

Oregon Public Library Board Minutes
Sue Ames Room, Oregon Public Library
Wednesday, July 10, 2019 at 5:00 p.m.

1. **Call to Order** President Jenny Nelson called the meeting to order at 5:02pm.
2. **Roll Call** Members present: Jenny Nelson, Dr. Brian Busler, Laura Shtaida, Coral Goplin, Randy Glysch, and Carrie Schudda. Unable to attend: Kyle Severson. Also attending: Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** Busler made the motion to amend the agenda to put Item #8.a.iii before item #4. Glysch seconded. Motion carried 6-0.
4. **Scheduled Guests.**
 - a. Mary Davidson, Assistant Director & Technical Services Supervisor - Department Highlights- Davidson highlighted the main tasks of her department and the role of supporting other departments.
5. **Citizen Appearance/Public Comment** There were none.
6. **Consent Agenda**
 - a. Amend/Approve Minutes from June 12, 2019- Busler made the motion to approve the minutes from June 12, 2019, Goplin seconded. Motion carried 6-0.
 - b. Review and Payment of available Bills and Financial Reports – Busler moved to approve the payment of bills totaling \$33,684.84, and receipts of \$227,287.54, and the June 2019 Financial Report. Way highlighted the addition of the Thyse invoice, the continuing education mini-grant for a non-MT member, and the costs to have two employees notarized this year. Shtaida seconded. Motion carried 6-0.
7. **Discussion and possible action items**
 - a. Recap of Meeting with Representatives of Neighborhood Association- Nelson highlighted the process for the meeting, and possible solutions to make sure all groups are heard. The second meeting will be held at the end of July.
 - b. Building Committee Composition and Possible Appointment of Additional Committee Member(s)- Nelson stated the neighborhood really feels they need a member on the committee to be their voice. One outcome of the meeting was to suggest the board add 2 members- one from neighborhood, and one from larger service area. Busler made the motion to expand the building committee by 2 people- one from the neighborhood, and one from the library's service area. Glysch seconded. Motion carried 6-0. Way will make the village's application form available, and ask that a letter expressing interest would also be attached, with a deadline of August 5, 2019.
 - c. Review of Dane County Library Standards (In compliance)- Oregon's population has increased to just above 10,000, which moves the library into the next category (according to population). Currently the library is in compliance for every category, and will continue to be if staffing, collection, and service hours increase as the community grows.
 - d. 2020 Budget Request- Way's budget is due to the village administrator on August 8, 2019. The village has tentatively budgeted for a 2.5% wage adjustment for all departments. While the library made significant headway in the step plan for materials, Way suggested the board focus on staffing in 2020, and keep the materials budget steady. She reviewed each budget line. Anticipated fine revenue is falling short again this year, possibly due to many area libraries going fine-free, which impacts Oregon when those materials are returned here. The Dane County payment will also decrease for 2020 by \$4,941.
 - e. Library Fines- A growing trend in public libraries is to go fine-free, for a variety of reasons. While Oregon currently doesn't charge fines for childrens and teen materials, and those over age 65 who request fine-free status, it does for adult materials. Way stated one way to go fine-free

would be to incrementally reduce fines over time, so there wouldn't be a great impact in one year. Way will discuss possible initiatives with the Management Team, and revisit this topic as the budget moves forward.

- f. 2019 Library Accomplishments & 2020 Library Goals- This document requested by the Village as part of the budget process provides highlights from each department. Way will incorporate the suggestions made.
- g. 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 Director) – At 6:14pm Busler moved to go into closed session. Shtaida seconded. Roll Call vote: Nelson- yes; Busler- yes; Shtaida- yes; Goplin- yes; Schudda- yes; Glysch- yes.
- h. At 6:28pm Busler moved to reconvene in open session, Shtaida seconded. Roll Call Vote: Nelson- yes; Busler- yes; Shtaida- yes; Goplin- yes; Schudda- yes; Glysch- yes. Busler moved to approve the Director's evaluation and to schedule an appointment for her review. Glysch seconded. Motion carried 6-0.

8. Information Items

- a. Committee Reports
 - i. Personnel Committee- none
 - ii. Building Committee- Nelson reported on the 7/9/19 Building Committee meeting, with the outcomes of moving the building a little closer to Main St. and siting the building so it would save tree #12, instead of #11 (from the Arborist's report). The amount of green space around the building would remain significant at just under 20,000 sf.
 - iii. Steering Committee for Capital Campaign- Jim Radford, of Baker Street Consulting Group, reported he has been busy meeting with a number of the members of the Campaign Committee. He introduced the Campaign packet, and thanked Bob Head of Orange Whip Designs for his services. The leadership gift phase continues through December of this year.
- b. Library Director's Report- Way gave an update on the new library to the Oregon Rotary Club on July 2. Monday, July 1, was a very busy day as we broke our previous record by checking in 2,303 items.
- c. Communications
 - i. Library Buzz Newsletter (July/August)
 - ii. Article: The sky is the limit': Take a look at the coming east side Pinney Library (The Cap Times, 6/19/19)- opens in the spring 2020.
 - iii. Email from Laura Gochberg
 - iv. Letter from Sara Dewey
 - v. Letter from Susan Shedivy
 - vi. Letter from Rae Vogeler
 - vii. Community Member Feedback on New Library- summary of comments received recently.
 - viii. Village Board announcements- Glysch announced there's a vacancy on the Village Board.
 - ix. School District announcements- Busler announced Summer School began.

9. Closing and Future Agendas

- a. Next meeting: Wednesday, August 7, 2019 (Note special meeting date)
- b. Joint Meeting with Village Board: Monday, August 19 at 5 PM at the Oregon Village Hall
- c. Request for future agenda items

10. Adjournment Shtaida made the motion to adjourn the meeting at 6:45pm, Schudda seconded. Motion carried 6-0.