

Jefferson County Rural Library District
Board of Trustees Emergency Special Meeting
Library Shold Room, Port Hadlock, WA
Minutes – Sunday, March 15, 2020

via Zoom
via Zoom
Call to Order: Chair Ellen Hargis called the meeting to order at 1:00 P.M. Present were Trustees Hal Beattie, Tom Hagen, and Michael Kubec; and Director Tamara Meredith.

Citizen Questions and Comments: None.

Approve/Amend Agenda: Michael Kubec **moved to approve** the agenda. Tom Hagen **seconded the motion** and the **motion carried**.

New Business:

Amend Section 8 of the Personnel Manual: An amendment to the Personnel Manual was shared that would add a new category of leave to Section 8. This language was suggested by an attorney as the appropriate method of ensuring continuity of staff salaries and benefits during an emergency closure such as the current pandemic we are experiencing. Tom Hagen **moved to approve** the amendment; Michael Kubec **seconded the motion**, and the **motion carried**.

Adopt the Pandemic Preparation and Procedure Policy: A new policy that had previously been shared as a procedure was recommended for adoption based upon legal advice and current pandemic conditions. Since the Governor of Washington, Jay Inslee, has declared a State of Emergency, the Board of Trustees is adopting this policy under special emergency circumstances with only one reading. Michael Kubec **moved to approve** the policy; Hal Beattie **seconded the motion**, and the **motion carried**.

The meeting adjourned at 11:09 A.M.

Next Meeting: REGULAR MEETING – 10:00 A.M., Wednesday, April 15, 2020 at Main Library

Approved by vote via Zoom

Ellen Hargis, Chair *4/15/20*

Approved by vote via Zoom

Hal Beattie, Secretary *4/15/20*