



**Board of Trustees Regular Meeting**  
Thursday, January 25, 2024 5:30pm  
Port Angeles Main Library

**REMOTE ACCESS**

If unable to join in person, members of the public may participate in the meeting via internet or phone using the instructions available prior to the meeting at [www.nols.org/board-administration](http://www.nols.org/board-administration).

**PUBLIC COMMENTS**

Any person or group desiring to bring an item to the attention of the Library Board may do so by addressing the Board at meetings. Individuals having comments specifically related to agenda topics should raise their hand at the appropriate point on the agenda to indicate a wish to speak. Public comments on items not on the agenda, but within the jurisdiction of the North Olympic Library System Board of Trustees, are heard at the beginning of the meeting and at the end; individuals may choose to speak at either point. When time constraints require, the Chair may limit public remarks during meetings to less than three minutes. The Board will not discuss or take action on items raised during Public Comment, but may choose to add items to a future meeting agenda. Public comments may also be sent to: Library Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA 98362 or [LibraryBoard@nols.org](mailto:LibraryBoard@nols.org).

**LAND ACKNOWLEDGEMENT**

The North Olympic Library System acknowledges that the lands on which we live and gather are the appropriated homelands of Indigenous Peoples. We want to express our deepest respect to those peoples past and present, including the [Hoh Tribe](#), [Jamestown S'Klallam Tribe](#), [Lower Elwha Klallam Tribe](#), [Makah Indian Tribe](#), [Quileute Tribe](#), [Quinault Indian Nation](#), [Port Gamble S'Klallam Tribe](#) and the [Skokomish Tribe](#), for their care of these lands throughout the generations. Let us learn more about the histories, cultures, and traditions of Indigenous Peoples. Let us strengthen relationships with sovereign tribal nations to provide an inclusive space fostering innovation and collaboration at the Library.

**AGENDA**

1. Call to order, roll call and introductions
2. Approval of Agenda
3. Approval of minutes for regular meeting of November 16, 2023  
Approval of minutes for special meeting of December 12, 2023
4. Communications
5. Public Comments
6. Financial Reports: November 2023; December 2023
7. Approval of Vouchers: November 2023; December 2023

8. Unfinished Business  
None
9. New Business
  - N.1. Approval of the Revisions to Policy 5.5: Purchasing & Procurement
  - N.2. Approval of the Revisions to Policy 5.15: Fiscal Management
  - N.3. Approval of the creation of Policy 5.18: Electronic Funds Transfer
  - N.4. Approval of the 2024 Capital Budget
  - N.5. Approval of Resolution 24-01-01: Authorizing Staff to Transfer Funds
  - N.6. Approval of Resolution 24-01-02: Authorizing Disposal of Surplus Equipment and Furniture
  - N.7. Approval of All Staff Training Day Closures for 2024
  - N.8. 2024 Board of Trustees Meeting Locations and Presentations
10. Reports
  - R.1. Monthly Statistics Reports: November 2023; December 2023
  - R.2. 2023 Annual Statistics Report
  - R.3. Monthly Activity Reports: November 2023; December 2023
  - R.4. Highlight Log: November and December 2023
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 their 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 22, 2024
14. Agenda items for next meeting
15. Executive session to conclude annual performance review of Executive Director
16. Action on executive session, if any
17. Adjournment

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

NOLS Mission Statement  
Adopted 11/22/16

### Upcoming Board meetings

<b><u>Date</u></b>	<b><u>Time</u></b>		<b><u>Location</u></b>
Thursday, February 22, 2024	5:30pm	Regular meeting	TBD
Thursday, March 28, 2024	5:30pm	Regular meeting	TBD
Thursday, April 25, 2024	5:30pm	Regular meeting	TBD

Thursday, May 23, 2024	5:30pm	Regular meeting	TBD
Thursday, June 27, 2024	5:30pm	Regular meeting	TBD
Thursday, August 22, 2024	5:30pm	Regular meeting	TBD
Thursday, September 26, 2024	5:30pm	Regular meeting	TBD
Thursday, October 24, 2024	5:30pm	Regular meeting	TBD
Thursday, <b>November 21</b> , 2024	5:30pm	Regular meeting	TBD

*Note: no regular Board meetings scheduled in July or December.*

**North Olympic Library Foundation meetings** generally occur on the same dates as NOLS Board meetings, usually at 3pm in the Administrative conference room of the Port Angeles Main Library.

### **Friends of the Library meetings**

Clallam Bay Friends of the Library	Second Tuesday of March, June, September, and December at 1:30pm at Clallam Bay Branch Library
Friends of the Forks Library	Varies. Check with the Forks Branch for the next date.
Port Angeles Friends of the Library	Second Tuesday of month at 10am at Port Angeles Main Library
Friends of Sequim Library	Third Tuesday in July, 9:30am at the Sequim Branch Library. Annual Meeting is held in January, date/location usually announced in December.

*Note: Foundation and Friends meeting schedules can vary; please check with Library to confirm before attending.*