

Board of Trustees Regular Meeting  
Thursday, January 25, 2024 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 5:30pm. Trustees present: Mark Urnes, Jennifer Pelikan, Cyndi Ross, Bert Caldwell, and Ian Miller. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, Marketing & Communications Manager Karyn Bocko, HR & Business Manager Shaina Lent.

2. Approval of agenda  
*Motion by Mr. Caldwell to approve the agenda as presented. Motion seconded by Ms. Ross. Motion carried.*

3. Approval of minutes for regular meeting of November 16, 2023  
*Motion by Ms. Pelikan to approve the minutes from the November 16, 2023 regular meeting. Motion seconded by Ms. Ross. Motion carried.*

### Approval of minutes for special meeting of December 12, 2023

*Motion by Ms. Ross to approve the minutes from the December 12, 2023 special meeting. Motion seconded by Mr. Caldwell. Motion carried.*

4. Communications  
None

5. Public Comments  
None

6. Financial reports: November 2023; December 2023  
The financial reports for November 2023 and December 2023 were accepted as presented.

7. Approval of vouchers: November 2023; December 2023  
*Motion by Ms. Pelikan to approve the November 2023 vouchers, numbered #1132 through #1283, in the amount of \$564,468.52. Motion seconded by Ms. Ross. Motion carried.*

*Motion by Ms. Ross to approve the December 2023 vouchers, numbered #1284 through #1396, in the amount of \$590,837.42. Motion seconded by Mr. Caldwell. Motion carried.*

8. Unfinished Business  
None

9. New Business

N.1. Approval of the Revisions to Policy 5.5: Purchasing & Procurement

*Motion by Ms. Pelikan to approve revisions to Policy 5.5. Motion seconded by Ms. Ross. Motion carried.*

N.2. Approval of the Revisions to Policy 5.15: Fiscal Management

*Motion by Ms. Pelikan to approve revisions to Policy 5.15. Motion seconded by Mr. Caldwell. Motion carried.*

N.3. Approval of the creation of Policy 5.18: Electronic Funds Transfer

*Motion by Mr. Caldwell to approve creation of Policy 5.18. Motion seconded by Ms. Ross. Motion carried.*

N.4. Approval of the 2024 Capital Budget

*Motion by Ms. Ross to adopt the 2024 capital budget for fiscal year 2024 in the amount of \$828,750 as presented. Motion seconded by Ms. Pelikan. Motion carried.*

N.5. Approval of Resolution 24-01-01: Authorizing Staff to Transfer Funds

*Motion by Mr. Miller to approve Resolution 24-01-01. Motion seconded by Ms. Pelikan. Motion carried.*

N.6. Approval of Resolution 24-01-02: Authorizing Disposal of Surplus Equipment and Furniture

*Motion by Ms. Pelikan to approve Resolution 24-01-02. Motion seconded by Mr. Caldwell. Motion carried.*

N.7. Approval of All Staff Training Day Closures for 2024

*Motion by Mr. Caldwell to approve closing all NOLS Libraries for staff training on Thursday, April 18, 2024, and Thursday, October 10, 2024. Motion seconded by Ms. Ross. Motion carried.*

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

*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 22, 2024 at the Forks Branch Library

14. Agenda items for next meeting

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

At 7:10pm the Chair announced that the Board would move to executive session to discuss the performance review of the Executive Director, and that the session was expected to last approximately 30 minutes.

At 7:50pm 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 Ms. Pelikan to approve a 10% 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. Additionally, the Board considers the salaries of other public library directors in Washington.*

17. Adjournment

There being no further business, the meeting was adjourned by the Chair at 7:55pm.

**CERTIFIED AS TRUE AND CORRECT**

DocuSigned by:  
  
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Chair

DocuSigned by:  
  
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Board Secretary