

# Oregon Public Library Board Meeting Minutes

Wednesday, May 13, 2020 at 5:00 p.m.

Location: This is a teleconference via Zoom.

1. **Call to Order** Jenny Nelson called the meeting to order at 5:02pm.
2. **Roll Call** Those attending were: Jenny Nelson, Dr. Brian Busler, Laura Shtaida (arr. 5:15pm), Randy Glsych, Carrie Schudda, Kyle Severson. Also attending were Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director. Unable to attend was Coral Goplin.
3. **Adopt/Amend Agenda** Busler made the motion to adopt the agenda as written, Severson seconded. Motion carried 5-0.
4. **Citizen Appearance/Public Comment** - There was none.
5. **Consent Agenda**
  - a. Amend/Approve Minutes from April 8, 2020 & April 22, 2020 – Glsch moved to approve both sets of minutes, Schudda seconded. Motion carried 5-0.
  - b. Review and Payment of available Bills and Review/Accept Financial Reports(s) currently available from the village- Severson moved to approve the payment of bills which totaled \$15,816.92, and the receipts of \$518,959.56, along with the financial report dated March 31, 2020. Glsch seconded. Way highlighted the invoice for WILS which provided a resource for additional digital magazines. Also purchased with CIP funds were 3 laptops to aid staff in their remote work. Way noted the decreased revenues due to the lack of fines & fees paid since mid-March. Motion carried 5-0.
6. **Discussion and possible action items**
  - a. Curbside Pickup & Library Services Update- Way reported the team is doing a wonderful job of meeting patron needs with curbside pickup which began 2 weeks ago. Currently the service is by appointment only. The book return is open a total of 8 hours a week, on Tuesday and Saturday, guaranteeing the materials are quarantined for 72 hours before they are handled by staff. Those providing the service are meeting once a week to discuss the service, making suggestions for improvement, etc. When asked if staff are feeling safe and protected, Way responded yes, for the most part.
  - b. Reopening Considerations & DPI Guidelines for Reopening- Village Department Heads meet weekly to discuss the needs of each department. Dane County libraries are following DPI service model guidelines, shared by Way. The safety of both the staff and the public remains priority. Once the stay-at-home order is relaxed, the opening of the library remains a local decision.
  - c. Amendment to Security Camera Policy- The previous policy was revised due to updating the unit and adding viewing access for staff. References to state statutes were also included. Glsch made the motion to approve the revised security camera use policy, Schudda seconded. Motion carried 6-0.
  - d. 2020 Dane County Library Standards- Way reviewed the standards, noting that while Oregon's increase in population had an effect on the various categories, there are no concerns about meeting standards at our current funding level.
  - e. Library Director Evaluation Timeline/Process- The evaluation will continue to be included on upcoming agendas and will be revisited once all staff have returned to work, as historically all staff have appreciated being part of the process.
  - f. Upcoming Joint Meeting with Village Board- While the timing of the pandemic has certainly influenced the campaign, there will soon be more opportunities to contribute to the cause. The June 15 combined meeting with the Village Board will provide a venue for sharing a campaign update.
7. **Information Items**
  - a. Committee Reports
    - i. Building Committee- Will reconvene at a later date.

- ii. Steering Committee for Capital Campaign- Will reconvene at a later date.
    - iii. Personnel Committee- Will be meeting next week.
  - b. Library Director's Report - Way reported 357 items were checked out during the first week of curbside services; Plexiglass sneeze guards will be installed at both service desks by Public Works; additional data cabling has been added to the meeting room so staff work stations could be installed there in addition to the current workstations; virtual programming has increased for every age group; Randy Glysch will continue to be the Village Board's representative on the Library Board. To date, \$1.23 million in pledges and gifts has been raised for the new library.
  - c. Communications
    - i. Broadhead, Monona & Oregon Participate in Wisconsin Libraries Transforming Communities- Way congratulated Kelly Allen and Amy Miller (OSD) for being selected to participate in this state-level community engagement training.
    - ii. Community Member Feedback on New Library- Way provided copies of a recent Oregon Observer Letter to the Editor, plus patron comments received in March.
    - iii. Village Board announcements- There were none.
    - iv. School District announcements - Busler answered questions about summer school and planning for the upcoming school year. His official retirement date is June 30. He hopes to introduce his replacement, Dr. Bergstrom, at the June 10 Library Board meeting.
- 8. **Closing and Future Agendas**
  - a. Next meeting: Wednesday, June 10, 2020 at 5 PM (Annual Meeting)
  - b. Joint Meeting with Village Board: Monday, June 15, 2020 at 5 PM
  - c. Request for future agenda items
- 9. **Adjournment** – Schudda made the motion to adjourn the meeting at 5:50pm. Busler seconded. Motion carried 6-0.