MINUTES

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 measures were in effect at the April 30, 2020 Board meeting.*

- Board action 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 participated remotely by teleconference.
- Members of the public participated by phoning or linking in, using the instructions available prior to the meeting at [www.nols.org/board-administration/](http://www.nols.org/board-administration/).

1. Call to order, roll call and introductions

Board Chair Jennifer Pelikan called the meeting to order at 5:30pm. Trustees present by teleconference: Mark Urnes, Jennifer Pelikan, Betty Gordon, Clea Rome, and Suzi Ure. Library staff present by teleconference: Director Margaret Jakubcin, Assistant Library Director Noah Glaude. Visitors present by teleconference: NOLS staff members Jessica Raivo and Alisa Weiss.

2. Approval of agenda

*Motion by Ms. Gordon to approve agenda as presented. Motion seconded by Ms. Ure. Motion carried.*

3. Approval of minutes for regular meeting of March 26, 2020

*Motion by Ms. Rome to approve the minutes from the March 26, 2020 meeting. Motion seconded by Ms. Gordon. Motion carried.*

4. Communications None.

5. Financial report: March 2020

The financial reports for March 2020 were accepted as presented.

6. Approval of vouchers: March 2020
Motion by Ms. Rome to approve the March 2020 vouchers, numbered #223 through #298, in the amount of $318,051.23. Motion seconded by Ms. Gordon. Motion carried.

7. Unfinished business
   None.

8. New business
   N.1. Verbal update and discussion regarding NOLS coronavirus response
   No action taken.

   N.2. Approval of HR Policy 12.17 (FFCRA leave policy)
   Motion by Ms. Gordon to approve HR Policy 12.17: FFCRA Leave, as presented. Motion seconded by Ms. Rome. Motion carried.

   N.3. Approval of revisions to Policy 6.1: Bylaws of the Library Board of Trustees
   Motion by Ms. Rome to approve revisions to Policy 6.1 as presented. Motion seconded by Ms. Gordon. Motion carried.

   N.4. Approval of revisions to Policy 6.3: Attendance at Meetings by Teleconference
   Motion by Ms. Rome to approve revisions to Policy 6.3 as presented. Motion seconded by Ms. Ure. Motion carried.

9. Reports
   R.1. Monthly activity reports: March 2020
   (March statistics and highlights will be presented in the May packet)
   The March activity report was 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, 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: None noted at this time.

13. Executive session to discuss performance of a public employee
    At 6:24pm the Chair announced that the Board would move to executive session to discuss the performance of a public employee, and that the session was expected to last approximately 10 minutes.

    At 6:36pm the Chair announced that the Board had concluded its executive session, without taking any action, and would now return to open session.

14. (Action on executive session, if any). No action taken.
15. Adjournment
There being no further business, the meeting was adjourned by the Chair at 6:36pm.

CERTIFIED AS TRUE AND CORRECT

[Signatures]
Chair

[Signature]
Board Secretary