



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

PANDEMIC RESPONSE. Governor Inslee issued [Proclamation 20-28](#) on March 24, 2020, waiving and suspending any in-person requirements in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA) during the public health emergency. The proclamation is intended to reduce unnecessary person-to-person contact to slow the spread of COVID-19.

In accordance with Proclamation 20-28, the following will be in effect at the April 30, 2020 Board meeting.

- Board action will be limited to matters that are either (1) necessary and routine, or (2) necessary to respond to the COVID-19 outbreak and the current public health emergency. All other matters must be postponed until regular meetings may resume that are in full compliance with the OPMA.
- Trustees and Staff will participate remotely by teleconference.
- Members of the public may participate by phoning or linking in, using the instructions available prior to the meeting at www.nols.org/board-administration/.

Public Comments

Public comment periods are never required under the Washington Open Public Meeting Act. Due to the social distancing measures in effect, and the added complexities and risks associated with managing open teleconferences, public comments will not be taken at the April 30, 2020 meeting. As always, public comments may be submitted to Board of Trustees, North Olympic Library System, 2210 South Peabody Street, Port Angeles, WA 98362 or LibraryBoard@nols.org.

AGENDA

1. Call to order, roll call and introductions
2. Approval of agenda
3. Approval of minutes for regular meeting of March 26, 2020
4. Communications
5. Financial report: March 2020
6. Approval of vouchers: March 2020
7. Unfinished business
None

8. New business
 - N.1. Verbal update and discussion regarding NOLS coronavirus response
 - N.2. Approval of HR Policy 12.17 (FFCRA leave policy)
 - N.3. Approval of revisions to Policy 6.1: Bylaws of the Library Board of Trustees
 - N.4. Approval of revisions to Policy 6.3: Attendance at Meetings by Teleconference
9. Reports
 - R.1. Monthly activity reports: March 2020
(March statistics and highlights will be presented in the May packet)
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 agendaize a matter of business on a future agenda.
11. Next meeting: 5:30pm, Thursday, May 28, 2020 at the Port Angeles Main Library
Subject to possible rescheduling in response to ongoing public health emergency.
12. Agenda items for next meeting
13. Executive session to discuss performance of a public employee
14. (Action on executive session, if any). None expected.
15. Adjournment

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

NOLS Mission Statement
Adopted 11/22/16

Upcoming Board meetings

<u>Date</u>	<u>Time</u>		<u>Location</u>
Thursday, May 28, 2020	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, June 25, 2020	5:30pm	Regular meeting	Sequim Branch Library
Thursday, August 27, 2020	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, September 24, 2020	5:30pm	Regular meeting	Clallam Bay Branch Library
Thursday, October 22, 2020	5:30pm	Regular meeting	Port Angeles Main Library
Thursday, November 19 , 2020	5:30pm	Regular meeting	Port Angeles Main Library

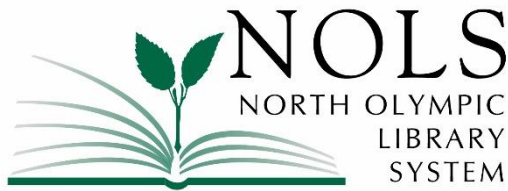
Note: no regular Board meetings scheduled in July or December.

North Olympic Library Foundation meetings generally occur on the same dates as NOLS Board meetings, usually at 2pm 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.



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 agendaize 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.

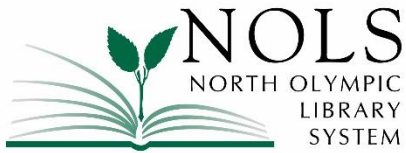
13. Adjournment

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

CERTIFIED AS TRUE AND CORRECT

Chair

Board Secretary



Staff Report

Meeting Date: April 30, 2020
To: Library Board of Trustees
From: Financial Operations Manager, John DeFrancisco
Subject: Comments on Financial Reports for March 2020

Topic/Issue. Informational comments on monthly financial reports.

Background. This report provides narrative comments on areas of the monthly financial reports that are out of the ordinary, or may require explanation.

Discussion.

Revenues: The interest earned on Investment Pool Fund funds for March was \$8,874. The current interest rate for the Investment Pool is 1.67850%. PA Capital CD 12 matured in March. Interest earned on this CD was \$17,178 over the two year term. Principal and interest were rolled into PA Capital CD 14. See Account Balances for detail.

Expenditures: Expenditures are all within the expected range for this time of year. February credit card purchases would normally be paid in March, but were delayed until April due to the COVID-19 Pandemic closure. The amount to be paid in April is \$15,908.

Account Balances: Payroll Account (US Bank 1301) shows expenses and reimbursements of \$221,976 for amounts paid by electronic transfers. Electronic transfers fund net payroll, payroll taxes and PERS Retirement. Medical and Dental Insurance, Union Dues and other payroll related items are paid by check. Total payroll and benefit expenses paid in March are \$274,636.

Of the \$221,976 in electronic transfers, \$239 was paid to the DOR for Sales and Use Tax. See Voucher 253.

The Certificates of Deposit section shows PA Capital Acct CD 12 maturing with principal and interest being rolled into PA Capital Acct CD 14. This CD has a value of \$338,548, an interest rate of 1.01% and will mature in March of 2022.

Recommendation/Alternatives for Consideration. No action is required. As always, the Board may request clarification or additional information.



Revenue Report

March 31, 2020

Operating Revenue				3/12ths is	25.0%
	Budgeted	Current	YTD	Difference	Percent
<i>Taxes</i>	4,333,000	335,801	532,957	3,800,043	12.3
<i>Intergovernmental Revenues</i>	-	-	-	-	-
<i>Goods and Services</i>	26,575	1,015	4,624	21,951	17.4
<i>Library Fees</i>	25,500	429	3,215	22,285	12.6
<i>Miscellaneous Revenues</i>					
Pool Fund Investment Interest	69,500	8,874	19,268	50,232	27.7
Investment Interest (net of fees)	-	17,128	17,128	-	-
Facilities Leases (Short Term)	4,600	203	830	3,770	18.0
Private Grants and Donations	84,550	5	31,807	52,743	37.6
Other Miscellaneous Revenue	42,400	22	476	41,924	1.1
<i>Total Miscellaneous Revenues</i>	201,050	26,232	69,509	131,541	34.6
<i>Nonrevenues (excise taxes)</i>	2,040	96	438	1,602	21.5
<i>Transfers In</i>	369,685	-	-	369,685	-
Total Operating Revenue	4,957,850	363,574	610,742	4,347,108	12.3
Capital Revenue					
<i>Timber Revenues (received in 2020)</i>	-	23,538	81,668	-	-
Total Capital Revenue	-	23,538	81,668	-	-
Grand Total Revenues		387,112	692,410		



Expenditure Report

March 31, 2020

				3/12ths is	25.0%
Operating Expenditures	Budgeted	Current	Year To Date	Difference	Percent
<i>Personnel</i>					
Salaries and Wages	2,537,880	197,303	569,325	1,968,555	22.4
Benefits	1,099,703	77,333	234,487	865,216	21.3
Total Personnel	3,637,583	274,636	803,812	2,833,771	22.1
<i>Supplies</i>					
Supplies, Office and Operating	125,125	5,274	17,920	107,205	14.3
Fuel	11,600	30	422	11,178	3.6
Merchandise for resale	2,200	-	32	2,169	1.4
Collection Materials	481,460	20,131	108,594	372,866	22.6
Small Tools/Equip (<\$200)	1,500	-	198	1,302	13.2
Total Supplies	621,885	25,435	127,165	494,720	20.4
<i>Services</i>					
Professional Services	213,500	5,224	22,027	191,473	10.3
Communication	124,185	4,491	19,740	104,445	15.9
Travel	27,450	33	598	26,852	2.2
Taxes and Operating Assessments	2,750	-	3,254	(504)	118.3
Operating Rentals and Leases	765	-	-	765	0.0
Insurance	78,900	-	-	78,900	0.0
Public Utilities	100,037	6,464	21,606	78,431	21.6
Repair and Maintenance	116,340	1,064	16,468	99,872	14.2
Miscellaneous Services	15,675	265	2,167	13,508	13.8
Total Services	679,602	17,541	85,860	593,742	12.6
<i>Intergovernmental Services</i>	<i>16,740</i>	<i>210</i>	<i>1,733</i>	<i>15,007</i>	<i>10.4</i>
<i>Nonexpenditures (excise taxes) ⁽¹⁾</i>	<i>2,040</i>	<i>155</i>	<i>468</i>	<i>1,572</i>	<i>23.0</i>
Total Operating Expenditures	4,957,850	317,978	1,019,038	3,938,812	20.6

(1) Taxes paid for purchases which did not include tax when tax was due. For example, online purchases made by credit card.

Capital Outlays	Budgeted	Current	Year To Date	Difference	Percent
Buildings and Structures	34,700	-	-	34,700	0.0
Other Improvements	90,100	-	-	90,100	0.0
Machinery & Equipment	222,650	56	1,671	220,979	0.8
Total Capital Outlays	347,450	56	1,671	345,779	0.5
Grand Total All Expenditures	5,305,300	318,033	1,020,710	4,284,590	19.2



Account Balances

March 31, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Investments					
Washington State Local Investment Pool					
<i>Board Designated Accounts</i>	<i>Board Designated Accounts</i>				
Fiscal Emergency Reserve ⁽¹⁾	1,307,019	-	-	-	1,307,019
NOLS Capital Reserve ⁽²⁾	2,580,421	-	23,538	-	2,603,959
Operating Reserve ⁽³⁾	1,159,544	-	-	-	1,159,544
Technology Reserve ⁽⁴⁾	115,000	-	-	-	115,000
PA Capital Reserve ⁽⁵⁾	156,511	-	-	-	156,511
Capital Budget - 2020 ⁽⁵⁾	240,834	-	-	56	240,779
<i>Total Board Designated Accounts</i>	5,559,329	-	23,538	56	5,582,812
<i>Grants and Donations</i>					
NOLS Donations Fund	70,855	-	-	-	70,855
NOLS Materials Fund	17,158	-	-	89	17,070
Francis Bode Materials Fund	23,793	-	-	-	23,793
Margaret Bode Materials Fund	26,058	-	-	-	26,058
Port Angeles Donations Fund	5,329	-	1	-	5,331
Port Angeles Friends Donations	7,769	-	-	-	7,769
Sequim Donations Fund	47,616	-	1	-	47,617
Sequim Friends Donations	29,864	-	-	-	29,864
Forks Donations Fund	1,548	-	2	-	1,550
Forks Friends Donations	2,226	-	-	-	2,226
Clallam Bay Donations Fund	6,880	-	1	-	6,881
Clallam Bay Friends Donations	2,139	-	-	-	2,139
Williams Bequest	165,509	-	-	-	165,509
Streett Memorial Gift Fund	5,393	-	-	-	5,393
Fincher Bequest	25,000	-	-	-	25,000
Sequim Future Library Donations	425	-	-	-	425
<i>Total Grants and Donations</i>	437,561	-	5	89	437,477
<i>Unclaimed Property Account</i>	2,662	-			2,662
<i>Total Designated Cash</i>	5,999,552	-	23,544	144	6,022,951
<i>Undesignated Cash Operating Funds</i>	1,544,928	(23,399)			1,521,528
Total WA State Local Investment Pool	7,544,479	(23,399)	23,544	144	7,544,479

Notes:

- (1) Reserve buffer against major economic catastrophe.
- (2) Receives timber revenues designated to fund capital improvement projects.
- (3) Reserves to balance deficit budgets.
- (4) Reserves to fund significant or unplanned technology needs.
- (5) Fund management account for designated capital projects.



Account Balances

March 31, 2020

	Beginning Balance	Transfers In/(Out)	Current Income	Current Expense	Ending Balance
Certificates of Deposit					
PA Capital Acct CD 12 (3/20 East West) ⁽⁶⁾	321,370	(338,548)	17,178	-	-
PA Capital Acct CD 13 (9/21 Sound Bank) ⁽⁶⁾	500,743	-	-	-	500,743
PA Capital Acct CD 14 (3/22 Sound Bank) ⁽⁶⁾	-	338,548	-	-	338,548
Francis Bode Fund CD 8 (11/21 First Fed) ⁽⁷⁾	211,548	-	-	-	211,548
Margaret Bode Fund CD 8 (11/21 First Fed) ⁽⁷⁾	228,050	-	-	-	228,050
Total Certificates of Deposit	1,261,710	-	17,178	-	1,278,889
Total Investments	8,806,190	(23,399)	40,722	144	8,823,368
Cash					
Cash Operating Funds					
Cash held by County Treasurer	-	51,901			51,901
Imprest Accounts					
Revolving Fund (FF 1503)	6,000	3,561	-	3,561	6,000
Payroll Account (US Bank 1301)	200	221,976	-	221,976	200
Merchant Account (FF 7401)	200	-	-	-	200
Branch Change Funds					
Port Angeles	180	-	-	-	180
Sequim	170	-	-	-	170
Forks	50	-	-	-	50
Clallam Bay	50	-	-	-	50
Total Branch Change Funds	450	-	-	-	450
Total Imprest Accounts	6,850	225,537	-	225,537	6,850
Total Cash	6,850	277,438	-	225,537	58,751
Total Cash and Investments	8,813,040	254,039	40,722	225,682	8,882,119

Notes:

(6) Legally designated as a facility maintenance reserve fund for the Port Angeles Main Library. (fully funded)

(7) Bequests designated for specific use by donor.

VOUCHERS BY CATEGORY FOR MARCH 2020

Category	Claimant	Purpose	Amount	Subtotal
<u>SALARIES, WAGES AND BENEFITS</u>				
223	NOLS Employee	HRA Reimbursement	1,176.06	
224	ADP Tax/Financial Services	Net Payroll (PPE 02-29-20) - EFT 730	131,810.52	
225	ADP Tax/Financial Services	Payroll Tax (PPE 02-29-20) - EFT 731	46,111.53	
228	NOLS Employee	HRA Reimbursement	103.00	
229	NOLS Employee	HRA Reimbursement	428.34	
236	NOLS Employee	HRA Reimbursement	195.28	
250	NOLS Employee	HRA Reimbursement	278.94	
251	Dept. of Retirement Systems	Retirement Contributions (PPE 02-29-20) - EFT 732	37,924.79	
252	Dept. of Retirement Systems	DCP Retirement 03-2020 (PPE 02-28-20) - EFT 733	5,690.00	
255	NOLS Employee	HRA Reimbursement	372.80	
257	Hartford Retirement Plan Solutions	MMDCP 03-2020 (PPE 02-29-20) - EFT 734	200.00	
258	Health Care Authority	HCA 03-2020 (PPE 02-29-20)	35,947.57	
259	HealthEquity	WSHCA - HSA ER Contribution March 2020	646.14	
266	NOLS Employee	HRA Reimbursement	654.13	
283	NOLS Employee	HRA Reimbursement	388.07	
291	United Way of Clallam County	United Way Donations (PPE 02-29-20)	45.00	
293	WCIF	Vision/Life/EAP Premiums 03-2020 (PPE 02-29-20)	1,292.10	
296	NOLS Employee	HRA Reimbursement	579.63	
297	WSCCCE - WPAS, Inc	Dental Premiums (PPE 02-29-20) - April Coverage	5,278.68	
298	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 03-2020 (PPE 02-29-20)	2,020.67	
CK 2140	NOLS Employee	HRA Reimbursement	92.98	
CK 2141	NOLS Employee	Payroll Draw for PPE 03-31-2020	3,400.00	274,636.23
<u>OFFICE, OPERATING AND MAINTENANCE SUPPLIES</u>				
247	Commercial Filter Sales & Service	PO 209 Maintenance Supplies - HVAC Filters - FAC	693.14	
248	Co-Op Farm & Garden, The	PO 240 Maintenance Supplies - Spray Bottles - FAC	8.79	
249	Co-Op Farm & Garden, The	PO 267 Maintenance Supplies - Paper Towel Holder - FAC	5.18	
253	Dept. of Revenue - Use/Sales Tax	February 2020 Sales and Use Tax - EFT 736	2.34	
256	Forks Outfitters	PO 212 Maintenance Supplies Thread Seal Tape - FAC	1.07	
261	Home Depot	PO 256 Maintenance Supplies - Hand Sanitizer - FAC	676.89	
262	Home Depot	PO 322, 323 Maintenance Supplies- Cleansers, Soap Refills - Cleaning Supplies - FAC	747.59	
263	KCDA Purchasing Cooperative	PO 260, 270 Maintenance Supplies - Paper Products, Cleaners, Gloves - FAC	906.89	
271	NatureBridge	PO 280 Training Supplies - Balance of Rental Fee for ASD - NOLS	1,803.75	
280	Pacific Office Equipment, Inc.	PO 269 Operating Supplies - Toner - SQ	216.27	
284	Quill Corporation	PO 226 Office and Operating Supplies - Book Tape, Tape, Golf Pencils, Cleaner - SQ	90.20	
288	Swains General Store, Inc.	PO 243, 262 Maintenance Supplies - Distilled Water, Cleaning Supplies, Maintenance Supplies - FAC	108.01	
289	Swains General Store, Inc.	PO 282 Maintenance Supplies - Sprayers - FAC	13.97	5,274.09

Category	Claimant	Purpose	Amount	Subtotal
<u>FUEL</u>				
	270 Miller, Shane	PO 231 Fuel - Training - Nolsy White - CompTIA Training - FAC	30.00	30.00
<u>COLLECTION MATERIALS</u>				
	230 Baker & Taylor Entertainment	Collection Materials	1,151.77	
	231 Baker & Taylor Entertainment	Collection Materials	794.85	
	232 Baker & Taylor Entertainment	Collection Materials	622.63	
	233 Baker & Taylor Information	Collection Materials	2,540.44	
	234 Baker & Taylor Information	Collection Materials	2,590.70	
	235 Baker & Taylor Information	Collection Materials	3,639.21	
	237 Blackstone Audio, Inc.	Collection Materials	12.95	
	238 CENGAGE Learning	Collection Materials	3,920.48	
	239 CENGAGE Learning	Collection Materials	193.60	
	240 CENGAGE Learning	Collection Materials	271.69	
	241 Center Point Large Print	Collection Materials	224.70	
	253 Dept. of Revenue - Use/Sales Tax	February 2020 Sales and Use Tax - EFT 736	26.19	
	267 Midwest Tape	Collection Materials	398.46	
	268 Midwest Tape	Collection Materials	952.06	
	269 Midwest Tape	Collection Materials	755.18	
	277 OverDrive, Inc.	Collection Materials	1,037.93	
	278 OverDrive, Inc.	Collection Materials	65.00	
	279 OverDrive, Inc.	Collection Materials	121.50	
	282 Peninsula Daily News	Collection Materials	811.20	20,130.54
<u>PROGRAMMING, PROFESSIONAL SERVICES, OTHER SERVICES AND CHARGES</u>				
	226 ADP, LLC	Payroll Services - Processing for Year End, January and February Payroll - Document Cloud - NOLS	1,994.98	
	264 Le May Mobile Shredding	PO 304 Professional Services - Annual Shredding - ADM	190.00	
	270 Miller, Shane	PO 233 Training and Conference Fees - Coursera - IT	53.17	
	273 OCLC, Inc.	PO 314 Technology Services - OCLC Metadata and Worldshare (12/1/19 - 6/30/20) - TS	2,471.61	
	275 Olympic Laundry & Dry Cleaners, Inc.	PO 291 Professional Services - Laundry - FAC	163.05	
	285 Sound Publishing Inc	PO 306 Professional Services - Recruitment Advertising - NOLS	32.15	
	290 Unique Management Services, Inc.	Professional Services - Debt Collection	236.25	
	292 Washington State Patrol	Professional Services - Background Checks - NOLS	33.00	5,174.21
<u>COMMUNICATIONS</u>				
	227 Angeles Communications	Communications - VOIP	902.21	
	274 Olympic Delivery Service, Inc.	PO 241 Communication - Freight - TS	1,208.00	
	294 WDH - Wave Business	Communication - Internet - IT	2,380.92	4,491.13
<u>TRAVEL</u>				
	270 Miller, Shane	PO 268 Travel - Training - Meals - CompTia+ - IT	18.02	
	286 Stark, Jan	Travel - Business - Mileage Reimbursement - PA	14.49	32.51
<u>UTILITIES</u>				
	242 City of Forks	Public Utilities - FO	104.88	
	243 City of Port Angeles/Peabody St.	Public Utilities - PA	5,216.69	
	244 City of Sequim	Public Utilities - SQ	127.34	

Category	Claimant	Purpose	Amount	Subtotal
245	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50	
246	Clallam County PUD	Public Utilities - CB	403.00	
254	DM Disposal Company, Inc.	Public Utilities - PA - SQ	499.63	
295	West Waste & Recycling	Public Utilities - FO - CB	56.43	6,464.47
<u>REPAIR AND MAINTENANCE</u>				
260	Hi-Tech Security, Inc.	PO 228 Repair and Maintenance - PA Fire Alarm Monitoring through 03/29/21 - FAC	417.41	
265	Les Schwab Tires	PO 281, 283, 305 Vehicle Maintenance - Winter Tire Changeover - Transit Van, Nolsy Red, Nolsy White - FAC	201.73	
280	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches	392.90	
281	Pacific Office Equipment, Inc.	PO 273 Repair and Maintenance - Service Call on PA Printer - IT	51.63	1,063.67
<u>MISCELLANEOUS SERVICES</u>				
276	Olympic Printers, Inc.	PO 324 Printing - 2019 Annual Report - 2020 Budget Glance - NOLS	265.23	265.23
<u>INTERGOVERNMENTAL SERVICES</u>				
287	State Auditor's Office	State Examiner's Fee - Investigation - ADM	210.10	210.10
<u>MACHINERY AND EQUIPMENT</u>				
253	Dept. of Revenue - Use/Sales Tax	February 2020 Sales and Use Tax - EFT 736	55.61	55.61
<u>SALES TAX</u>				
253	Dept. of Revenue - Use/Sales Tax	February 2020 Sales and Use Tax - EFT 736	155.34	155.34
<u>FINES AND FEES, PATRON REFUNDS</u>				
CK 2137	NOLS Patron	Patron Refund	25.95	
CK 2138	NOLS Patron	Patron Refund	8.20	
CK 2139	NOLS Patron	Patron Refund	20.00	
CK 2142	NOLS Patron	Patron Refund	13.95	68.10
			318,051.23	318,051.23



Voucher Approval for March 2020

The undersigned Board of Trustees of the North Olympic Library System certify that merchandise or services specified have been received and that the following vouchers #223 through #298 are approved in the amount of \$318,051.23 this 30th day of April 2020.

Trustee	Trustee
Trustee	Trustee
Trustee	Library Director

No.	Claimant	Purpose	Amount
223	NOLS Employee	HRA Reimbursement	1,176.06
224	ADP Tax/Financial Services	Net Payroll (PPE 02-29-20) - EFT 730	131,810.52
225	ADP Tax/Financial Services	Payroll Tax (PPE 02-29-20) - EFT 731	46,111.53
226	ADP, LLC	Payroll Services - Processing for Year End, January and February Payroll - Document Cloud - NOLS	1,994.98
227	Angeles Communications	Communications - VOIP	902.21
228	NOLS Employee	HRA Reimbursement	103.00
229	NOLS Employee	HRA Reimbursement	428.34
230	Baker & Taylor Entertainment	Collection Materials	1,151.77
231	Baker & Taylor Entertainment	Collection Materials	794.85
232	Baker & Taylor Entertainment	Collection Materials	622.63
233	Baker & Taylor Information	Collection Materials	2,540.44
234	Baker & Taylor Information	Collection Materials	2,590.70
235	Baker & Taylor Information	Collection Materials	3,639.21
236	NOLS Employee	HRA Reimbursement	195.28
237	Blackstone Audio, Inc.	Collection Materials	12.95
238	CENGAGE Learning	Collection Materials	3,920.48
239	CENGAGE Learning	Collection Materials	193.60
240	CENGAGE Learning	Collection Materials	271.69
241	Center Point Large Print	Collection Materials	224.70
242	City of Forks	Public Utilities - FO	104.88
243	City of Port Angeles/Peabody St.	Public Utilities - PA	5,216.69
244	City of Sequim	Public Utilities - SQ	127.34
245	Clallam County Public Works Dept.	Public Utilities - Sewer - CB	56.50
246	Clallam County PUD	Public Utilities - CB	403.00
247	Commercial Filter Sales & Service	PO 209 Maintenance Supplies - HVAC Filters - FAC	693.14
248	Co-Op Farm & Garden, The	PO 240 Maintenance Supplies - Spray Bottles - FAC	8.79

No.	Claimant	Purpose	Amount
249	Co-Op Farm & Garden, The	PO 267 Maintenance Supplies - Paper Towel Holder - FAC	5.18
250	NOLS Employee	HRA Reimbursement	278.94
251	Dept. of Retirement Systems	Retirement Contributions (PPE 02-29-20) - EFT 732	37,924.79
252	Dept. of Retirement Systems	DCP Retirement 03-2020 (PPE 02-28-20) - EFT 733	5,690.00
253	Dept. of Revenue - Use/Sales Tax	February 2020 Sales and Use Tax - EFT 736	239.48
254	DM Disposal Company, Inc.	Public Utilities - PA - SQ	499.63
255	NOLS Employee	HRA Reimbursement	372.80
256	Forks Outfitters	PO 212 Maintenance Supplies Thread Seal Tape - FAC	1.07
257	Hartford Retirement Plan Solutions	MMDCP 03-2020 (PPE 02-29-20) - EFT 734	200.00
258	Health Care Authority	HCA 03-2020 (PPE 02-29-20)	35,947.57
259	HealthEquity	WSHCA - HSA ER Contribution March 2020	646.14
260	Hi-Tech Security, Inc.	PO 228 Repair and Maintenance - PA Fire Alarm Monitoring through 03/29/21 - FAC	417.41
261	Home Depot	PO 256 Maintenance Supplies - Hand Sanitizer - FAC	676.89
262	Home Depot	PO 322, 323 Maintenance Supplies - Cleansers, Soap Refills - Cleaning Supplies - FAC	747.59
263	KCDA Purchasing Cooperative	PO 260, 270 Maintenance Supplies - Paper Products, Cleaners, Gloves - FAC	906.89
264	Le May Mobile Shredding	PO 304 Professional Services - Annual Shredding - ADM	190.00
265	Les Schwab Tires	PO 281, 283, 305 Vehicle Maintenance - Winter Tire Changeover - Transit Van, Nolsy Red, Nolsy White - FAC	201.73
266	NOLS Employee	HRA Reimbursement	654.13
267	Midwest Tape	Collection Materials	398.46
268	Midwest Tape	Collection Materials	952.06
269	Midwest Tape	Collection Materials	755.18
270	Miller, Shane	PO 231 Fuel - Training - Nolsy White - CompTIA Training - FAC PO 233 Training and Conference Fees - Coursera - IT PO 268 Travel - Training - Meals - CompTia+ - IT	101.19
271	NatureBridge	PO 280 Training Supplies - Balance of Rental Fee for ASD - NOLS	1,803.75
272	North Olympic Library System	Mar. 2020 Revolving Fund Reimbursement (*Detail Below)	3,561.08
273	OCLC, Inc.	PO 314 Technology Services - OCLC Metadata and Worldshare (12/1/19 - 6/30/20) - TS	2,471.61
274	Olympic Delivery Service, Inc.	PO 241 Communication - Freight - TS	1,208.00
275	Olympic Laundry & Dry Cleaners, Inc.	PO 291 Professional Services - Laundry - FAC	163.05
276	Olympic Printers, Inc.	PO 324 Printing - 2019 Annual Report - 2020 Budget Glance - NOLS	265.23
277	OverDrive, Inc.	Collection Materials	1,037.93
278	OverDrive, Inc.	Collection Materials	65.00
279	OverDrive, Inc.	Collection Materials	121.50
280	Pacific Office Equipment, Inc.	Copier Maintenance - All Branches PO 269 Toner - SQ	609.17
281	Pacific Office Equipment, Inc.	PO 273 Repair and Maintenance - Service Call on PA Printer - IT	51.63

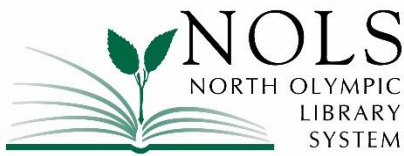
No.	Claimant	Purpose	Amount
282	Peninsula Daily News	Collection Materials	811.20
283	NOLS Employee	HRA Reimbursement	388.07
284	Quill Corporation	PO 226 Operating Supplies - Book Tape, Tape, Golf Pencils, Cleaner - SQ	90.20
285	Sound Publishing Inc	PO 306 Professional Services - Recruitment Advertising - NOLS	32.15
286	Stark, Jan	Travel - Business - Mileage Reimbursement - PA	14.49
287	State Auditor's Office	State Examiner's Fee - Investigation - ADM	210.10
288	Swains General Store, Inc.	PO 243, 262 Maintenance Supplies - Distilled Water, Cleaning Supplies, Maintenance Supplies - FAC	108.01
289	Swains General Store, Inc.	PO 282 Maintenance Supplies - Sprayers - FAC	13.97
290	Unique Management Services, Inc.	Professional Services - Debt Collection	236.25
291	United Way of Clallam County	United Way Donations (PPE 02-29-20)	45.00
292	Washington State Patrol	Professional Services - Background Checks - NOLS	33.00
293	WCIF	Vision/Life/EAP Premiums 03-2020 (PPE 02-29-20)	1,292.10
294	WDH - Wave Business	Communication - Internet - IT	2,380.92
295	West Waste & Recycling	Public Utilities - FO - CB	56.43
296	NOLS Employee	HRA Reimbursement	579.63
297	WSCCCE - WPAS, Inc	Dental Premiums (PPE 02-29-20) - April Coverage	5,278.68
298	WSCCCE-Council 2, AFSCME AFL-CIO	Union Dues 03-2020 (PPE 02-29-20)	2,020.67
			318,051.23

*** Detail - NOLS Revolving Fund Account -- Voucher #272**

2137	NOLS Patron	Patron Refund	25.95
2138	NOLS Patron	Patron Refund	8.20
2139	NOLS Patron	Patron Refund	20.00
2140	NOLS Employee	HRA Reimbursement	92.98
2141	NOLS Employee	Payroll Draw for PPE 03-31-2020	3,400.00
2142	NOLS Patron	Patron Refund	13.95
			3,561.08

*** Detail - NOLS Electronic Fund Transfer (EFT) Payments for Payroll Services**

EFT 730	ADP Tax/Financial Services	Net Payroll (PPE 02-29-20)	131,810.52
EFT 731	ADP Tax/Financial Services	Payroll Tax (PPE 02-29-20)	46,111.53
EFT 732	Dept. of Retirement Systems	Retirement Contributions (PPE 02-29-20)	37,924.79
EFT 733	Dept. of Retirement Systems	DCP Retirement (PPE 02-29-20)	5,690.00
EFT 734	Hartford Retirement Plan Solutions	MMDCP (PPE 01-29-20)	200.00
			221,736.84



Staff report

Meeting Date: April 30, 2020
To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Subject: Approval of HR Policy 12.17

Attachments: Draft of HR Policy 12.17

Topic/Issue: Approval of HR Policy 12.17: Families First Coronavirus Response Act Policy

Discussion. The federal Families First Coronavirus Response Act (FFCRA), provides safety-net leave provisions for various absences related to the COVID-19 pandemic. Under law NOLS is obligated to administer these leaves for those employees who are eligible. As a matter of best practice it is advisable to adopt a policy that defines the manner in which these leaves will be administered.

Policy considerations. The complex legal language of this policy was drafted by NOLS legal counsel. The Board Policy Committee has reviewed and approved the revisions.

Fiscal considerations. The FFCRA leave policies are mandated by federal law. As a public employer, NOLS will, for the most part bear, the payroll costs of these leave allowances. There are some small cost offsets provided to public employers; the employer does not remit the Social Security Portion of the FICA Tax on wages paid for an FFCRA leaves. Employers do still pay the Medicare portion, and must still withhold the Employee portions of both the SS and Medicare tax.

Although law only requires the employer to provide the Emergency Paid Sick Leave (EPSL) for certain eligibility reasons and Public Health Emergency Leave (PHEL) leave at partial (2/3) pay, it allows the employer to voluntarily elect to cover the leave at full pay rate. NOLS has chosen to administer this leave allowance at the more generous (full) level. Calculating partial pay for FFCRA leaves, and partial pay for accrued leave supplementations, would require complex and time consuming manual adjustments to payroll. Additional manual calculations would potentially also be required with regard to re-calculating PERS service credits in order to reflect partial FFCRA leave. Staff feel it is cost ineffective to expend administrative staff time in this way. 2020 budget impacts are minimal, in that wages/salaries and benefits costs for all positions covered by the FFCRA mandated leaves are fully budgeted for the fiscal year.

Motion: That the Board approve revisions to HR policy 12.17 as presented.



**HR Policy 12.17
Families First Coronavirus
Response Act Policy**

Adopted by the Library Board of Trustees

04/30/2020

FINAL DRAFT

(This final draft has been reviewed and approved by the Policy Committee)

This policy provides temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak in accordance with the federal Families First Coronavirus Response Act (FFCRA). The benefits available under this policy are available beginning on April 1, 2020. This policy will be administered in accordance with the FFCRA statute, regulations, and federal guidance.

The FFCRA provides for two categories of leave. The first expands existing FMLA coverage to provide up to 12 weeks of partially-paid Public Health Emergency Leave ("PHEL/FMLA") for eligible employees forced to miss work due to closure of their child's school or the unavailability of the child's childcare provider for reasons related to COVID-19. The second provides up to 10 days of Emergency Paid Sick Leave ("EPSL") for various reasons related to the COVID-19 outbreak. Details regarding each category of leave are provided in the sections below.

I. Public Health Emergency Leave (PHEL/FMLA)

Eligibility. Employees who have worked for the Employer for at least 30 calendar days are eligible for PHEL/FMLA leave. An employee need not meet the eligibility requirements for regular FMLA (12 months of employment and 1250 hours worked in the prior year) to be eligible for PHEL/FMLA.

Leave Entitlement. An eligible employee may take up to 12 weeks of protected leave if the employee is unable to work, or telework, based on a need to care for the employee's child under age 18 because the child's school or place of care has been closed, or the child's child care provider is unavailable due to a public health emergency. A public health emergency means an emergency with respect to COVID-19 declared by a federal, state, or local authority. Per federal regulations, this leave is not available if another suitable individual is available to provide care. PHEL/FMLA may be taken intermittently only if approved by the Employer. PHEL/FMLA is part of an employee's regular FMLA leave entitlement. Accordingly, if an employee has already used FMLA for other purposes during the FMLA leave year, the amount of available PHEL/FMLA will be reduced by the amount of FMLA leave already taken. PHEL/FMLA leave will be available through December 31, 2020.

Pay Entitlement. The first 10 days of PHEL/FMLA will be unpaid, although employees may elect to use accrued leave or Emergency Sick Leave during this period. For leave beyond the first 10

days, the Employer will pay employee's full regular pay, rather than the two-thirds pay statutorily required. Pay is calculated based on the number of hours an employee would otherwise have been scheduled to work. For employees with variable hours, hours will be determined based on the average number of hours scheduled over the six-month period preceding the leave (including paid leave hours) or on a reasonable expectation at the time of hire as to the hours per day the employee would normally be scheduled to work.

Notification; Verification. Employees who need to take PHEL/FMLA leave should notify Human Resources as soon as practicable after the need for leave arises. Under the law, an employee seeking PHEL/FMLA leave must provide the following:

1. the employee's name;
2. the date(s) for which leave is requested;
3. qualifying reasons for the leave;
4. the name of the child(ren) being cared for;
5. the name of the school(s) or childcare provider(s) that has/have closed or become unavailable; and
6. a representation that no other suitable person will be caring for the child while PHEL-FMLA leave is being used.

Other. This policy will be administered consistent with the Employer's existing Family and Medical Leave (FMLA) policy, except as modified by the FFCRA.

2. Emergency Paid Sick Leave

Eligibility. All employees of the Employer are eligible for up to 80 hours of Emergency Paid Sick Leave (EPSL). EPSL may be fully paid or partially paid, depending on the reason for taking leave (see below).

Covered Reasons for Using EPSL: Employees are entitled to use EPSL when they are unable to work, or telework, for any of the following reasons:

- 1) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19. This includes a shelter-in-place or stay-at-home order issued by federal, state or local government if the order precludes the employee from working; an employee who is able to telework or who is not covered by the order (e.g., those performing essential services as defined by the applicable order) would not be eligible to take leave for this reason.
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
- 4) To care for an individual who is self-isolating for one of the reasons described in (1) or (2) above. The individual needing care must be the employee's immediate family

member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined.

- 5) To care for the employee's child under age 18 due to closure of the child's school or unavailability of the child's childcare provider due to COVID-19 precautions. A "child" is defined the same as under the FMLA; i.e., a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time leave is to commence.
- 6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Paid Leave Entitlement. Full-time employees are entitled to up to 80 hours of EPSL Leave. Part-time employees are entitled to EPSL equal to number of hours they typically work over a two-week period. For employees with variable hours, hours will be determined based on the average number of hours scheduled over the six-month period preceding the leave (including paid leave hours) or on a reasonable expectation at the time of hire as to the hours per day the employee would normally be scheduled to work. Any EPSL Leave available under this policy is in addition to accrued leave to which an employee was already entitled under existing Employer policies or labor agreements.

Use of Paid Sick Leave; Sequencing with Other Leave; Intermittent Use. Employees may access EPSL for a covered reason before exhausting other accrued leaves. If an absence is covered by this Emergency Paid Sick Leave policy and the PHEL/FMLA policy above, the employee may elect to use EPSL during the first 10 days of PHEL/FMLA in order to remain in paid status. If an employee is using EPSL intermittently due to a closure of a child's school or unavailability of the childcare provider, the employee may take leave intermittently only with the Employer's approval. An employee may also use EPSL intermittently with Employer approval if unable to telework his/her normal schedule of hours due to a qualifying reason (for example, if an employee can telework in the morning, but needs to care for a child in the afternoon due to a school closure). Per federal regulations, where an employee is not teleworking, intermittent use of EPSL is not permitted when leave is taken for reasons (1), (2), (3), (4), or (6) above. In such cases, Emergency Sick Leave must be taken in full-day increments and once leave is initiated for one of these reasons, the employee must continue to use EPSL until either (i) the full amount of EPSL has been used; or (ii) the employee no longer has a qualifying reason for taking EPSL. The Department of Labor has explained that this requirement is imposed because if an employee is actually or possibly sick with COVID-19, or is caring for someone who is sick or possibly sick with COVID-19, the intent of the law is to provide paid leave to prevent the spread of the virus.

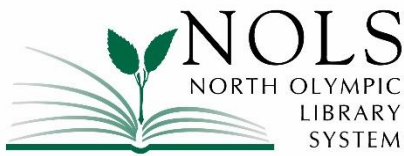
Carryover; Termination of Benefit. The EPSL benefit expires on December 31, 2020; any unused EPSL will not be carried over to the next calendar year or merged into other leave banks. Additionally, the entitlement to EPSL ceases beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick leave.

However, to the extent an employee subsequently needed additional time off for another covered reason prior to December 31, 2020, the employee could use any remaining EPSL.

Notification. An employee who needs to take EPSL should notify Human Resources as soon as practicable. After the first workday (or portion thereof) that an employee takes EPSL, the employee must follow the notice requirements required for use of regular sick leave.

Verification. An employee requesting EPSL must: specify the qualifying reason for requesting leave; state that the employee is unable to work or telework, for that specified reason; and provide the date(s) for which leave is requested. Depending on the type of leave taken, the Department of Labor requires that an employee provide the following additional information to substantiate the leave request:

- Where leave is taken due to a quarantine or isolation order, the name of the government entity issuing the order;
- Where leave is taken due to the recommendation of a health care provider to self-quarantine, the name of the health care provider making the recommendation; or
- Where leave is taken due to a school closure or unavailability of a childcare provider: (1) the name of the child(ren) being cared for; (2) the name of the school(s) or childcare provider(s) that has/have closed or become unavailable; and (3) a representation that no other suitable person will be caring for the child while EPSL is being used.



Staff report

Meeting Date: April 30, 2020
To: Library Board of Trustees
From: Margaret Jakubcin, Library Director
Subject: Approval of revisions to Policy 6.1 and Policy 6.3

Attachments: Draft of revised policies 6.1 and 6.3

Topic/Issue: Approval of revisions to policy 6.1 and 6.3

Discussion. Based on recent experiences with Board meeting procedures during the COVID-19 pandemic, the following updates to these Board policies are proposed.

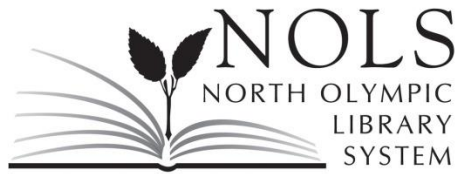
The proposed update to Policy 6.1: Board Bylaws defines the Board quorum as a majority of appointed Trustees, rather than as a specific number (3) of the Board's normal (5) membership. This suggested change is informed by the recent experience of some other Washington Library Districts, which lacked their full complement of appointed Trustees at the time the pandemic shutdown occurred. Their local County commissions were unable to appropriately complete Library Board appointments during the shutdown. As a result, those Districts are unable to convene the quorum of three (3) as defined in their bylaws, and therefore unable to legally conduct the District's business. The proposed minor change in language would prevent that possibility.

The proposed updates to Policy 6.3: Board attendance at meetings by teleconference, simply update the current provisions for attendance by telephone to incorporate other methods of teleconferencing.

Policy considerations. These policy revisions are appropriate and permissible under RCW 27.12, which defines the functions of Library Districts/Boards. The Board Policy Committee has reviewed and approved the revisions.

Fiscal considerations. None.

Motion: That the Board approve revisions to policies Policy 6.1 and Policy 6.3 as presented.



DRAFT RVSN for Board Approval

ARTICLE I. ORGANIZATION

1.1. Name. The North Olympic Library System serves the Clallam County Rural Library District. The Board of Trustees shall be known as the North Olympic Library System Board of Trustees.

1.2. Purpose. The purpose of the North Olympic Library System Board of Trustees shall be to manage the North Olympic Library System consistent with RCW 27.12.210 and all other applicable laws.

ARTICLE 2. BOARD MEMBERSHIP

2.1. Appointments. The North Olympic Library System Board of Trustees shall be composed of five trustees appointed by the Clallam County Commissioners for terms of five years. Trustees must be residents of Clallam County. The Board shall strive to have a membership that includes broad geographic representation of the district. No person shall be appointed to serve for more than two consecutive terms.

2.2. Vacancies. Vacancies shall be filled for unexpired terms by the Clallam County Commissioners as soon as possible in the manner in which members of the Board are regularly appointed.

2.3. Removal of Trustees. Removal of a trustee for just cause shall be by action of the Clallam County Commissioners pursuant to RCW 27.12.190.

ARTICLE 3. MEETINGS

3.1. Regular meetings. The Board of Trustees shall meet monthly, on the fourth Thursday of the month unless otherwise ordered by the Board. The meeting shall be held at a North Olympic Library System Library, unless a different place has been publicized in accordance with the Washington open public meetings act.

3.2. Annual meetings. The regular meeting held in June of each calendar year shall be designated the annual meeting unless otherwise designated by the Board.

3.3. Special meetings. Special meetings may be held at any time at the call of the Chair or any two Trustees, provided that notice thereof is given to all trustees no less than 24 hours in advance of the meeting and provided that the Board adheres to the open public meetings act.

3.4. Emergency Meetings. Emergency meetings may be called as provided for in RCW 42.30.070.

3.5. Quorum. A quorum shall consist of ~~three~~ the majority of the currently appointed trustees. If no quorum is present, the meeting shall not be called to order.

3.6. Attendance. Attendance is essential for effective function of the Board, and is mandatory for all Trustees. Any Trustee who does not attend a minimum of two-thirds of the regular meetings during each calendar year, or who misses two consecutive meetings without being excused by the Chair, shall be considered to have resigned from the Board.

3.7. Executive sessions. All meetings and deliberations of the Board and its committees shall be open to the public, except for executive sessions, which may be held in accordance with RCW 42.30.110 (Open Public Meetings Act/Executive Sessions).

3.8. Parliamentary procedure. The parliamentary procedures of the Board shall be governed by applicable laws, these bylaws, custom, and the latest edition of Robert's Rules of Order, Newly Revised.

3.9. Order of business. The normal order of business shall include, but not be limited to, the following:

- a) Call to order/roll call/introductions
- b) Approval of the agenda
- c) Approval of the minutes
- d) Public comments/questions
- e) Communications
- f) Reports
- g) Approval of vouchers
- h) Review of financial reports
- i) Unfinished business
- j) New business
- k) Public comment/questions
- l) Trustee comments
- m) Adjournment

3.10. Records of Board Meetings. The proceedings of Board meetings shall be recorded in minutes, maintained in the Administrative Offices of the Library. The minutes shall consist primarily of a record of the actions taken. Minutes of each meeting shall be forwarded to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections.

ARTICLE 4. DUTIES AND RESPONSIBILITIES

4.1. Duties of the Board. The detailed duties of the Board are spelled out in Washington State Law (RCW 27.12), which is incorporated herein by implicit reference. The Board shall perform all duties and have all powers as set forth in said laws and RCWs, and do other acts necessary for the orderly and efficient management control of the Library.

4.2. Policies. The Board may adopt policies that provide direction for specific activities of the District. Policies shall be adopted or revised by the Board by a majority vote of the full Board.

4.3. Officers. The officers of the Board shall be Chair and Vice Chair. Officers shall be elected by the Board from its members at the annual meeting. These officers shall serve a twelve month term beginning with the next official meeting of the Board following the meeting at which the election was held, or until successors are duly elected. Officers may serve for more than one consecutive term. No trustee shall hold more than one office at a time.

4.4. Duties of officers. The Chair shall chair all Board meetings; participate in discussions, make motions and vote on all questions; serve as direct liaison to the Library Director; maintain a confidential file containing the Library Director's evaluation (reference Policy I-2.1.4); and perform other duties that customarily fall to the Chair. The Vice Chair shall act in the absence of the Chair.

4.5. Filling vacant officer positions. In the event that an office is vacated in mid-term, the Chair shall appoint an officer pro tem until an election is held.

4.6. Role of Library Director. The Library Director or designee shall serve as Secretary to the Board and record minutes of Board meetings. The Director or designee shall also serve as Fiscal Agent to the Board and will present bills and financial reports at Board meetings.

4.7. Compensation. Trustees shall not receive a salary or other compensation for services as a Trustee, but necessary expenses actually incurred shall be paid from District funds.

ARTICLE 5. COMMITTEES

5.1. Standing Committees. The following Standing Committees shall be appointed by the Board: Finance, Policies, Personnel and Community Relations.

5.2. Ad hoc committees. The Board may form ad hoc committees and may appoint Trustees and others to serve on those committees. The purpose, duration and membership of these committees shall be presented to the Board for consideration and approval.

ARTICLE 6. AMENDMENTS

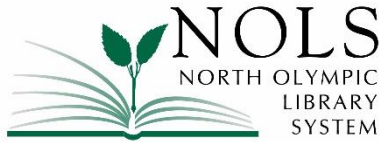
These bylaws may be amended at any regular meeting of the Board by a four-fifths vote of the entire Board, providing that the amendment was made available in writing to every trustee at least seven days prior to the regular meeting of the Board.



Policy 6.3
Library Board of Trustees:
Attendance at meetings by teleconference
Adopted: 7/25/2008
Revised: 3/27/14; **04/30/2020**

DRAFT RVSN for Board Approval

1. The opportunity to attend meetings of the Library Board of Trustees via telephone or teleconference is open to any member of the Board providing ~~speaker phone~~ the necessary equipment is operational at the meeting.
2. A Board member's participation in the meeting by telephone /teleconference is permitted when the ~~telephone~~ connection is of sufficient quality that all participants and audience members can hear all Board members clearly at all times.
3. Board members who wish to attend a Board meeting by telephone /teleconference should notify the Board Chair and the Library Director in advance, so that equipment arrangements may be made, other members notified, and arrangements can be made for all members to have the agenda packet materials in front of them during the meeting.
4. In instances where more than one Board member desires to attend a meeting by telephone /teleconference, this will be permitted only when the teleconferencing equipment permits all Board members to be identified and heard clearly by all participants and members of the public.
5. Meeting minutes shall indicate when a Board member is participating in a meeting by telephone /teleconference.
6. To reduce the chance of confusion, the Chair of the Board may elect to limit the number of teleconferencing participants ~~to no more than one~~.
7. This policy shall apply to the Board's regular meetings as well as executive sessions.



Monthly Activity Report

Meeting Date: March 30, 2020
To: Library Board of Trustees
From: Library Director and Staff
Subject: Monthly activity report for March 2020

Port Angeles Main Library

Jina Felton, Port Angeles Operations Manager

March began with a flurry of questions regarding whether or not library programs would continue as usual or be cancelled. Library patrons, program presenters, and staff navigated these murky waters until mid-month when the decision was made to cancel all meeting room use, including both library events and public bookings.

Programs that took place between March 1 and March 10 included the annual Book Wars semi-final in which middle school students matched wits trivia style. The trivia questions were based on books provided to readers at the beginning of the school year.

About 20 people attended the Master Composter and Recycler Workshop presented by Megan Juran, Waste Prevention Specialist with the Washington State University Extension Office. The workshop highlights critical waste prevention activities with local solutions. Normally a full house, the library was already beginning to experience declines in attendance at some programs as community members chose to stay home and begin practicing social/physical distancing.

Olympic National Park's Perspective Speaker Series program An Update on Glaciers presented by Bill Baccus went ahead as planned but was also live streamed on Facebook for those who preferred to stay home. The discussion focused on how scientists monitor changes in high alpine glaciers, what trends are being observed, and what it means for the future of Olympic's watersheds. Many people appreciated the option to watch from home and continued to view the recording weeks later.

Librarian Danielle Lepping and Library Services Specialist Leslie Briggance attended the Community Resource Connections event (formerly Homeless Connect) to share information about the recent removal of overdue fines. They also issued replacement library cards to those who needed them. Leslie also joined Library Services Specialist Cheryl Martin the next day at Kids Fest to talk about library services geared towards youth.

Other events during the month of March included:

- Teen Lounge – 10 participants at 2 events
- PAWS to Read – 10 participants
- Headstart Visits – 53 participants at 4 events
- Second Tuesday Book Group reading *Notes on a Foreign Country* by Suzy Hansen – 10 participants
- Baby, Wiggly, and Preschool Storytimes – 43 participants at 4 events
- Class visits to library – 94 participants at 4 events

Librarians Sarah Morrison and Danielle Lepping spent time in the Forks and Clallam Bay Branches to coordinate on-site collection development with staff. And Sarah also met with the IT Team to give an intro to the software used in Kellogg cataloging, newspaper indexing, and other local history resources. The team identified several areas for future projects.

Finally, on the last day of business before the library closure, lines of people could be seen stocking up on reading, listening, and viewing material to tide them over. Numerous extra cleaning/disinfecting and social distancing measures were in effect, but this early in the pandemic response the public was still getting adjusted to what later became common behaviors. In this image, a line of people are seen waiting to check out at staff assisted and self-check stations.



During the first weeks of the closure, a couple hundred tote bags (which had been purchased earlier in the year with funds donated by the Port Angeles Friends of the Library for class visits)

were donated to Jefferson Elementary School. The bags were used to send books and other materials home to students.

Sequim Branch Library

Emily Sly, Library Manager

What a month! NOLS' value of "flexibility, nimbleness, and adaptability to social and technological change" was evident in the response to COVID-19.

Library programs during the early days of March included Wiggly Storytime and Preschool Storytime. On March 7, the Master Composter and Recycler Workshop took place, with chairs placed farther apart to allow for more space between attendees.

During March, all Sequim staff increased the frequency of cleaning/disinfecting of frequently touched surfaces like door handles, computer workstations, phones and customer service desks. As the days progressed, the decision was made to cancel all library programs/events.

Monday, March 16 was the last day the library was open to the public before the closure. The day was busy with community members stocking up on library materials, with many patrons expressing their deep appreciation for the library, as they checked out armloads of books. All public seating and tables had been removed (and stored in the meeting room) to encourage shorter visits to the library. It was a quick transition for staff and community members to adjust to the difficult new reality of social distancing during the pandemic.

West End Branches (Forks and Clallam Bay)

Troi K. Gale, Library Manager

This month has been a month of change and transformation on the West End. The West End Library Manager, Theresa Tetreau retired on March 13. Troi Gale started on March 12 as the new West End Library Manager.

As staff were taking in this shift in leadership, they were also engaged in keeping the community and themselves safe due to COVID-19. Staff went above and beyond to enact frequent cleaning, scale back meeting room use, as well as promote social distancing measures. In one morning all furniture in each West End branch was moved to their respective meeting rooms to promote safety in the physical spaces. By March 17, the library was closed to the public and people continued to adjust to a new normal which was incredibly unfamiliar to the dedicated NOLS staff.

Prior to the closure to the public, Library staff were able to complete First Aid training and have limited programs for families and children, including class tours and storytimes.

Facilities Department

Brian Phillips, Facilities Manager

The first two weeks of March seem like a long time ago. Since that time, in order to curb the spread of coronavirus, the library has temporarily ceased all but essential operations and statewide stay-at-home measures have been in place. The scant list of activities below covers what Facilities were working on before the library closed its doors on March 17. In addition to the items listed, there was a significant effort in those first two weeks of March to disinfect the libraries multiple times each day. Distributing cleaning supplies to help combat the virus was also a major task at that point. Since March 17, Facilities staff have been permitted only limited access to the libraries in order to perform essential tasks needed to insure the buildings are functioning properly during the closure. Along with most other NOLS staff, Facilities have developed plans for working remotely from home throughout April. Tasks from home will include online trainings, regular meetings and researching projects to be implemented at a later date.

In the midst of this pandemic response, Facilities bid adieu to Sequim Library based Fac Tech I, Jennifer Jobs. Jennifer was a very hard working employee who will be difficult to replace. Best of luck, Jennifer, and thank you!

Port Angeles Main Library: Changed HVAC filters; bed bug response – steam cleaned areas of concern and removed contaminated materials; mowed lawn; changed clocks.

Port Angeles Main Library staff area rec-carpeting project: One bid was received, no action has been taken; the project is on hold until further notice.

Sequim Library: Installed hand sanitizer dispenser; replaced paper towel holder; fertilized flower bed; removed tables and chairs for limited service day before closing.

Forks Library: Washed windows; replaced burned out light bulbs; blowered parking lot and sidewalks.

Clallam Bay Library: Changed HVAC filters; mowed and weed-eated lawn.

Other: Put up sanitation posters at all locations; replaced Transit van O2 sensor; repaired edger; reattached rearview mirror in Chevy van; replenished supplies; reviewed applications for SQ Facilities vacancy (recruitment now on hold).

Information Technology (IT) Department

IT Staff: Shane Miller, Sarah Goff, Bob Allen, Bryan Johnson

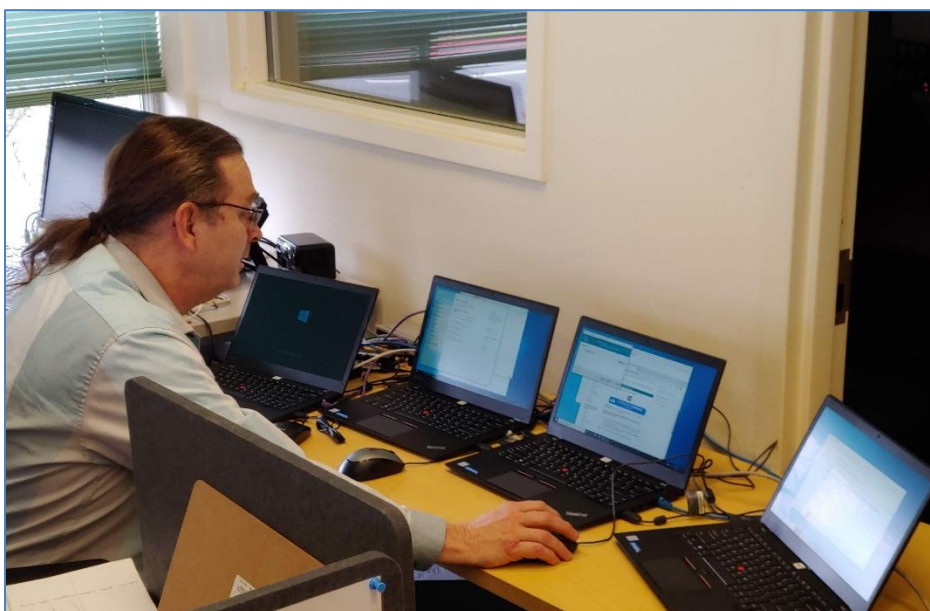
The month of March may have been one of the more unique months ever for IT, due to the challenges brought on by the COVID-19 virus. Making the month even more unusual, the recruitment to fill the long standing vacancy in the ITM position was concluded on March 12, with the promotion of ITS 3 Shane Miller. Shane immediately pitched into his new role, right

on the eve of the pandemic closure. During the first half of the month, the IT department continued to provide technical support, customer service and training for all staff and patrons, which included software updates, server upgrades, and overall improvements to staff workstations.

The first two weeks of March saw IT respond to the usual number of helpdesk issues for staff and patrons such as printer problems, account lock-outs, multimedia glitches as well as other routine tech problems. New workflows for our public printers were established with Peninsula Office Equipment.

As the scope of the COVID-19 pandemic increased, and in response to directives and predictions from federal and state authorities, IT began preparing for the possibility of a library shutdown. There were many meetings and ad-hoc committees formed to help foresee how we could best respond and continue to provide as many library services as possible. The work included meeting with the Disaster Response Team to help think through potential outcomes and response scenarios relating to the pandemic.

As March progressed, it soon became evident that multiple staff members might need to be equipped with a device and enabled to work from home. We began updating and reconfiguring all 10 Lab laptops, and additional equipment, for this purpose as well as identifying other possible staff needs, such as extra monitors, printers, etc. IT acquired hotspots, extra mice, and a couple missing laptop power supplies in order to set up as many potential users as possible. IT rearranged the PA branch Wi-Fi access points to increase wireless access outside the building to help provide internet access to patrons who normally depended on NOLS for their broadband. We prepared and made arrangements to ensure that the Financial Operations Manager had extra reliable and secure remote access so payroll duties could not be interrupted in the event he could not come in the Administrative offices. IT also created and updated how-to documents anticipating many users might be using remote access for the first time.



The web team worked to develop a web presence for COVID-19 that included information on operations, provided helpful resources for the public, and reiterated how to contact NOLS with any questions or concerns. The team also maintained the multiple event pages with daily alert notices on program closures and rescheduling.

Prior to the full library shutdown, IT performed a collection of tasks with social distancing a top concern. We rearranged the self-checkout stations to keep all users the recommended six feet apart and updated computer cleaning documentation. We worked to help assure the library staff and public that they could come into the library safely and load up on library material before our doors closed.

IT staff worked with Admin Operations Assistant Shaina Rajala as well as Claire O'Flaherty of E-Rate Expertise to finalize bids and documentation for purchase of new network switches and Wi-Fi equipment for the branches. These purchases will replace aged equipment in the Sequim, Forks, and Clallam Bay locations thereby improving service for patrons and staff while streamlining administration of systems for IT staff.

Technical Services Department

Erin Shield, Technical Services Manager

COVID-19 hit everywhere in March and NOLS was no exception. Packing up shop in the middle of the month makes for some lean statistics but hopefully we will resume normal at some point and be churning out the materials.

We managed to squeeze in an LWOB in March: Ally! She learned about the intriguing behind-the-scenes work of ordering, receiving, cataloging and processing physical materials. She also learned about the ins and outs of serials processing.

887 physical items were processed and available for customers in the month of March. 899 downloadable titles were added. 352 print materials were repaired, including 206 recatalogued spine labels. This is part of the project to replace a lot of aging, unreadable, or incorrect spine labels in the Port Angeles stacks, across all collections. 34 media items were resurfaced or repaired to extend their lives. 100 physical donations were made and added to the collection in March.

Wendy worked 2 hours in Outreach. Cindy spent 2 hours on Web Team responsibilities. Erin participated in several Pandemic response meetings, E-Resources Team meeting, Disaster meeting, and a Management Team meeting.

Administrative Operations Department

Human Resources

Shaina Rajala, Administrative Operations Assistant

Recruitments:

- Library Director
- IT Manager – PA
- Facilities Technician I – SQ
- Shipment Operations Specialist I - PA

New Hires:

- Troi Gale – West End Library Manager – FO & CB

Promotions

- Shane Miller – IT Manager - PA

Separations:

- Theresa Tetreau – WE Library Manager – FO & CB
- Damaris Rodriguez – Shipment Operations Specialist I – PA
- Jennifer Jabs – Facilities Technician I - SQ

Financial Operations

John DeFrancisco, Financial Operations Manager

John participated in several Management Pandemic Check-ins, Management Team Meetings and an All Staff Meeting.

Accounting Statistics for March:

- 76 Vouchers
- 0 CC Transactions
- 7 Revolving Fund Checks
- 5 Payroll EFT
- 1 Department of Revenue EFT
- 68 Payroll Pays

Public Communications

Kate Radigan, Public Communications Coordinator

- 8 news releases were sent
- *Off the Shelf* article was submitted
- Article for Peninsula Families Today was submitted (but publication was cancelled)

- Promotional packages for 5 programs were completed but put to a halt.
- Scheduled Facebook posts regarding closure information and promoting online resources for 2 weeks of PAD

Assistant Director's Report

Noah Glaude, Assistant Director

Significant projects Noah worked on during the month of March included:

- Special live stream of Olympic National Park's Perspectives Series presentation
- IT Manager recruitment activities
- COVID-19 response
- Development of NOLS' Work From Home plans
- Public communications and social media management during first weeks of closure

Director's Report

Margaret Jakubcin, Library Director

This was the longest and the shortest month ever! Constant change. Constant decision making in uncharted waters.

Significant meetings/events and projects this month:

- Worked with Board on NOLS Director recruitment activities
- IT Manager recruitment activities concluded
- WE Manager farewell - and new WE Manager intake
- COVID-19 response development; Decisions making and Implementation of closure plans
- Development COVID-19 policies and leave plans
- Management, Policy Committee, and Board meetings; new adventures with virtual meetings

