

1 ORCAS ISLAND LIBRARY DISTRICT



3 Special Board Meeting Minutes

4 March 25, 2020

5 Library Board President Martha Fuller called the Special Meeting to order at 3:34  
6 p.m. via teleconference. Also attending by phone were Trustees Madeline Sheplor,  
7 Julia Wrapp, Jens Kruse, and Teresa Patrick; Library Director Phil Heikkinen and  
8 staff member Janet Marlow joined from the Library Community Room.

9 1. Welcome: Martha thanked everyone for joining the meeting.

10 2. Staff Policy Update: Paid Administrative Leave:

- 11 • Martha explained that, in light of the Governor’s Stay Home--Stay Safe
- 12 Proclamation, Phil has introduced this amendment to the 2.16 Employee
- 13 Benefits portion of the Policy Manual after researching what other libraries
- 14 are doing in the state and country, as well as using guidance from MRSC
- 15 (Municipal Research and Service Center) and our Attorney Dan Gottlieb.
- 16 • Phil added that the policy change would allow the Library to be flexible in
- 17 response to an implementation of our Emergency Operations Policy.
- 18 • Martha asked how the policy would be implemented with the staff in this
- 19 particular case, and Phil explained that all staff will be continuing
- 20 activities remotely as they are able but will not be tracking hours. Everyone
- 21 would be paid their standard FTE rate.
- 22 • Martha added that it would be a great time to encourage professional
- 23 development, specifically through any online courses available.
- 24 • Teresa pointed out that continuing to pay Library staff has a positive
- 25 impact on not only the employees but the community.
- 26 • Jens added that paying the staff at this time was a relatively easy thing for
- 27 the Library to do since the Library’s revenues are not directly impacted by
- 28 the Governor’s Proclamation.
- 29 • Phil said that the decision to pay staff would be reevaluated regularly in
- 30 the context of the evolving pandemic and any legal requirements.
- 31 • Martha read the content of the revised 2.16.I and 2.16.J and recommended
- 32 approval. Jens made a **MOTION** to adopt the policy revision. Julia
- 33 seconded, and the **MOTION** passed unanimously.
- 34 • Phil thanked the Board and explained that since the Stay-Home order was
- 35 effective midnight on March 25, all employees would be put on Paid
- 36 Administrative Leave starting on March 26.

37 3. Other: None

38 4. Adjournment: There being no further business, the meeting was adjourned at 3:55  
39 p.m.

40 Submitted by Janet Marlow.

41 Approved: \_\_\_\_\_