

## **Oregon Public Library Board Special Meeting Minutes**

Wednesday, April 22, 2020 at 5:00 p.m.

Location: \*Please note: This is a teleconference meeting via Zoom

1. **Call to Order** President Jenny Nelson called the meeting to order at 5:00pm.
2. **Roll Call** Jenny Nelson, Dr. Brian Busler, Laura Shtaida, Randy Glysch, Carrie Schudda (arr. 5:03pm), Kyle Severson. Unable to attend was Coral Goplin. Also attending were Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** – Motion to adopt made by Busler, seconded by Shtaida. Motion carried 5-0.
4. **Public Comment:** None were offered.
5. **Discussion and possible action items**
  - a. Updated Safer at Home Order & essential Library Services- Way explained the impact of Gov. Evers' Emergency Order #28, which would allow for curbside pickup of library books and materials. Staff have been working on a plan to keep themselves and patrons safe. While further interpretations are forthcoming from DPI, a plan is in place for contactless curbside pickup of materials which will be an essential service allowable in the building under the new order. Because system-wide delivery service has been temporarily suspended, the only materials available will be holds currently awaiting pickup and items from Oregon's collection.
  - b. Curbside Pickup Services- Way explained how the contactless pickup would work, with limited hours which would be expanded as needed, with frequent reevaluation. The library has a sufficient supply of PPE at this point and staff members would each have their own workstation. Nelson asked if staff felt comfortable providing the service and Way noted that only staff who expressed interest and felt comfortable would be asked to help with the service at this time. Patrons with items currently on the hold shelf would be notified first, and appointments would be scheduled every 15 minutes. Severson made the motion to approve offering curbside pickup service, Glysch seconded. Motion carried 6-0.
  - c. Removal of Furlough Status for Designated Staff Required to Provide Curbside Pickup Services (If Offered)-. Glysch made the motion to remove from furlough those staff who indicated interest in helping with curbside pickup service now, allowing Way to manage staff resources for this including making opportunities for other staff to return to work in the future. Shtaida seconded the motion, which carried 6-0.
6. **Adjournment** The meeting adjourned at 5:22pm on a motion made by Busler, seconded by Schudda. Motion carried, 6-0.