NOLS
NORTH OLYMPIC
LIBRARY
SYSTEM

Board of Trustees Regular Meeting
Thursday, March 26, 2020 5:30pm
Port Angeles Main Library
Port Angeles, WA

MINUTES

PANDEMIC RESPONSE. *In response to the COVID-19 pandemic, the following social distancing mechanisms were implemented at the March 26, 2020 Board meeting.*

- Trustees and staff participated in this meeting by teleconference.
- Members of the public were able to participate via teleconference link. Public comments, which are never required under the Washington Open Public Meeting Act, were not taken during this meeting in order to simplify the technical complexities of the virtual meeting. *As always, public comments may be sent to: Library Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA 98362 or LibraryBoard@nols.org.*

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30 pm.

The Chair announced that the Board had conducted a 30 minute executive session prior to the Regular Board meeting, to discuss interpretation or implementation of the labor agreement, and that the executive session concluded without taking any action.

Trustees present: Mark Urnes, Jennifer Pelikan, Betty Gordon, Clea Rome, and Suzi Ure. Library staff present: Director Margaret Jakubcin, Assistant Library Director Noah Glaude. A few visitors were present via teleconference link.

2. Approval of agenda

Motion by Ms. Rome to approve agenda as amended. Motion seconded by Ms. Gordon. Motion carried.

3. Approval of minutes for regular meeting of February 27, 2020

Motion by Mr. Urnes to approve the minutes from the February 27, 2020 meeting. Motion seconded by Ms. Ure. Motion carried.

Approval of the minutes for special meeting of March 13, 2020

Motion by Ms. Rome to approve the minutes from the March 13, 2020 special meeting. Motion seconded by Ms. Gordon. Motion carried.

4. Communications

None.

5. Financial report: February 2020

The financial reports for February 2020 were accepted as presented.

6. Approval of vouchers: February 2020

Motion by Ms. Gordon to approve the February 2020 vouchers, numbered #110 through #222, in the amount of $339,221.97. Motion seconded by Mr. Urnes. Motion carried.

7. Unfinished business

U.1. Confirm proposed changes to committee appointments (no written report)

The Board confirmed appointments to the Policy Committee as follows: Ms. Gordon & Mr. Urnes. Discussion regarding NOLF liaison was deferred to a future meeting.

8. New business

N.1. Verbal update and discussion regarding NOLS coronavirus response

No Action.

N.2. Approval of revisions to HR Policy 14.6 and HR Policy 10.5

Motion by Mr. Urnes to approve revisions to HR. Policy 14.6 as presented. Motion seconded by Ms. Gordon. Motion carried.

Motion by Mr. Urnes to approve revisions to HR. Policy 10.5 as presented. Motion seconded by Ms. Gordon. Motion carried.

N.3. Approval of employment contract with Library Director

Motion by Ms. Gordon to approve the employment contract for the incoming Library Director as presented. Motion seconded by Ms. Rome. Motion carried.

N.4. Authorization of Pandemic Response Supplemental Leave Guidelines

Motion by Mr. Urnes to document approval of the 2020 COVID-19 Response Supplemental Leave Guidelines as presented, and to authorize the Library director to implement said guidelines. Motion seconded by Ms. Gordon. Motion carried.

9. Reports

R.1. Monthly statistics: February 2020

R.2. Monthly activity reports: February 2020

R.3. Highlight log: February 2020

All reports were accepted as presented.

10. 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.

11. Next meeting: 5:30pm, Thursday, April 23, 2020 at the Port Angeles Main Library

Subject to possible rescheduling in response to ongoing public health emergency.

12. Agenda items for next meeting
None were noted at this time.

13. Adjournment
There being no further business, the meeting was adjourned by the Chair at 6:09pm.

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary