



# King County Library System Board of Trustees Special Meeting

KCLS Service Center  
11:30am ♦ March 13, 2020

## PRESENT

### KCLS Board

Pamela Grad  
Ron Higgs  
Anne Repass  
Lalita Uppala

### KCLS Staff

Maria Hatcher  
Cynthia McNabb  
Danielle Perry  
Lisa Rosenblum

## MOTIONS APPROVED

1. Pay Guidelines for Pandemic and Communicable Disease Emergencies

## CALL TO ORDER

President Pamela Grad called the meeting to order at 11:40am. Trustees Grad, Higgs, Repass, and Uppala attended by phone.

## REQUEST TO AUTHORIZE PAID ADMINISTRATIVE LEAVE

Executive Director Lisa Rosenblum apprised the Board of the most current information under which the Library System is operating.

KCLS is maintaining normal open hours. Staff who are in high risk categories have been encouraged to stay home and those who are sick are being directed to stay home, per health official recommendation. Others have been given the option to telework. KCLS has relaxed sick leave standards during this period and is not requiring doctor notes from those who call in sick for extended days, per KCLS' pandemic response plan.

Library staff have had little success enforcing social distancing among patrons despite efforts to remove and rearrange furniture, disable some public computers, and place tape around service desks to keep people six feet apart.

The Governor is anticipated to announce closure of all schools State-wide at which point it will become necessary for KCLS to close public service System-wide. Given the unprecedented circumstances presented by the COVID-19 outbreak, KCLS has developed guidelines for pay practices to use during the emergency.

*Pay Guidelines for Pandemic and Communicable Disease Emergencies* covers alternative arrangements for employees who are able to work, such as telework from home, videoconference training, etc., as well as procedures to enforce quarantine or isolation of ill, symptomatic or exposed employees.

If a full System-wide closure is necessary due to a mandate by a state or county governing official, or public health official, the guidelines contain provisions whereby employees may be granted paid administrative leave for up to 30 days. Some non-represented staff who may be deemed "essential" and who may be required to report to work during an emergency shall receive their regular pay. The guidelines also contain provisions in the event of an emergency furlough.

Lisa asked the Board to approve the *Pay Guidelines for Pandemic and Communicable Disease Emergencies*.

***Anne Repass moved approval of the Pay Guidelines for Pandemic and Communicable Disease Emergencies as presented. Lalita Uppala seconded.***

Ron Higgs said the need to call a special meeting on short notice prevented the Board from having an opportunity to review the document in advance. He supports the intent of the guidelines but would feel more comfortable having additional time to review them.

Given the urgency of the situation, Deputy Director Cynthia McNabb said staff can modify the guidelines immediately to include criteria for review by the Board every 30 days while the state of emergency is in effect. The Board agreed to the modification.

Pamela Grad called for a vote to approve the *Pay Guidelines for Pandemic and Communicable Disease Emergencies* with modifications as described. **All voted in favor and the motion passed unanimously.**

**ADJOURNMENT**

The meeting adjourned at 12:10pm.

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Pamela Grad, President



Ron Higgs, Secretary