

Oregon Public Library Board Minutes

Sue Ames Room, Oregon Public Library

Wednesday, May 8, 2019 at 5:00 p.m.

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 (left at 6pm), Randy Glysch, Kyle Severson (arr. 5:03); Coral Goplin, and Laura Shtaida. Unable to attend: Carrie Schudda. Also attending were: Jennifer Endres Way, Library Director, and Mary Davidson, Assistant Director (recorder).
3. **Welcome Trustee Randy Glysch as Village Board Representative** Randy Glysch replaces Jeanne Carpenter as the Village representative.
4. **Adopt/Amend Agenda** Goplin made the motion to adopt the agenda as written, Busler seconded. Motion carried 5-0.
5. **Scheduled Guests**
 - a. Alicia Fisher, Circulation Supervisor - Fisher supervises 5 library assistants and 4 pages, with an additional 2 LTE pages during the busy summer months. She explained the responsibilities of her department. Her team participated in a team meeting yesterday, focused on the new library. Their suggestions include: keeping the new space as warm and welcoming as the current space, planning for both for quiet and collaboration spaces, and shelving of flexible heights, as determined by the age groups using those collections. She's currently working on updating the circulation policy.
6. **Citizen Appearance/Public Comment.**

Mike Wunsch, 299 N. Main St., Oregon WI – Expressed considerable concern regarding the amount of land that will be paved on the new library site. As a possible compromise, he suggested building enough spaces to handle regular use, then have visitors use the 139 spaces available downtown, and the 61 spaces at Netherwood Knoll Elementary

Larry Farrell, 290 Market St. Oregon WI - Sees the serious water problem as a concern in the neighborhood as a concern. He said he doesn't think that many parking spots are needed.

Rae Vogeler, 299 N. Main St., Oregon WI- Referred to the points she made in her letter. She said once the lot is paved for parking, it's hard to remove. She suggested a study be done to see how many spots are used by the current library.
7. **Consent Agenda**
 - a. Amend/Approve Minutes from April 10, 2019- Goplin moved to approve the minutes as written. Busler seconded. Motion carried, 5-0, with one abstention (Glysch- due to being new to the board).
 - b. Review and Payment of available Bills and accepting the current Financial Report – Goplin made the motion to approve both. Busler seconded. Way stated the expenses include the first installment for OPN Architects, a furnace repair, and carpet replacement near the entrance by Gerlach Wholesale Flooring (paid for with 2017 borrowed CIP funds). Motion carried 6-0.
8. **Discussion and possible action items**
 - a. Letter from Oregon Near North Main Street Neighborhood Association Residents (5/02/2019)- The board acknowledged the letter contained a clearly articulated point of view, referencing green space, parking needs, flooding concerns, the number of bicycle stalls and the current composition of the building committee. This item will be added to the June 12, 2019 agenda.
 - b. Annual Review of Library Board Bylaws- updated October 2018. This will be on a future agenda. Contact Way if you notice anything that needs updating.
 - c. Annual Review of Library Organizational Chart- Way explained the library's staff structure.
 - d. Testimonials from Library Board Members- Reminder to submit these to Way for the campaign.
 - e. Naming Opportunities- These are still in the draft stage, and will be on the June agenda.
9. **Information Items**
 - a. Committee Reports

- i. Steering Committee for Capital Campaign- The inaugural meeting of the Campaign Cabinet will be on May 21, 2019, at the Firefly. All committee members are being asked to support the campaign, with a goal of 100% participation. Bob Head of Orange Whip Designs, created the logo for the campaign.
 - ii. Building Committee-The first meeting of the committee was held April 16, 2019, where OPN Architects presented very preliminary sketches of the building site. Way met with Jeff Olson, certified arborist from Arbor Systems on May 9, 2019, who will provide a full assessment of the health and condition of the trees on the property. With regard to the questions concerning parking and green space, Way stressed this is only the beginning of the process.
 - iii. Personnel Committee- Goplin distributed questions for both the library board and library staff. The responses will be compiled for the director's evaluation. The committee is continuing to investigate the current salary structure.
 - iv. Nominating Committee – The slate of officers will be: Jenny Nelson, President, Brian Busler, Vice President, Coral Goplin, Secretary, Laura Shtaida, Treasurer.
- b. Library Director's Report- April was a busy month! Wendy Borden hosted the booth at Safety Day; Kara Ripley spoke at the Oregon Chamber of Commerce meeting, and partnered with the Oregon Area Historical Society for an evening program. The Management Team is evaluating collections and spaces with OPN architects. The Library will open at 1pm on May 23, so the staff can participate in the annual spring inservice. A structural issue with one set of windows will be repaired. The Friends of the Library spent long hours mulching the beautiful gardens that surround the library.
- c. Communications
 - i. Library Buzz Newsletter (May/June)- The consensus was this promotional piece looks better and better every month.
 - ii. Letter from Daniel J. Krause (4/08/19)- Letter from local attorney speaks to meeting room space needs.
 - iii. Community Member Feedback on New Library- Multiple pages of feedback were distributed, from Kelly Allen's visits with the Teen Advisory Board, an event at the Brooklyn Elementary school, the new library wish list board, and the website form.
 - iv. Village Board announcements- The ribbon cutting for the new Youth Center will be 5/30/19 at 4pm.
 - v. School District announcements affecting the library- there were none.

10. Closing and Future Agendas

- a. Next meeting: June 12, 2019 Annual Meeting
- b. Request for future agenda items- there were none.

11. **Adjournment** Severson made the motion to adjourn the meeting at 6:18pm, Goplin seconded. Motion carried 6-0.