

NCW Libraries Board of Trustees

Emergency Meeting regarding Resolution 20-11: Authorizing the Availability and Use of Leave as required by Families First Act

March 23, 2020

In Attendance: Barbara Walters, Brianna More, Michael Macy, Tracy Hazen, Tim Dillman, Denise Sorom*, Kathleen Allstot*, Katherine Meade*, Deborah More*, Jim Mitchell*, Gail Huntley*.

*Attended via phone.

Barbara started the meeting at 1:31pm

Barbara began with a brief description of the federal legislation known as the Families First Act (HR 6201) which was passed on March 18, 2020. The law requires certain employers to provide employees with up to two weeks of paid leave as a result of quarantine and closures related to the COVID-19 pandemic. Barbara said the board would need to decide if the new federal requirement would be met by the supplemental leave passed at the March 19, 2020 board meeting or if a new, separate bank of leave would be approved.

The recommendation from leadership is to provide two different sets of leave as this would be better for employees, particularly with state unemployment backed up. Barbara said that Michael has vetted the option of provide a separate bank of leave and the library can afford it.

Kathleen asked if the library had laid off employees. Barbara answered no, to which Brianna clarified that Library Assistants had been put on standby as these employees typically only work a few hours to provide extra opening hours and relieve regular staff breaks.

Deborah stated that she would vote to provide the 4 weeks of leave. Denise asked if leadership knows what other similar organizations are doing. Barbara said that most are paying staff and trying to keep them employed as long as possible. Gail said that she could support option 1.

Jim asked if there was a dollar figure for each of the two options. Brianna clarified that the scenario of providing 4 weeks carries NCW Libraries payroll forward a month without any change. It creates the same operating cost as any other month.

Kathleen asked if that meant the library would have 13 months of payroll in 2020. Brianna said no, it would still be equivalent to 12 months of payroll. Katherine asked how new Washington State Family Leave Act and how that would apply. Michael said that the Family Leave would only pay a portion of an employee's salary. Deborah echoed that there is a lot of red tape in applying for the Washington State Family Leave and at this time may not be a reliable source for income for employees.

Brianna said that a handful of staff likely would not have need to access the leave, including the members of the executive team, payroll department and service managers.

Denise said that she would be supportive of the additional two weeks of leave.

Deborah moved to adopt resolution 20-11 to provide an additional two weeks of emergency leave. Kathleen seconded. The motion carried.

Tim stated that he would send the resolution out for electronic signature.

The meeting was adjourned at 1:44 pm.