

Oregon Public Library Board Minutes
Special Meeting Agenda AMENDED
Oregon Public Library, 256 Brook St., Oregon, WI 53575
Wednesday, March 18, 2020 at 6:30 p.m.

1. **Call to Order** Board President Jenny Nelson called the meeting to order at 6:34pm.
2. **Roll Call** Present were: Jenny Nelson, Jennifer Endres Way, Library Director. Attending online were: Brian Busler (arr. 6:38pm), Coral Goplin, Laura Shtaida, Jeanne Carpenter, Carrie Schudda, Kyle Severson. Also attending: Mary Davidson, Library Assistant Director (recorder).
3. **Adopt/Amend Agenda** Goplin made the motion to adopt the agenda as written, Shtaida seconded. Motion carried, 6-0.
4. **Citizen Appearance/Public Comment** There were none.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from February 12, 2020- Shtaida made the motion to approve the minutes as written, Carpenter seconded. Motion carried, 6-0.
 - b. Review and Payment of available Bills & Review/Accept Financial Report(s) currently available- Schudda made the motion to pay the bills and accept the financial report. Way highlighted an invoice from von Briesen which reviewed the Circulation Supervisor's Job description to ensure it qualified as an exempt position. Cross county reimbursements from Columbia, Green, Rock and Sauk counties were received, along with over \$40,000 in contributions for the new library. Vouchers approved for payment totaled \$20,549.81, Receipts were \$72,550.89. Goplin seconded the motion. Motion carried, 6-0.
6. **Discussion and possible action items**
 - a. Resolution Delegating Executive Authority During the State of Emergency- Busler moved approval of Resolution No. 20-11, Oregon Public Library: A Resolution Delegating Executive Authority During The State Of Emergency, allowing Director Way to act with certain executive authority in behalf of the Library Board, until June 15, 2020. Carpenter seconded. Motion carried, 7-0.
 - b. Use of CIP Funds Borrowed in 2017- Way listed the projects that would benefit from the funding: replacement of microfilm unit, security film on designated windows, a second iPad for youth services, DVD spinner rack for the Lucky Day collection, 3 staff laptops to allow for remote work. Goplin made the motion to approve the projects, Shtaida seconded. Motion carried 7-0.
 - c. Pandemic Plan and/or Policy Related Decisions- Way highlighted the Pandemic Plan, approved in 2009, as a guideline for going forward. She presented an updated Plan which would provide a more straightforward path for decision making, as recommendations for institutions continue to change daily.
 - Goplin made the motion to approve the plan, with the correction of one typo, Busler seconded. Motion carried 7-0.
 - While the library closed to the public at 5pm on Monday, March, 16, 2020, Schudda made the motion at 6:53pm to approve the closure indefinitely, Severson seconded. Motion carried 7-0.
 - Way stated there are 3 library employees who traveled out of state, having made their plans in place or completed before travel restrictions were put in place by the Village. When Way became aware of their situation, she sent them home- due to an abundance of caution, not because they were symptomatic. She asked for suggestions from the board, because one of them works a position without benefits. Carpenter made the motion to pay the employees who missed work due to mandatory quarantine for travel completed before the Village's policy was put in place for their scheduled hours that were missed. Busler seconded. Motion carried 7-0.
 - The Village Administrator is meeting with Department Heads on 3/19/20 to discuss pandemic related topics including those related to personnel.
7. **Closing and Future Agendas**
 - a. Next meeting: Wednesday, April 8, 2020 at 5 PM at the Oregon Public Library
8. **Adjournment**- Meeting adjourned at 7:05pm on motion made by Schudda, seconded by Busler. Motion carried 7-0.