**ENTITY NAME: Oak Harbor Public Library**

**TYPE OF MEETING: Emergency**

**DATE: 3/13/2020**

**START TIME: 2:00 p.m.**

**END TIME: 2:30 p.m.**

**MEETING LOCATION: Lower Level of Oak Harbor Library**

**CALLED TO ORDER BY: Kathy Steinmiller**

## RECORD OF PROCEEDINGS

**BOARD/COUNCIL MEMBERS ROLL CALL**

| NAME | PRESENT |
|---|---|
| Kathy Steinmiller | Present |
| Bonnie Schimming | Not Present |
| John Liske | Present |
| Carolyn Witt | Present |
| Betty Deitzel | Present |
| John Crosser | Present |
| Gary Cagle | Present |

**IN ATTENDANCE**

| NAME | VISITOR/EMPLOYEE | COMMENTS |
|---|---|---|
| Lina Hall | Employee | |
| | Choose an item. | |

**COMMUNITY COMMENTS**

| NAME | |
|---|---|
| COMMENTS | None. |

**APPROVAL OF PREVIOUS MINUTES**

| | |
|---|---|
| MOTION TO APPROVE MINUTES OF | Click or tap to enter a date. |
| TYPE OF MEETING | Choose an item. |
| DISCUSSION | None. |

**DIRECTOR'S REPORT**

| | |
|---|---|
| REPRESENTATIVE'S NAME | Lina Hall, Director |
| **Services, Programs and Public Relations** | None. |

| | |
|---|---|
| **Finances** | None. |

| | |
|---|---|
| **Personnel** | None. |

| | |
|---|---|
| **Technology** | None. |

| | |
|---|---|
| **Building** | None. |

| | |
|---|---|
| **Gifts and Memorials** | None. |

| | |
|---|---|
| **Meeting Attendance** | None. |

**FISCAL OFFICER REPORT**

| | |
|---|---|
| REPRESENTATIVE'S NAME | |
| DISCUSSION | None. |

**APPROVAL OF BILLS and FINANCIAL REPORTS**

| | |
|---|---|
| MOTION BY | |
| MOTION SECONDED BY | |
| VOTING ROLL CALL | VOTE |
| | |
| | |

| | |
|---|---|
| VOTING RESULTS | YES: 0 NO: 0 |

**REPORTS OF COMMITTEES**

| | |
|---|---|
| Committee | None. |

**NEW BUSINESS**

| | |
|---|---|
| TOPIC | Pandemic Policy/Library closure |
| PRESENTED BY | Lina Hall |
| DISCUSSION | Lina presented a Pandemic Policy for the Board to review and approve amid the coronavirus situation. The library will close beginning on March 17th, and will allow for curbside pickup of books unless the Governor issues State-wide orders that indicate otherwise. Staff will report to work with flexible hours between Monday –Friday, 9 am -5 pm. Hours will remain the same as they are regularly scheduled.<br><br>**Motion made by John Crosser to adopt the Pandemic Policy as presented. Second made by Gary Cagle.**<br><br>**Ayes – Steinmiller, Witt, Cagle, Crosser, Deitzel, Liske**<br>**Nayes – None**<br><br>**Motion passed.** |

**NEXT SCHEDULED MEETING**

| | |
|---|---|
| TYPE OF MEETING | Regular |
| DATE | 3/18/2020 |
| TIME | 9:30 AM |
| LOCATION | Lower Level Oak Harbor Library |
| COMMENTS | |

**MEETING ADJOURNED 2:30 p.m.**

**MINUTES PREPARED BY**

| SIGNATURE | TITLE | DATE |
|---|---|---|
| | | Click or tap to enter a date. |

**ATTESTED BY**

| SIGNATURE | TITLE | DATE |
| --- | --- | --- |
| | | Click or tap to enter a date. |