

Oregon Public Library Board Minutes
Sue Ames Room, Oregon Public Library
Wednesday, January 8, 2020 at 5:00 p.m.

- 1. Call to Order-** Jenny Nelson called the meeting to order at 5:04pm.
- 2. Roll Call –**Jenny Nelson, Dr. Brian Busler (left at 5:47pm), Laura Shtaida, Coral Goplin (arr. 5:20pm), Randy Glysch, Carrie Schudda. Unable to attend: Kyle Severson. Also attending were Jennifer Endres Way, Library Director, and Mary Davidson, Assistant Director.
- 3. Adopt/Amend Agenda** Shtaida made the motion to adopt the agenda as written, Glysch seconded. Motion carried, 5-0.
- 4. Citizen Appearance/Public Comment** There were none.
- 5. Discussion and possible action items**
 - a. Renewal of E-Rate Participation for 2020-2021 Grant Cycle- Way said the library has participated since 2016. Motion to renew participation in the 2020-2021 grant cycle for E-Rate was made by Busler, seconded by Shtaida. Motion carried 5-0.
 - b. Amendment of Fee Schedule – The proposed changes were: (1) reduce fees for DVD’s, both to remove barriers for access, and to free up already tight shelves, and (2) to add a line specifying that full price for items returned with missing parts. Schudda made the motion to approve the amendments to the fee schedule, Busler seconded. Motion carried. 5-0.
 - c. Amendment of Social Media Policy- A draft policy was presented to the Village attorney for review, but the suggestion to consider adopting a Village-wide policy was presented. This will be tabled until a village department-wide policy is ready to review.
 - d. Construction Management, Owner’s Representative and Commissioning Services- Way contacted area libraries who recently completed building projects. While all approached management differently, all said we would recoup the cost savings by contracting with one of these services. Further exploration of these services including the role of commissioning agent will be conducted.
 - e. Donor Wall and Recognition- Preliminary planning for this can begin soon, but a timeline won’t be established until after June.
 - f. Additional Naming Opportunities- More opportunities may be publicized later in the project.
 - g. Capital Campaign Strategy- Nelson, Glysch and Way had a productive meeting with Jim Radford, of Baker Street Consulting Group. The Matching Challenge Gift Program was described as being part of the upcoming public phase.
 - h. The Library Board may adjourn to Closed Session pursuant to Wisconsin Statute Section 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Negotiating Letter of Agreement). Shtaida made the motion to Adjourn to Closed Session at 5:38pm, Busler seconded. Roll Call Vote: Nelson- yes, Busler- yes, Shtaida- yes, Goplin- yes, Glysch- yes, Schudda- yes.

Reconvene in Open Session for action, if any, on items discussed in Closed Session.
Shtaida made the motion to reconvene in open session at 5:47pm, Busler seconded. Roll

Call vote: Nelson- yes, Busler- yes, Shtaida- yes, Goplin- yes, Glysch- yes, Schudda- yes. Nelson reported the Library Board will continue with the current contract with amendments suggested by Radford.

6. Consent Agenda

- a. Amend/Approve Minutes from December 11, 2019- Goplin made the motion to approve the minutes, Glysch seconded. Motion carried, 4-0, with one abstention (Schudda) due to absence.
- b. Review and Payment of available Bills- Way highlighted the following invoices: the Baker Street Consulting Group fee, Bibliotheca annual contract fee. Total expenses were \$25,418.65 with Receipts of \$64,572.85, of which \$62,438.59 were received in December for the New Library Building funds. Several of the library operating funds are over budget at the end of the year due to prepaids for 2020 which will be adjusted with the audit and one-time expenses like the removal of trees at the new library site. Motion to approve the payment of bills and accept the financial report was made by Glysch, seconded by Goplin. Motion carried 5-0.
- c. Review/Accept Financial Report(s) currently available (approved above)

7. Information Items

- a. Committee Reports
 - i. Building Committee- Did not meet.
 - ii. Personnel Committee- Did not meet.
 - iii. Steering Committee for Capital Campaign- Glysch reported the committee met last evening. A Campaigners rally is scheduled for Jan. 28, 2020 at Headquarters, and all Library Board members are invited. Special guest Bob Lindmeier, from WKOW-TV, will be speaking, along with several of the committee members. The plan is to begin the public phase soon after.
- b. Library Director's Report- The library system has migrated to a new computer platform, and staff have fielded lots of frustrations from customers. Share any concerns you've heard with Way. We are in the process of hiring a reference assistant. The Management Team is working through the DPI's Inclusive Services Guide.
- c. Communications
 - i. Oregon School District – Letter re: Parking at Netherwood Knoll Elementary. The District noted the lot is public, available for anyone to use.
 - ii. Library Buzz Newsletter (January/February)
 - iii. Community Member Feedback on New Library- included in packet.
 - iv. Village Board announcements- Glysch announced yesterday was the deadline for Village Board candidates, and 3 incumbents are running unopposed. Jeanne Carpenter has been appointed to attend the next Library Board meetings from Feb. to May for Glysch, who has evening teaching commitments.
 - v. School District announcements- none.

8. Closing and Future Agendas

- a. Next meeting: Wednesday, February 12, 2020 at 5 PM at the Oregon Public Library
- b. Request for future agenda items- none

9. Adjournment- Schudda made the motion to adjourn the meeting at 6:01pm, Shtaida seconded. Motion carried 5-0.