2022 vouchers, numbered #1134 through #1285, in the amount of \$625,533.76. Motion seconded by Mr. Caldwell. Motion carried.

8. Unfinished Business

None

9. New Business

N.I. Approval of the 2023 Capital Budget

Motion by Mr. Miller to adopt the 2023 capital budget in the amount of \$546,725 as presented. Motion seconded by Ms. Pelikan. Motion carried.

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

N.3. Approval of Resolution 23-01-01: Authorizing Staff to Transfer Funds

Motion by Ms. Pelikan to adopt Resolution 23-01-01 authorizing staff to transfer funds. Motion seconded by Mr. Miller. Motion carried.

N.4. Approval of Resolution 23-01-02: Authorizing Disposal of Surplus Equipment and Furniture

Motion by Mr. Caldwell to adopt Resolution 23-01-02 authorizing disposal of surplus equipment and furniture. Motion seconded by Ms. Ross. Motion carried.

N.5. Approval of agreement between NOLS and Hamasaki Consulting Engineering Services, LLC for commissioning consulting services for the Sequim Library Expansion and Renovation Project

Motion by Ms. Pelikan to approve agreement between NOLS and Hamasaki Consulting Engineering Services, LLC. Motion seconded by Mr. Miller. Motion carried.

N.6. Approval of Amendment to Agreement between NOLS and Innovative Interfaces Incorporated for Polaris, an integrated library software

Motion by Mr. Caldwell to approve Amendment to Agreement between NOLS and Innovative Interfaces Incorporated for Polaris. Motion seconded by Ms. Ross. Motion carried.

N.7. Approval of All Staff Training Day Closures for 2023

Motion by Ms. Ross to approve All Staff Training Day Closures for 2023. Motion seconded by Ms. Pelikan. Motion carried.

10. Reports

R.1. Monthly Statistics Reports: November 2022; December 2022

R.2. 2022 Annual Statistics Report

R.3. Monthly Activity Reports: November 2022; December 2022

R.4. Highlight Log: November and December 2022

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 agendize a matter of business on a future agenda.

13. Next meeting: 5:30pm, Thursday, February 23, 2023 at the Port Angeles Main Library

14. Agenda items for next meeting

Presentation schedule is being created for 2023 Board Meetings and the Board can expect a presentation for February

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

At 7:05pm the Chair announced that the Board would move to executive session to discuss the performance review of the Executive Director.

At 7:57pm the Chair announced that the Board had concluded its executive session and would now return to open session.

16. Action on executive session, if any

Motion by Mr. Caldwell to approve a 5% merit based salary increase to the Executive Director in recognition of excellent performance. Motion seconded by Mr. 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.

17. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:59pm

“Nurturing imagination, connection, and understanding,
to improve lives and strengthen community.”

NOLS Mission Statement
Adopted 11/22/16

CERTIFIED AS TRUE AND CORRECT

DocuSigned by:

Mark Unnes

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Chair

DocuSigned by:

Noah Claude

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Board Secretary