

Oregon Public Library Board Minutes

Wednesday, October 14, 2020 at 5:00 p.m.

Location: *Please note: This is a teleconference meeting

1. **Call to Order** Jenny Nelson called the meeting to order at 5:02pm.
2. **Roll Call** Present were: Jenny Nelson, Carrie Schudda, Laura Shtaida, Coral Goplin, Randy Glysch, Kyle Severson. Unable to attend was: Dr. Leslie Bergstrom, Also attending were: Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** Glysch made the motion to approve the agenda as written, Severson seconded. Motion carried 6-0.
4. **Public Comment:** There was no public comment.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from September 9, 2020- Goplin made the motion to approve the minutes as written, Shtaida seconded. Motion carried 6-0.
 - b. Review and Payment of available Bills, and Review/Accept Financial Report - Severson made the motion to pay the expenses of \$21,266.99, accept the receipts of \$609,698.11, and accept the financial report dated August 31, 2020. Glysch seconded. All receipts were for the new building. Several expenses should qualify for Cares funding, but reimbursements haven't been received yet. Motion carried 6-0.
6. **Information Items**
 - a. Committee Reports
 - i. Steering Committee for Capital Campaign- Way highlighted the upcoming activities: the Story walk at Anderson County Park on October 16-18, the Trick or Treat for the New Library on October 31, the Silent auction, November 6-15, and the Virtual Gala on November 14. The Mega Match Challenge continues with an effort to match the recent \$500,000 gift. The recent mailing to Village of Oregon residents has been very positive. The Thermometer has been installed on the new library property.
 - ii. Building Committee – Way shared there may be a vacancy on the building committee. This will be added to the November agenda.
 - b. Library Statistics Summary- Checkouts of library materials have been rising, and holds filled is on par with pre pandemic months. Use of our WIFI has increased significantly since the outside access point was installed. Overdrive checkouts remain still healthy.
 - c. Library Director's Report – The new village phone system was installed, and though there were issues a couple of days, it is working fine now. The open circulation position was filled by a page, so the open page position has been posted. Due to the additional 3 book return bins, the book return is now open during all on-demand hours. There's an abundance of online programming, and a story walk on the library terrace.
 - d. Communications
 - i. Library Buzz Newsletter ([October 5](#) & [September 21](#))-Staff are good job of communicating hours, services, and events to the public.
 - ii. Village Board announcements- Glysch said work on the village budget continues.
 - iii. School District announcements- none.
7. **Discussion and possible action items**
 - a. Submission of Expenses Related to COVID-19 through the Routes to Recovery: Local Government Aid Grant Program Application for Reimbursement - **Shtaida made the motion to approve submission of the enclosed \$1,818.14 in eligible expenses related to COVID-19 to the Routes to Recovery Local Government Aid Grant Program. Severson seconded. Motion carried 6-0.**

- b. Update on Fine Free Libraries in Dane County- Since this was last discussed, more Dane County libraries have gone fine-free. Oregon is fine-free until the end of 2020. Way would like to work towards the goal of going fine-free.
- c. Site Survey from Impact Fees: Cost estimate to complete site survey from Town and Country Engineering was \$1200. This would need to be completed before our project can continue, but would be ideal if we could complete before snow arrives. **Glysch made the motion to approve conducting site survey at new library site, paid for by impact fees. Shtaida seconded. Motion carried 6-0.**
- d. Additional Campaign Mailing- Contributions are coming in from the campaign mailing to village of Oregon residents. Nelson made the motion to approve an additional mailing to residents in the Town of Oregon, and then reassess future mailings after reviewing the return. Glysch seconded the motion. Further discussion indicated interest in a larger mailing. Nelson rescinded the motion. **Nelson made the motion to approve the mailing for the residents of the Oregon School District not contacted by the initial mailing, Severson seconded. Motion carried 6-0.**
- e. Paid Assistance for Virtual Gala (Per Recommendation of Baker St.)- **Goplin made the motion to continue to organize the Gala Event on a completely volunteer basis. Schudda seconded. Motion carried 6-0.**
- f. Library Services and Reopening Status- There were no changes to the decision made at the July 8, 2020 meeting. Way reported the Chromebook is nearly ready for patron use. Staff will promote its availability, and the outside WIFI.
- g. Amend 2021 Library Budget Request- Way stated the village asked each department to reduce staff base wage increases to 1% and budgets due to the limit on the property tax levy.
- h. **Glysch made the motion to Convene in Closed Session at 5:52pm, pursuant to Chap. 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library employees). Severson seconded. Roll call vote: Jenny Nelson-Yes, Carrie Schudda-Yes, Laura Shtaida-Yes, Coral Goplin-Yes, Randy Glysch-Yes, Kyle Severson-Yes.**
- i. 6:00 - Reconvene in Open session, for action, if any on items discussed in closed session.
- j. Amend 2021 Library Budget Request (Continued)- **The Library Board reconvened to open session at 6:00pm when Severson made the motion to amend the 2021 budget request which would give library employees a 1% base wage increase and reduce \$5,000 from additional wage adjustments and corresponding benefits, and to adjust both the fine revenue and online subscriptions line by \$100. Shtaida seconded. Motion carried 6-0.**

8. Closing and Future Agendas

- a. Joint Meeting with Village Board: Monday, October 19 at 5 PM via Zoom- expect to start at 5:30.
- b. Next meeting: Wednesday, November 11 at 5 PM via Zoom
- c. Request for future agenda items- Severson requested committee updates be scheduled earlier in the meeting.

9. Adjournment – Schudda made the motion to adjourn at 6:04pm, Glysch seconded. Motion carried 6-0.