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, Betty Gordon, Clea Rome, and Suzi Ure. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude, Sequim Branch Manager Emily Sly. Visitors present: Barb Vanderwoof; Aimee Fortier; Sharon (last name unknown).

2. Approval of agenda

For the convenience of audience members, the agenda was amended to present and discuss item U.1 in place of the usual item 5 (presentation). Motion by Ms. Pelikan to approve agenda as amended. Motion seconded by Ms. Ure. Motion carried.

3. Approval of minutes for regular meeting of January 24, 2019

Motion by Ms. Gordon to approve the minutes from the January 24, 2019 meeting. Motion seconded by Ms. Ure. Motion carried.

4. Communications. None.

5. Presentation: Staff recap of analysis on Sequim ballot measures. See notes at item U.1. regarding Board action.

6. Public comments. None

7. Financial report: January 2019

The financial reports for January 2019 were accepted as presented.

8. Approval of vouchers: January 2019

Motion by Ms. Pelikan to approve the January 2019 vouchers, numbered #1 through #137, in the amount of $403,287.74. Motion seconded by Ms. Gordon. Motion carried.

9. Unfinished business

U.1. Discussion regarding Sequim Future Library Project

After board discussion and public comment, the following motion was made by Ms. Gordon:

“Moved: that the Board direct staff to halt active work, during 2019 and 2020, on activities related to passage of a bond measure to fund expansion of the Sequim Branch library.”
Further moved: that staff be directed to bring this matter back to the Board for review and discussion in 2021. At that time the Board will consider the status of factors that have been identified as critical to successful passage of a bond measure, including but not limited to:

- Status of other local public funding issues, particularly those of the Sequim School District;
- Assessment of the level of community-based support for a new effort to fund expansion of the Sequim library, particularly among the Friends of Sequim Library group, or alternatively some other focused group;
- Other issues related to cost, timing, and other pertinent factors.

It is understood that unexpected events could influence this decision, and that staff and Board should remain generally aware of changing circumstances, and open to re-initiating action at some earlier date if circumstances warrant.”

Motion was seconded by Ms. Ure. Motion passed unanimously.

U.2. Signatures needed on Resolution 19-01-02
(Approved at January meeting but unsigned. No action required).

10. New business
   N.1. Approval of revisions to Policy 4.2: Fee Schedule
   Motion by Ms. Rome to approve revisions to Policy 4.2. Motion seconded by Ms. Gordon. Motion carried.

   N.2. Approval of Resolution 19-02-03: Authorizing transfer of funds
   Motion by Ms. Gordon to approve Resolution 19-02-03. Motion seconded by Ms. Pelikan. Motion carried.

11. Reports
   R.1. Monthly statistics: January 2019
   R.2. Monthly activity reports: January 2019
   R.3. Customer Comments: January 2019
   R.4. Highlight log; January 2019

   All reports were accepted as presented.

12. Public Comments

13. 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.

14. Next meeting: 5:30pm, Thursday, March 28, 2019 at the Forks Library

15. Agenda items for next meeting

16. Executive session to conclude Library Director’s Performance Review.
At 6:55pm the Chair announced that the Board would move to executive session to conclude the Library Director’s Performance Review, and that the session was expected to last approximately 15 minutes.

At 7:10pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

17. **(Action on executive session, if any)**

*Motion by Ms. Ure to:*

- award a merit based salary increase to the Library Director in recognition of outstanding performance,
- authorize amendment of the Director’s employment contract to set the Director’s monthly gross salary at $8340, to be effective March 1, 2019, and
- note for the record that in setting the Director’s salary the Board takes into consideration that the Library 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.

*Motion seconded by Ms. Gordon. Motion carried.*

18. **Adjournment**

There being no further business, the meeting was adjourned by the Chair at 7:11pm.

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**CERTIFIED AS TRUE AND CORRECT**

[Signature]
Chair

[Signature]
Board Secretary