

Oregon Public Library Board Minutes
Sue Ames Room, Oregon Public Library
Wednesday, February 12, 2020 at 5:00 p.m.

1. **Call to Order** – Jenny Nelson called the meeting to order at 5:03pm.
2. **Roll Call** Jenny Nelson, Laura Shtaida, Coral Goplin, Carrie Schudda (arrived 5:10pm), Kyle Severson, and Jeanne Carpenter. Unable to attend: Dr. Brian Busler. Also attending were Jennifer Endres Way, Library Director, and Alicia Fisher, Circulation Supervisor.
3. **Adopt/Amend Agenda** Shtaida made the motion to adopt the agenda as written, Goplin seconded. Motion carried, 5-0.
4. **Citizen Appearance/Public Comment** There were none.
5. **Consent Agenda**
 - a. Amend/Approve Joint Minutes from December 16, 2019 – Shtaida made the motion to approve the minutes from the Joint meeting on December 16th. Nelson seconded. Motion carried 5-0.
 - b. Amend/Approve Minutes from January 8, 2020 – Goplin made the motion to approve the minutes from the January meeting, Shtaida seconded. Motion carried 5-0.
 - c. Review and Payment of available Bills – Total expenses were \$83,399.86 which included the annual SCLS fee for technology support and ILS membership, as well as the WiLS database subscription annual fee. Total receipts were \$15,473.92. Motion to approve the payment of bills and accept the financial report was made by Goplin, seconded by Severson. Motion carried 5-0.
 - d. Review/Accept Financial Report(s) currently available (approved above).
6. **Discussion and possible action items**
 - a. Task Order for Stormwater Requirement Calculations– Ruekert-Mielke – Severson made motion to approve Ruekert-Mielke task order to complete stormwater requirement calculations and provide a memo of recommendations for \$976 to be paid using library impact fees. Shtaida seconded. Motion carried 5-0.
 - b. Declaration of Surplus Property – Café table and 2 chairs are being removed from teen area to make room to rearrange other furniture in that area to mitigate noise levels. There is not space in other areas of library for the table and chairs. Motion made by Goplin to declare this café table and 2 chairs as surplus, and offer them to other village departments, including the Oregon Youth Center. Carpenter seconded. Motion carried 5-0.
 - c. Exempt/Non-exempt Status for Circulation Supervisor Position & Position Description. Review of the position and exemption requirements were completed by Von Briesen. On recommendation of Personnel Committee, Severson made motion to approve change of status and position description for Circulation Supervisor position from a classification of “non-exempt” to “exempt” and that the position will be paid on a salary basis both effective 2/23/2020. Goplin seconded. Motion carried 6-0.
 - d. Food for Fines for National Library Week (April 19-25, 2020) - Kara Ripley and Kelly Allen suggested that during National Library Week, or sometime during the month of April, we allow patrons to “pay” overdue fines with items that can be donated to the Food Pantry. We can request a list of items needed the most from the food pantry. Motion to approve Food for Fines in celebration of National Library Week for up to two weeks was made by Shtaida, seconded by Schudda. Motion carried 6-0.
 - e. 2019 Department of Public Instruction Public Library Annual Report – Way reviewed the report with the board. The 2019 Annual report was approved 6-0 on a Severson/Shtaida motion.
 - f. 2019 Statement of Library System Effectiveness. Motion made by Severson to indicate “yes”, South Central Library System did provide effective leadership and adequately met the needs of the library in 2019. Schudda seconded. Motion carried 6-0.
 - g. Furniture Selection Options – Way discussed that furniture selection is a service that can be provided by architect or other options for selecting furniture can be pursued. It is best to decide prior to contract with architect. Severson shared more information about use of architects for furniture selection vs organizations with interior designers familiar with libraries and learning spaces. Another option is doing both – using architect for some spaces, working directly with a

furniture dealer for others. Way mentioned that SCLS can also be of assistance. Discussed importance of testing out different furniture options vs just selecting them from a screen.

- h. Additional Naming Opportunities – Schudda made motion to approve the Staff Breakroom as a naming opportunity at the \$15,000 level for the Friends of the Library. Severson seconded, motion carried 6-0.
- i. Capital Campaign & Public Phase – The capital campaign officially goes public 2/14/2020. Several events are being planned, including: neighborhood event hosted by 2 campaign cabinet members, “Love Your Library at the Firefly” where 50% of sale and all barista’s tips will be donated and OCB will be matching the donation, 100 Women Event where goal is for 100 women to help to raise total of \$100,000. Some events are by invitation only. The Firefly event has been publicized widely on social media, in the Oregon Observer, and on a local news station. Nelson discussed plans for a Casino Night fundraiser and received suggestions from the board. Nelson also discussed fundraising with tickets for Forward Madison soccer game; Mallards baseball and Madison Capitals hockey were also mentioned as possibilities.

7. Information Items

- a. Committee Reports
 - i. Steering Committee for Capital Campaign – Thanks to the generosity of area businesses and individuals, fundraising has surpassed the \$1 million mark. There are many others who have expressed interest in the project and are still considering their contribution.
 - ii. Personnel Committee – Goplin and Shtaida shared that at last meeting the committee discussed where they would like to see salaries land and they are going to be discussing what staffing levels should look like in the new building. Way mentioned that the newly added reference position was recently posted.
- b. Library Director’s Report – Way shared that they are hoping to have new reference assistant position filled by end of March. This should help ensure the desk is always covered and free up time for management team members to work on other projects. March 7th we will have Pete the Cat at the 7th annual 1000 Books Celebration, sponsored each year by the Lions Club. Winter Reading Program is underway and runs to the end of the month. Oregon Community Bank presented a gift of \$1,050 to the library, which will be applied toward the capital campaign; for new clients at the bank who opened an account and selected the library as the non-profit of their choice, \$50-\$100 was donated. The Village will be pursuing a Social Media Policy.
- c. Communications
 - i. Village Board announcements – Carpenter shared that in addition to the library project, there is planning for affordable housing and a new business park.
 - ii. School District announcements - No school on 2/14 or 2/17.

8. Closing and Future Agendas

- a. Next meeting: Wednesday, March 11, 2020 at 5 PM at the Oregon Public Library
- b. Request for future agenda items – there were none.

- 9. **Adjournment** – The meeting was adjourned at 5:55pm on a Shtaida/Schudda motion. Motion carried 6-0.