

**CALL TO ORDER**

The meeting was held via conference call and was called to order at 5:33 pm by Chairman Tom Callahan.

In attendance were Chairman Tom Callahan, Vice Chairman Martin Valadez, Secretary Louise Matzner, and Board members Sandra LePage, Susan Paysse, Ed Frost, and Rosemary Ford.

Also in attendance were Executive Director Kyle Cox, Information Technology Director Jon Stuckel, Human Resources Director Celina Bishop, and Executive Assistant Valerie Loffler.

**APPROVAL OF AGENDA**

Susan Paysse moved to approve the Agenda as presented. The motion was seconded by Ed Frost and carried unanimously.

**APPROVAL OF CONSENT AGENDA**

Sandy LePage moved to approve the Consent Agenda. The motion was seconded by Rosie Ford and carried unanimously.

**CONSENT AGENDA ITEMS**Approval of Minutes

The Board approved the Minutes from the meetings of February 18, 2020, and March 3, 2020 (March 17, 2020 meeting was cancelled).

Treasurer's Report

February: General Fund – \$2,321,327.64

Library Capital Reserve Fund – \$1,532,383.15

Stroh Fund - \$205,948.08

March: General Fund – \$2,119,965.17

Library Capital Reserve Fund – \$1,534,373.61

Stroh Fund - \$206,208.24

Approval of Payroll

The Board ratified the Chairman's signature for payroll check numbers 29332 through 29333 and direct deposit numbers RA-1002175 through RA-1002290 in the amount of \$220,197.34 dated March 10, 2020; and payroll check numbers 29335 through 29356 in the amount of \$7,289.00 dated March 10, 2020.

The Board ratified the Chairman's signature payroll check numbers 29357 through 29358 and direct deposit numbers RA-1002291 through RA-1002405 in the amount of \$237,377.12 dated April 10, 2020.

Approval of Accounts Payable Checks

The Board ratified the Chairman's signature for Accounts Payable check numbers 37599 through 37801 in the amount of \$507,179.37.

The Board ratified the Chairman's signature for Accounts Payable check numbers 37802 through 37956 in the amount of \$289,858.22.

### Surplus Property

1,694 library materials were declared surplus as of February 29, 2020. The items were worn out, obsolete, or no longer needed.

### Bad Debt Write-Off

The Board ratified the signature of the board chairman for write-off of bad debts covering the period of 02/01/2013 through 02/28/2013 in the amount of \$10,683.54 and outstanding bad debts for customer balances of less than \$25.00 in the amount of \$634.27. The total bad debt write-off for February 2020 is \$11,317.81.

## **ACTION ITEMS**

### WAN and Internet Service Contract

Information Technology Director Jon Stuckel reported MCL's existing service contract for Internet and inter-branch data networking with Jamestown Networks expires on July 1, 2020. These services support all data and communications functions for both public and staff. He issued an RFP for a five-year contract for these services, including a 100% increase in bandwidth over current levels for all locations to meet demand.

Respondents were Charter Communications and PocketiNet. The proposal submitted by our current provider, Jamestown Networks, missed the deadline and was disqualified. MCL has previously worked with PocketiNet. PocketiNet is much more competitive than Charter and came in at less than half the price.

The increase in cost over the full five-year term is approximately \$21,000. This is a ten percent increase over the previous five years, while doubling existing data speeds that will keep up with demand for the next five years.

Sandy LePage moved to authorize the Executive Director to execute a contract with PocketiNet Communications for internet and networking services for a term of five years. The motion was seconded by Susan Paysse and carried unanimously.

### Personnel Policies and Procedure Revisions

Human Resources Director Celina Bishop reported on policy revisions based on recent developments in state and federal law.

Washington State Paid Family & Medical Leave - The Washington State Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by the Washington Employment Security Department (ESD) to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons. This policy provides an updated summary of the PFML program, which initially was developed in 2019, and details how ESD and MCL leave policies come together.

Families First Coronavirus Response Act Policy – This new 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.

The policy provides the option to take leave with partial pay (66 percent of their pay) for up to 12 weeks if an employee is affected by school closures. It also provides emergency sick leave to all library employees, in addition to any paid sick leave already established with MCL. It allows for up to 80 hours of emergency sick leave should someone be more directly affected by COVID-19 (being diagnosed themselves or caring for somebody in their immediate family).

Bad Weather Schedules & Library Closures - This revision adds language to clarify other types of emergency closures, including national disasters and pandemics. The intent is to more clearly outline how the policy is used, especially when MCL is providing weeks and weeks of administrative pay. This policy has been used occasionally over the years when MCL had to close branches because of water or power failures. As the COVID-19 pandemic happened, MCL has used the same policy.

Mr. Cox reported this is consistent with what other library systems are doing, and the revision is to encapsulate what MCL is doing.

Rosie Ford asked where MCL got the language.

Mr. Cox responded it came from other library systems.

Chairman Callahan asked for clarification.

Mr. Cox responded that all library directors have been communicating via the Washington State Library ListServ. One issue discussed was closure pay and language specific to policies that would allow for a closure. All systems literally had the same language as MCL because they share information and use Summit Law for their labor counsel.

The Bad Weather Closure policy is the closest thing MCL had to a closure that was unplanned or because of an emergency or disaster. It was specific to bad weather; however, the proposed language is to include those emergencies, disasters, and pandemics and would allow MCL to close in case of the current situation.

Ms. Bishop added all library HR professionals are also discussing this. The easiest thing for us, instead of creating a new policy for pandemic closures, was to slightly modify the current policy and use the procedures that MCL follows when a library closes.

Rosie Ford preferred to keep the last sentence in the Library Closure section where it is currently located instead of putting it at the top in the opening paragraph. She suggested keeping it at the end, but with the addition of "natural disasters and pandemics."

Ms. Bishop pointed out the information was struck because it was in there twice.

Ms. Ford believes it's a little confusing when you refer to the policy if it's just in the opening paragraph. Also, there is a little bit of conflict between that last phrase and then at the bottom of the paragraph under Library Closure where it says "other emergency library closures will be made as required by the Executive Director." She suggested saying it once and placing it at the bottom.

Mr. Cox confirmed she wanted to add "or other emergencies, including without limitation, natural disasters and pandemics, require it" in the opening section.

Ms. Ford clarified she wants to move that whole section down to where it was before under the paragraph marked "Library Closure."

Mr. Cox said the sentence that is struck has to be specific to weather conditions.

Ms. Ford pointed out that “in his/her opinion weather conditions or other emergencies” is already stated.

Chairman Callahan asked why it’s a problem to have an introductory statement and then expanded upon in numbered sections.

Ms. Ford responded that it’s generally bad practice to have a policy that isn’t marked by a section. If you have a floating paragraph, you can’t refer to it very easily.

Martin Valadez asked if the Board could adopt the content of the policy and work on the wordsmithing at a later time.

Chairman Callahan said most of the first paragraph under Library Closures has to do with school closures.

Rosie suggested having two sections, “school closures” and then “other closures.”

Ms. Bishop explained the reason for minimal changes is because it’s verbatim in the union contract, and the union has already been presented with this information. Some of the language was drafted by Summit Law Group.

Sandy LePage moved to adopt policy revisions relating to COVID-19 Leave Laws, Paid Family Medical Leave, and Library Closures. The motion was seconded by Martin Valadez and carried unanimously.

The policy revisions were adopted as presented by staff.

**BOARD COMMENTS**

Chairman Callahan asked about future meeting schedules.

Mr. Cox stated its dependent upon action by the Governor. The plan is to remain closed to the public as we transition back onsite and do curbside delivery. Even if the Stay Home order isn’t extended, physical access to the public might not be in existence by the next Board meeting.

The next Governance Committee meeting will be May 1, 2020, at 9 am by conference call.

**ADJOURNMENT**

The meeting adjourned at 6:07 pm.

  
Valerie Loffler, Executive Assistant

Approved:

  
Louise Matzner, Secretary