



Board of Trustees Special Meeting
Wednesday, December 11, 2024 5:30pm
Port Angeles Main Library

MINUTES

1. Call to order, roll call and introductions
Board Chair Jennifer Pelikan called the meeting to order at 5:30pm. Trustees present: Mark Urnes, Jennifer Pelikan, Ian Miller, and Cyndi Ross. Library staff present: Executive Director Noah Glaude, Public Services Director Meghan Sullivan, and HR and Business Manager Shaina Lent.
2. Approval of agenda
Motion by Ms. Ross to approve the agenda as presented. Motion seconded by Mr. Miller. Motion carried.
3. Approval of minutes for regular meeting of November 18, 2024
Motion by Mr. Urnes to approve the minutes from the November 18, 2024 regular meeting. Motion seconded by Ms. Ross. Motion carried.
4. Communications
Letter received from the City Manager of the City of Sequim regarding notice of intent to pursue tax increment financing which may have impacts on local government revenue, including the Library.
5. Public Comments
None
6. Financial Reports: October 2024
The financial reports for October 2024 were accepted as presented.
7. Approval of Vouchers: October 2024
Motion by Ms. Ross to approve the October 2024 vouchers, numbered #1116 through #1244, in the amount of \$972,076.99. Motion seconded by Mr. Miller. Motion carried.
8. Unfinished Business
U.I. Branch Operating Hours
Motion by Mr. Miller to approve proposed NOLS operating hours effective January 2025. Motion seconded by Mr. Urnes. Motion carried.
9. New Business
N.1. Policy 2.1 Update – Collection Management
Motion by Mr. Miller to approve the revisions to policy 2.1 with amendments to eliminate sections 2.1.1 and 2.1.2. Motion seconded by Ms. Ross. Motion carried.

N.2. Policy HR 11.4 Update – All Staff Training Day
Motion by Mr. Miller to approve the revisions to policy HR 11.4, as amended to include the language “up

to two times” in the first sentence. Motion seconded by Ms. Ross. Motion carried.

N.3. Resolution 24-12-09 Adopting a Public Records Fee Schedule Consistent with RCW 42.56
Motion by Mr. Miller to adopt Resolution 24-12-09 adopting a public records fee schedule consistent with RCW 42.56. Motion seconded by Ms. Ross. Motion carried.

N.4. Policy 5.14 Update – Public Records Requests
Motion by Ms. Ross to approve the revisions to policy 5.14, as presented. Motion seconded by Mr. Urnes. Motion carried.

N.5. Resolution 24-12-10 Authorizing an Increase to Branch Cash Funds
Motion by Mr. Miller to adopt Resolution 24-12-10 authorizing an increase to branch cash funds. Motion seconded by Ms. Ross. Motion carried.

N.6. Resolution 24-12-11 Honoring Mark Urnes for his Service to the Library and Community
Motion by Ms. Ross to adopt Resolution 24-12-11 honoring Mark Urnes. Motion seconded by Mr. Miller. Motion carried.

10. Reports

R.1. Monthly Statistics Reports: October 2024

R.2. Monthly Activity Reports: October 2024

R.3. Highlight Log: October 2024

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 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 agendaize a matter of business on a future agenda.

13. Next meeting: 5:30pm, Thursday, January 23, 2025

14. Agenda items for next meeting
2025 Capital Budget

15. Executive session on annual performance review of Executive Director

At 7:15pm 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 7:45 the Chair announced that the executive session would be extended by approximately 15 minutes.

At 7:59pm 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. Miller to approve a 2.5% Cost of Living Adjustment (COLA) to the Executive Director's salary. Motion seconded by Mr. Urnes. Motion carried.

Motion by Mr. Urnes to approve paying the Executive Director, Mr. Glaude, for 150 hours of his current vacation leave balance. Motion seconded by Ms. Ross. Motion carried.

Note for the record that as of December 1, 2024, Mr. Glaude has approximately 450 hours of vacation leave. Mr. Glaude plans to use 50 hours of vacation leave in December 2024 and is committed to more regularly use vacation in 2025, as the job allows.

17. Adjournment

There being no further business, the meeting was adjourned by the Chair at 8:03pm.

*"Nurturing imagination, connection, and understanding,
to improve lives and strengthen community."*

*NOLS Mission Statement
Adopted 11/22/16*

CERTIFIED AS TRUE AND CORRECT

Signed by:

Jennifer Pelikan

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Chair

Signed by:

Noah Glaude

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Board Secretary