

## Oregon Public Library Board Meeting Minutes

### Sue Ames Room, Oregon Public Library

Wednesday, November 13, 2019

1. **Call to Order** Jenny Nelson called the meeting to order at 5:00pm
2. **Roll Call** Attending were: Jenny Nelson, President, Vice President, Laura Shtaida, Treasurer, Coral Goplin, Secretary, Randy Glysch, Carrie Schudda, Kyle Severson. Unable to attend: Dr. Brian Busler. Also attending were: Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director (recorder)
3. **Adopt/Amend Agenda** Goplin made the motion to adopt the agenda as written, Severson seconded. Motion carried 6-0.
4. **Citizen Appearance/Public Comment** There was none.
5. **Consent Agenda**
  - a. Amend/Approve Minutes from October 9, 2019- Shtaida made the motion to approve the minutes, Goplin seconded. Motion carried 6-0.
  - b. Review and Payment of available Bills and (c) Review/Accept Financial report- Schudda made the motion to approve payment of expenses of \$ 31,749.34, receipts of \$ 2,330.01, and the financial report dated Oct. 31, 2019. Severson seconded. Way highlighted 2 expenses: the removal of the 3 trees on the new library property, and the capital expense of the replacement security camera system. Motion carried 6-0.
6. **Information Items**
  - a. Committee Reports
    - i. Building Committee- The committee took a tour of the new Waunakee Public Library this week. They will discuss their findings at a future meeting.
    - ii. Steering Committee for Capital Campaign- This committee meets next week. If you have information you'd like shared with the committee, contact Way.
    - iii. Personnel Committee- Recommendations from this committee will be shared during following agenda items.
  - b. Library Director's Report- At the Library Board's Dec. 16, 2019 joint meeting with the Village Board, the role of a construction manager will be discussed. One of the reference assistants has given notice and will be leaving in December. The position has been posted and Way hopes to have it filled in early January. Staff are working hard to prepare for a migration to new software used by all library staff.
  - c. October 2019 Library Statistics Summary- The report shows the number of library cards issued increased in October, Overdrive continues to be popular, and wireless printing use is up.
  - d. Communications
    - i. South Central Library System (SCLS) E-book Embargo Statement- This is informational. SCLS opposes the embargo as it affects the availability of titles.
    - ii. Library Buzz Newsletter (November/December)-Enclosed for your information.
    - iii. Community Member Feedback on New Library- There were a few new comments, which are the last bullets in each section.
    - iv. Village Board announcements- Glysch reported the 2020 Budget will be up for approval on Monday.
    - v. School District announcements – Dr. Busler will be retiring at the end of the school year, and Dr. Bergstrom will take his place.
7. **Discussion and possible action items**
  - a. Review of Capital Campaign Timeline- Way reviewed the timeline at a request from last month's meeting. At this time, the plan is to go to the public phase of the campaign in Feb., 2020, and meet with the Village Board to review the plan going forward in June, 2020.
  - b. Unresolved NSF Charge of \$24 from 2012- Schudda moved to approve the Village's request to write off the \$24 NSF charge from 2012, Glysch seconded. Motion carried 6-0.

- c. Library Hours July 3 & July 4, 2020- Per Village Policy, when the holiday falls on a Saturday, village buildings are closed the previous Friday. The Library is open Saturdays. The Management Team discussed whether to remain open on Friday, and agreed staff might be spread too thin the rest of the week. Glysch made the motion to close the Library on both July 3 and 4, 2020, Shtaida seconded. Motion carried 6-0.
- d. Amendment to Code of Conduct Policy- Way highlighted the two changes – Changed III, A.5.: NEW: “Any behavior that interferes with another person’s access to library materials and services;” (Instead of: “any behavior that interferes with another person’s use of the library”) Changed IV, !: NEW: Children ages 8 or younger must be under direct supervision of a parent, guardian, or responsible caregiver age 11 or older,” (Instead of “Children ages 8 or younger must be in direct supervision of a parent, guardian or responsible caregiver”). Schudda made the motion to approve the amendment to the above, along with making the change from age 12 to age 11 in II. C. Shtaida seconded. Motion carried 6-0.
- e. Amendment to Reference Assistant Position Description- A change in the position description would clarify special duties along with non-substantive format changes. Severson made the motion to approve the updated Reference Position Description, Goplin seconded. Motion carried 6-0.
- f. Update on 2020 Library Budget Request- Health insurance costs for 2020 increased due to benefits selected by eligible staff during open enrollment. The Library was requested to cover 50% of those costs to match 50% which will be funded by the Village. Some library budget line items will need to be reduced to offset the increase to this line item.
- g. 2020 Salary Schedule-The Village proposed budget includes an across the board 3% wage increase for all employees. Glysch made the motion to approve the 2020 Library Salary Schedule, incorporating a 3% increase from the 2019 schedule to match the Village. Goplin seconded. Motion carried 6-0.
- h. Convene in Closed Session pursuant to Chap. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (2020 Compensation for Library Staff)- Coral/Randy move to closed session. 5:23pm. Roll call vote: Nelson-Yes, Goplin-Yes, Severson-Yes, Shtaida- Yes, Glysch-Yes, Schudda-Yes. Motion carried. Glysch left during Closed Session at 5:48 PM.
- i. Reconvene in Open Session, for action, if any on items discussed in closed session. Motion by Goplin. 2<sup>nd</sup> by Shtaida to reconvene in open session. Roll call vote: Nelson-Yes, Goplin-Yes, Severson-Yes, Shtaida-Yes, Schudda- Yes. Motion carried. Motion by Schudda to approve personnel costs for 2020 including wage adjustments for 2020 as recommended by the personnel committee in Option A+. 2<sup>nd</sup> by Nelson. Motion carried.
- j. Additional Part-Time Reference Assistant Position Starting in 2020: Motion by Goplin to approve the part-time Reference Assistant Position for 2020 with a start date of March 30, 2020. 2<sup>nd</sup> by Severson. Motion carried.
- k. Amend 2020 Library Budget - Motion by Goplin to amend the 2020 budget to approve the changes as presented. This includes increase to health insurance and decreases to contractual services, as well as salaries and corresponding benefit line items (to match action taken in 7i). 2<sup>nd</sup> by Severson. Motion carried.
- l. Staffing Step Plan – Motion by Goplin to approve the personnel committee recommendation and to evaluate future staffing needs over the next 6 months. 2<sup>nd</sup> by Schudda. Motion carried.

## **8. Closing and Future Agendas**

- a. Next meeting: Wednesday, December 11, 2019 at 5 PM at the Oregon Public Library
- b. Joint Meeting with Village Board: Monday, December 16, 2019 at 5 PM at Oregon Village Hall
- c. Request for future agenda items

## **9. Adjournment** – Motion to adjourn by Schudda. 2<sup>nd</sup> by Shtaida. Motion carried.