

## Oregon Public Library Board Minutes

Wednesday, August 12, 2020 at 5:00 p.m.

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

1. **Call to Order** President Jenny Nelson called the meeting to order at 5:00pm.
2. **Roll Call** Attending were: Jenny Nelson, Carrie Schudda; Laura Shtaida, Coral Goplin, Randy Glysch, Dr. Leslie Bergstrom, Kyle Severson. Also attending: Jennifer Endres Way, Library Director, and Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** Glysch made the motion to adopt the agenda as written, Shtaida seconded. Motion carried 7-0.
4. **Public Comment-** There was none.
5. **Consent Agenda**
  - a. Amend/Approve Minutes from July 8, 2020 & July 29, 2020- Shtaida made the motion to approve both sets of minutes, Glysch seconded. Motion carried 7-0.
  - b. Review and Payment of available Bills- Bergstrom made the motion to approve the payment of bills totaling \$24,205.16 and revenues of \$60,252.02. Schudda seconded. Highlights included the continuation of the contract with Baker Street Consulting Group, cabling for an exterior access point, computer expenses & support fees, some of which we expect will be covered by the Cares Act. Motion carried 7-0.
  - c. Review/Accept Financial Report(s) currently available – Goplin made the motion to accept the financial report dated June 30, 2020. Bergstrom seconded. Way highlighted the impact fee balance, and the deficit in the fine revenue category due to extensions of materials' due dates, which will be offset by other account balances. Motion carried 7-0.
6. **Information Items**
  - a. Committee Reports
    - i. Steering Committee for Capital Campaign- Glysch stated there was great participation by the community at the July 25<sup>th</sup> Bratfest/Day of Giving event, bringing in over \$81,000 for the library! Nelson promoted the Virtual Run she has organized for August. If you have ideas for virtual events this fall, please share them with Nelson & Glysch.
    - ii. Personnel Committee- Did not meet.
    - iii. Building Committee- Did not meet. Way did send updates to committee members.
  - b. Library Director's Report – Way stated staff are continually evaluating all services, and have expanded curbside services. SCLS is working to provide a new mobile app for the catalog later this fall. Trustee training is coming up. The Anti-racism statement was reviewed by a number of community members from the Diversity and Inclusion group. Allen and Ripley are continuing to work on it. One of the building committee members is moving out of Oregon, leaving a position open. A process for filling the opening will be on a future agenda. While Summer Reading Program numbers are down due to the pandemic, staff are doing amazing job of adapting, including providing activity bags at school meal sites, and new ways of connecting with community members.
  - c. Curbside Library Statistics Report- April to July – how service has increased, changes, adaptations have allowed us to help a lot more community members. Checkouts are significantly lower than in previous summers. Holds stats are almost back to the usual

amount. Wifi use going strong, and Way is hoping the new exterior access point will make using our wifi more convenient. Digital book checkouts remain very high.

- d. Communications
  - i. Library Buzz Newsletter ([July 20](#) & [August 3](#))- links to latest newsletters.
  - ii. Village Board announcements- Glysch stated the deadline for applicants to file an application for the open seat on the village board is tomorrow.
  - iii. School District announcements- Bergstrom stated the district is waiting for further guidance from the DPI and Madison Health Department concerning bringing their youngest students into the buildings. She thanked the community for supporting the schools and showing interest in how they can pool their resources to benefit the kids.

## 7. Discussion and possible action items

- a. Ripple Project Memorandum of Mutual Accountability – Goplin made the motion to approve the memorandum of mutual accountability for the Ripple Project, Schudda seconded. This collaborative project begins in the fall of 2020, with funding from Beyond the Page, and will promote racial equity and support inclusive communities. Motion carried 7-0.
- b. Submission of Expenses Related to COVID-19 through the Routes to Recovery: Local Government Aid Grant Program Application for Reimbursement – Glysch made the motion to approve the submission of expenses related to COVID-19 to the Routes to Recovery Local Government Aid Grant Program, Shtaida seconded. Reimbursements will cover unbudgeted expenses incurred such as PPE, cleaning costs, and equipment to support remote work. Motion carried 7-0.
- c. Amend COVID-19 Safety Requirements to Update Quarantine Period – The results of the latest study on the viability of the virus that causes COVID-19 on library materials was released in mid-July, indicating a longer quarantine period would be necessary. Glysch made the motion to amend the COVID-19 safety requirements policy to reflect the updated required quarantine time per DPI recommendation, Severson seconded the motion which carried, 7-0.
- d. Extension of Suspension of Library Fines- Way explained the limited capacity of the book return that's only open 2 days a week, and the effect of the quarantine period on checking in materials. Other budget lines will offset this deficit in revenue for the remainder of 2020. Schudda made the motion to approve the suspension of library fines through 12/31/2020, seconded by Shtaida. Motion carried 7-0.
- e. Resolution 2020-08-12 Extending the Delegation of Executive Authority During the State of Emergency – This parallels the extension of the Village Board resolution. Glysch made the motion to approve resolution 2020-08-12 extending the delegation of executive authority through 12/31/2020, seconded by Schudda. Motion carried 7-0.
- f. Library Services and Reopening Status – Discussion centered around adding the next level of service which would include limited computer appointments and photocopier use, while providing an adequate level of safety for all visitors and the staff. A determination of what reasonable accommodations for a visitor who's unable to wear a face covering for ADA/medical reasons hasn't been determined. Staff will look into the feasibility of purchasing a small number of Chromebooks for patron use. No changes were made to the motion made at the July 8, 2020 meeting.

- g. Agreement for Continued Consulting Services- Glysch moved to approve the agreement dated July 7, 2020 for continued consulting services by Baker St. Consulting Group, seconded by Schudda. Motion carried 7-0.
- h. 2021 Goals & 2020 Accomplishments – Goplin made the motion to approve the goals and accomplishments to accompany the budget request for 2021. Bergstrom seconded. Motion carried 7-0.
- i. Preliminary Future Staffing Need Estimates – Goplin made the motion to update the preliminary future staffing estimates to reflect hours currently shown as “2021/2022?” to be listed as “2022.” Shtaida seconded. This will be submitted with the Library’s budget request. Motion carried 7-0.
- j. 2021 Library Budget Request & Library Fine Revenue- For the 202 budget, there was agreement for budgeting \$100,000 for the New Library Building Donation Fund, \$0.00 for Professional Services, and \$400,000 for Architectural Services. The impact on the budget due to lower fine revenue was explained, as several libraries have gone fine-free.
- k. 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 (Library Employees)  
Goplin made the motion to go to closed session at 6:22pm, Glysch seconded.  
Roll Call Vote: Jenny Nelson-yes, Carrie Schudda-yes; Laura Shtaida-yes, Coral Goplin-yes, Randy Glysch-yes, Dr. Leslie Bergstrom-yes, Kyle Severson-yes.
- l. At 6:39pm the board moved to Reconvene in Open Session, for action, if any on items discussed in closed session. Roll Call Vote: Jenny Nelson-yes, Carrie Schudda-yes; Laura Shtaida-yes, Coral Goplin-yes, Randy Glysch-yes, Dr. Leslie Bergstrom-yes, Kyle Severson-yes.
- m. 2021 Library Budget Request (continued) - Glysch made the motion to submit Option B, which contains a 4.4% to the library budget overall and a 5.5% increase to the Village appropriation, for the village administrator and finance director’s review. Schudda seconded. Motion carried 7-0.

**8. Closing and Future Agendas**

- a. Next meeting: Wednesday, September 9 at 5 PM via Zoom
- b. Joint Meeting with Village Board: Monday, September 21 at 5 PM via Zoom
- c. Request for future agenda items

**9. Adjournment** Meeting adjourned at 6:42pm on motion made by Schudda, seconded by Goplin.