

Oregon Public Library Board MEETING MINUTES

Wednesday, November 10, 2021 at 5:00 p.m.

1. **Call to Order** Jenny Nelson called the meeting to order at 5:00 p.m.
2. **Roll Call** Present were: President – Jenny Nelson, Vice-President – Carrie Schudda, Treasurer – Laura Shtaida, Secretary – Leslie Bergstrom (School Board Rep), Coral Goplin, Library Director – Jennifer Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not Present: Carlene Bechen and Kyle Severson.
3. **Adopt/Amend Agenda** Shtaida made the motion to adopt the agenda as written. Goplin seconded. Motion carried 5-0.
4. **Community Input** There were no comments
5. **Consent Agenda**
 - a. Amend/Approve Minutes from October 12, 2021: Goplin made the motion to approve the Minutes from October 12, 2021. Bergstrom seconded. Motion carried 5-0.
 - b. Review and Payment of available Bills: Bergstrom made the motion to approve the payment of Bills. Goplin seconded. Motion carried 5-0.
 - c. Review/Accept Financial Report(s) currently available: Way noted the carpet cleaning was completed. The cleaning hadn't been done in 2020 due to COVID. Also, the large HVAC amount is for a series of repairs for malfunctions and leaks in the HVAC systems in the late summer and early fall which caused flooding in the Adult Services and Youth Services office and the book drop room. Motion made to approve Financial Reports in 5b.
6. **Information Items**
 - a. Committee Reports: No Committees have met since last month and there was nothing to report
 - b. Library Director's Report
 - i. Listening Session Report – Way wanted to thank the Library Board and the Village Board for taking time out of their schedules to come to the listening sessions or to tune in later if they weren't able to come to the sessions in person. The library tried to widely promote the Listening Sessions via the library newsletter which goes out to over 1000 subscribers in our community, the Library FaceBook page, the Village FaceBook page, the Village e-notify emails, and posters and handouts that were distributed around town. The Board's packet includes a copy of the presentation so the Board has all of the information available. Way also wanted to thank the staff members that helped with the sessions including Laura Dewey, Alicia Fisher, Kara Ripley, Kelly Allen, and Marc Gannon.
 - ii. For people that don't feel comfortable speaking in public, they can submit their feedback in writing at www.oregonpubliclibrary.org/feedback. All of those submissions received to date are also included in the packet. Laura Dewey and Sarah Werner are coordinating an Online Pottery Auction Fundraiser with art pieces donated by Mitch Sigmund of Studio Mitch professional pottery. The proceeds will go towards the New Library. Way was invited to be interviewed for an episode of the Oregon Minute which will air in mid-November. The Village Board is considering the 2022 Budget on November 15, 2021. Friends of the Library held a Fall Used Book Sale October 23, 2021 at the Oregon Youth Center. The Friends funds all of the library programs as the budget does not include any money for programming. We appreciate all of their work and also thank the Youth Center for allowing the sale in their building due to the Sue Ames Meeting Room in the library not being available at this time. Kelly Allen has been collaborating on an ARPA grant requests for a book bike opportunity. South Central Library System submitted ARPA grant requests for a variety of projects including replacement self-checks and RFID tags to tag items from other libraries for our patrons. Program highlights include Fall Storytimes outside at Kiser Park, In Living Color: A Quilter's Journey via zoom, and an Author Visit: Slices of Life from the Obit Beat with local author and community member George Hesselberg. This event will be at the Senior Center and also online thanks to OCA Media.
 - c. Communications
 - i. Community Member Feedback on New Library – Emails & Feedback Form Submissions: The packets include all of the feedback submissions received since the opening of the URL to last Friday at noon. More submissions will be shared as they are received. The packets also include all of the emails the Village Board

is receiving. The information is shared as soon as possible to give the Board time to read everything for later discussion.

- ii. Memo by Martin Shanks for Village Board Packet re: Training: Included from the Village Board packet as reference and a refresher because it includes items that are pertinent to the Library Board. One of the sections has information about the Role of the Library Board and the responsibilities and unique relationship with the Village Board. It includes information about ethics, conduct and other topics of interest.
- iii. Village Board announcements: Other than the Budget Discussion next week, nothing to report.
- iv. School District announcements: Bergstrom mentioned that Oregon Boys Soccer Team is the State Soccer Champions and also the Oregon Math Team won First Place! It is the time of year for family conferences and the first concerts. Our kids are doing all sorts of great things and it is wonderful to celebrate all of the student's achievements.

7. Discussion and possible action items

- a. Amendment to Internet and Computer Policy: The policy was reevaluated and the proposed amendments include changing the computer sessions from two 1-hour sessions to one 2-hour sessions so patrons can have one uninterrupted block of time. The other change is for patrons to not be required to show a photo ID to use the computer. This was a barrier for use and now patrons can just give their name and phone number for access to the computers. Shtaida made a motion to approve the amendment of the Internet and Computer Use Policy as presented. Bergstrom seconded. Motion carried 5-0.
- b. Mask Requirement for Staff & COVID-19 Policy: No action is needed but Way wanted this item brought back to the attention of the Board because the Dane County Mask Mandate is expiring November 27, 2021 and vaccines are becoming available for children 5-12 years old. On November 27, the library will revert back to the COVID-19 Policy amendment regarding mask requirements from July 14, 2021 for patrons and staff where masks are recommended but not required for patrons and required for staff with some limited exceptions. Way discussed that the staff wants to be as safe as possible for themselves and patrons. The library is limiting capacity in the building to 50, requesting shorter visits, and has limited seating available. It is up to patrons to determine to their own comfort level within the building. The policy will be on the agenda in January 2022 to reevaluate.

8. Closing and Future Agendas

- a. Joint Meeting with Village Board: To be determined – Tentatively set for December 6, 2021.
- b. Special Meeting: To be determined – Tentatively set for the week of November 28, 2021. Way will compile the information from all of the Listening Sessions and Feedback Forms in one packet. This meeting will be focused on discussing the feedback and next steps for the new library before the Joint Meeting with Village Board.
Next regular meeting: Wednesday, December 8, 2021
- c. Request for future agenda items: none. Shtaida thanked Way and all of the library staff for their time and effort in putting the listening sessions together so quickly. Bergstrom agreed and said the listening sessions were done with much thought and care and done well, with many opportunities for the public to give their feedback.

9. Adjournment Shtaida made the motion to adjourn at 5:26 p.m., second by Schudda. Motion approved 5-0.