

1. **Call to Order** Jenny Nelson called the meeting to order at 5:02pm.
2. **Roll Call** Attending were Jenny Nelson, Laura Shtaida, Coral Goplin, Kyle Severson, Randy Glysch, Carrie Schudda (arrived 5:09pm). Dr. Brian Busler was unable to attend. Also attending were Jennifer Endres Way, Director, and Alicia Fisher, Circulation Supervisor (recorder).
3. **Adopt/Amend Agenda** Goplin made the motion to adopt the agenda as written, Shtaida seconded. Motion carried 5-0.
4. **Citizen Appearance/Public Comment** There were none.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from September 11, 2019. Goplin made the motion to approve the minutes from September 11, 2019, Shtaida seconded. Motion carried 5-0.
 - b. Review and Payment of available Bills – Expenses totaled \$42,001.68 and receipts totaled \$2,258.12. Approval of both the payment of the bills and the financial report passed 5-0 on a Glysch/Goplin motion. Way highlighted the expenses for upgrading the 2 self-check kiosks, electrical repairs including parking lot lights, and WLA conference attendance fees. There were 2 months of bills for OPN architects since last month's bill was not available until after the library board meeting. These bills represent the final installment in their contract.
 - c. Review/Accept Financial Report(s) currently available. The Financial Report was approved along with the Payment of Bills in item 5.b.
6. **Discussion and possible action items**
 - a. Library Closure for Annual Staff Appreciation Lunch. Way requested that the board consider allowing closing of the library during the annual Village staff appreciation luncheon. It is typically held on a Tuesday or Thursday in the fall and includes both a catered lunch and a time of recognition for Village employees celebrating milestone employment anniversaries. Glysch made a motion to approve library closure annually for up to 2 hours for the Annual Village Staff Appreciation Lunch to allow library employees to attend. Severson seconded. Motion carried 5-0.
 - b. Amendment of Meeting Room Policy. The policy needed to be updated to allow for use by political groups/campaigns. A time-frame for making reservations was added. Allowing reservations 4 months in advance would help balance needs of library staff who use the room for programming and needs of community members wanting to reserve room with adequate notice. The policy was also updated to allow business use for eligible purposes. Additional minor changes were made, including clarification that the reservation is for the meeting room only and does not include the lobby or other areas of the library. Severson commented that there are a lot of area businesses that would benefit from the update to the policy. Glysch remarked that it is good to be updating this policy as we are planning for the new library. Severson made the motion to amend the meeting room policy as proposed, Shtaida seconded. Motion carried 5-0.
 - c. Amendment of Code of Conduct Policy. There are substantial proposed changes to the policy including review and enhancement of unacceptable conduct, elaboration of unattended children section, guidelines for handling inappropriate behavior and consequences, as well as clarification of the appeal procedure. Nelson and Severson suggested lowering the age cutoff of the responsible caregiver to be 11 or older, especially considering children are eligible for the Red Cross babysitting course at age 11. Schudda suggested rephrasing the statement in section III which prohibits "any behavior that interferes with another person's use of the library" to make it more clear. Goplin commented that she liked the expansion of the appeal procedure section. Way will discuss the board's suggestions with the management team and the board will review the proposed changes to the Conduct Policy at the next meeting.
 - d. Additional Naming Opportunities for New Library. Way presented a list of some additional naming opportunities in the \$10,000 to \$60,000 range. These options had been reviewed with the campaign consultant. Schudda made a motion to approve the additional sponsorship opportunities list. Shtaida seconded the motion. Passed 6-0. Way and the board will take some more time to consider additional opportunities that were suggested in a later email from the consultants. Glysch commented there may be some businesses who want to donate labor and/or materials instead of a specific dollar amount for a naming opportunity.

- e. 2020 Budget Request & Staff Step Plan. The joint meeting with the Village Board will be Monday October 14th at 5:00pm. The personnel committee will meet sometime between the 10/14 meeting and the next library board meeting to discuss budget allocations based on amounts recommended by Village Administrator. Way presented the budget worksheet which has the updated health insurance numbers due to increases. The budget request needs to add a proposed budget amount for the Wackman trust fund; based on previous years Jennifer proposed \$73.00. Goplin made motion to include proposed budget amount of \$73 for the Wackman Trust Fund in the 2020 Budget. Schudda seconded. Motion carried 6-0.

7. Information Items

- a. Committee Reports
 - i. Building Committee. Committee members will be touring the new Waunakee Library on November 5th; all library board members are welcome to join them. The Village will be doing a traffic study to look at pedestrian access to the new library. Village Board approved Vandewalle Proposal for preparing the GDP for the new library project.
 - ii. Steering Committee for Capital Campaign – The committee met on October 8th. There have been presentations to various groups including the Town of Oregon board, and multiple grant opportunities are being investigated. The public phase is slated to start early next year.
- b. Library Director's Report – Way noted that the 10/14 joint meeting with the Village Board will be to discuss the budget. A future joint meeting will be planned for discussion of construction management. New Library Plans and opportunities for feedback are available in the library or on the website. Library staff are preparing for some technology changes, including self-check upgrades (installed 10/9/19), new photocopier and printer to be installed 10/14, security camera component replacement, and migration to Bibliovation, the new integrated library system (ILS) scheduled for 12/10/19. Four staff members are attending the Wisconsin Library Association Conference this week.
- c. Communications
 - i. Library Buzz Newsletter (October) - Kelly highlighted the Friends of the Library in this issue. They collect Bill's grocery receipts at the library and Bill's donates 1% of the receipt totals, making it a very big fundraiser for the Friends.
 - ii. "20 Basic Parliamentary Motions" (*The Municipality*, September 2019)
 - iii. Community Member Feedback on New Library. Way has received some very helpful, constructive comments from the community. Community comments were compiled and shared with the board.
 - iv. Village Board announcements – Joint meeting on October 14th to discuss budget.
 - v. School District announcements - Dr. Busler was awarded the Community Leader Award during the Oregon Homecoming game last Friday. School is closed on October 24th and 25th for teacher professional development.

8. Closing and Future Agendas

- a. Joint meeting with Village Board: Monday, October 14, 2019 at 5 PM at the Oregon Village Hall Board Room
- b. Next meeting: November 13, 2019 at 5 PM at the Oregon Public Library
- c. Request for future agenda items – Amendment of Code of Conduct policy.

9. **Adjournment** Meeting adjourned at 5:45pm on a Shtaida/Schudda motion. Motion carried 6-0.