

## **Oregon Public Library Board MEETING MINUTES**

Wednesday, January 12, 2022 at 5:00 p.m.  
Teleconference Meeting

1. **Call to Order** Jenny Nelson called the meeting to order at 5:00 p.m.
2. **Roll Call** Present were: President – Jenny Nelson, Treasurer – Laura Shtaida, Secretary – Leslie Bergstrom (School Board Rep), Carlene Bechen (Village Board Rep), Coral Goplin, Kyle Severson, Library Director – Jennifer Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not Present: Vice-President – Carrie Schudda
3. **Adopt/Amend Agenda** Bechen made the motion to adopt the agenda as written. Bergstrom seconded. Motion carried 6-0.
4. **Community Input** There were no comments
5. **Consent Agenda**
  - a. Amend/Approve Minutes from December Special Meeting: Shtaida made the motion to approve the minutes from the December 1, 2021 Special Meeting. Bechen seconded. Motion carried 6-0.
  - b. Amend/Approve Minutes from December Meeting: Shtaida made the motion to approve the minutes from December 8, 2021. Bechen seconded. Motion carried 6-0.
  - c. Review and Payment of available Bills: Bergstrom made the motion to approve the payment of Bills. Shtaida seconded. Motion carried 6-0.
  - d. Review/Accept Financial Report(s) currently available: Way noted the 2021 and 2022 fiscal year expenses are on two different reports. The reports include the OPN bill for architecture services for August through the fall, ongoing HVAC repairs, and once-a-year expenses for Bibliotheca Self Checks and WiLS On-line Databases. We have received 99% of our revenue for the year and incurred 96% of our expenses with the December bills yet to be factored in. The End Of Year report will be available at the next meeting. Nelson thanked Way for keeping all the details organized and keeping the budget on track during the last year. Bechen noted that receiving 99% of our revenue reinforces that we don't need to charge fines. Motion made to approve Financial Reports in 5c.
6. **Information Items**
  - a. Library Director's Report: Samantha Mireles had her last day as a Circulation Library Assistant in December and Alice Johnson will be moving to the 25-hour per week position. The opening for the 20-hour per week position has been posted with an application deadline of January 12. The staff is in the midst of our annual evaluation and feedback process which will be completed by March. There were many building issues to start off 2022 including no heat in the Sue Ames Room or lobby, heating problems in the Teen Area, lighting problems in the lobby, overflowing bookdrop, and a broken accessibility front door. Each department supervisor provided accomplishment highlights from recent months: Alicia Fisher and the Circulation Team began adding RFID tags to holds from other libraries greatly improving the self-checkout experience for patrons and waived old overdue fines for over 1600 patrons!; Laura Dewey and Sarah Werner in Tech Services coordinated the inventory of the entire library, organized and implemented the Pottery Auction Sale, and continue to streamline processes while both being new to their roles; Kara Ripley and the Adult Services Team started hosting hybrid programs in September, have been working with local partnerships, and finished the first adult fiction diversity audit identifying the diversity of the collection; Kelly Allen & Wendy Borden in Youth Services have continued to be busy with all of their programs, worked with community partners for WinterFest, and intern Monika Hetzler finished her practicum and her largest project was starting the Teen Read Book Box along with many other great projects. Dave Batke generously loaned the library his wooden models to fill the display case and he can be seen featured on "Oregon Minute". The popular display was appreciated by many patrons.
  - b. Communications
    - i. Village Board announcements: Bechen noted that the Village Board is closer to making a decision on the library site and wanted to assure people that the Village Board is listening and will make a decision based on what is best for the community long term. The Village Board is working on the Employee Compensation, Classification, and Performance Evaluations Study for Village Staff because they know the 2% raises do not keep up with inflation. Way thanked Bechen for the Village's support of staff.

- ii. School District announcements: Bergstrom reported that there are lots of great things happening in all the schools and the district is moving forward even with all of the challenges, while keeping the students and staff healthy as the number one priority.
- iii. Community Member Feedback on New Library: All submissions received since the last meeting are included in the packet
- c. Oregon Nature Alliance - Ecological assessment and restoration recommendations for the greater Keller Alpine Meadows Park Area, Oregon, WI: Way reported that the Oregon Nature Alliance gave a report to the Village Board Monday night 1/10 that included valuable information. The entire report was also included in the Library Board packet for this meeting and the link to the presentation from the Village Board meeting from 1/10 was also emailed to Library Board members. Bechen and Nelson were able to hear the presentation in person. Way stated that it is still the preference of the Oregon Nature Alliance not to have the library built at the Alpine Parkway location. Way appreciates the recommendations in the report and indicated that they will be valuable if that location is selected for the new library. If that site is selected, the presenters will be invited to a future Library Board meeting to give a version of the presentation or have a focused discussion.

## **7. Discussion and possible action items**

- a. New Library Site Selection & Next Steps for Library Project: The soil borings have just been completed for the Alpine Parkway location and the final report is forthcoming. The soil borings for the Brook Street Site were previously done and are available. Preliminary site layout options and site-specific costs are in progress. All of the information the Village Board requested will be presented at the Joint Meeting in February.
- b. Madison Community Foundation Community Impact Grant Contract #7120: We are very fortunate to have received the Madison Community Foundation Community Impact Grant of \$40,000! We appreciate the support and confidence from the Foundation. The Foundation will have a naming opportunity in the new library and will be invited to participate in opening events. Goplin made the motion to approve the Madison Community Foundation Community Impact Grant Contract #7120. Bechen seconded. Motion carried 6-0.
- c. Amendment to Proctoring Policy: Way recommended minor changes to the policy including removing unneeded procedures. Shtaida made the motion to approve the Amendment to the Proctoring Policy recommended by Way. Bechen seconded. Motion carried 6-0.
- d. Amendment to Collection Development Policy & Reconsideration Form: Way recommended updating the policy to add educational components. Because of the nation-wide trends, Way is in correspondence with the Village Attorney to work out a few questions regarding ability to manage workload and the possibility to limit geographically. Bechen would like to see the LGBTQI population represented in the same manner as BIPOC in the policy. Bechen wants to show the support that the library has for all communities by mentioning them by name. Bergstrom agreed and said language has power and it is important to call out a group by name to show support. Way appreciates the suggestions for enhanced inclusivity and will work with the attorney and bring an updated policy to a future meeting.
- e. Extended Strategic Plan from 2019-2022 until 2024: Due to the circumstances of the pandemic the past few years, the Strategic Plan that was finalized in January 2019 has unfortunately not been able to be emphasized and there has only been limited work completed. Way recommended extending the Plan until 2024. This will coincide with devising a new Strategic Plan for the new library building. The Plan is a framework of our goals and tasks and was valuable during the pandemic. Bergstrom made the motion to extend the finish date of the Strategic Plan to 2024. Bechen seconded. Motion carried 6-0.
- f. Meeting Location for Next Meeting: The Board will meet via Zoom in February and keep it as an agenda item to discuss again at that time.

## **8. Closing and Future Agendas**

- a. Joint Meeting with Village Board: Monday, February 7 at 5 PM with location to be determined
- b. Next Regular Meeting: Wednesday, February 9 at 5 PM via Zoom with a Special Meeting to be scheduled for possibly Wednesday January 26 or Tuesday January 25 via Zoom (Note: Meeting was scheduled for Wednesday, 1/26/2022)
- c. Request for future agenda items: none

- 9. **Adjournment** Severson made the motion to adjourn at 5:43 p.m., seconded by Bechen. Motion approved 6-0.