

## Oregon Public Library Board Minutes

Wednesday, April 8, 2015 at 5:00 p.m.

Sue Ames Room

1. **Call to Order** President Himmelsbach called the meeting to order at 5:04pm.
2. **Roll Call** Attending were: Loretta Himmelsbach, Carrie Santulli Schudda (arr. 5:08pm), Darlene Groenier (Village Board Rep), Bob Glasser, Mary Jane Nesbit, and Mary Statz. Library Director: Susan Santner. Not attending: Brian Busler  
Special guest: Village Board President Steve Staton
3. **Adopt/Amend Agenda** Statz made the motion to amend the agenda, moving #7 ahead of #4. Darlene provided the second. Motion passed 5-0.
4. **Consent Agenda** Expenses for February 2015 were \$26,330.59, while revenues were \$8,851.32. Expenses for March 2015 were \$10,097.25, while revenues were \$1,855.09. Financial reports from February and March 2015 were reviewed. Statz made the motion to approve the full consent agenda, Groenier seconded. Motion was approved 6-0.
5. **Citizen Appearance/Public Comment/ Scheduled Guests.** Village President Steve Staton was introduced.
6. **Action Items**
  - Discussion and possible approval of updated Library Board Bylaws. Statz made the motion to adjust Article II, Section 3: "When any trustee fails to attend three consecutive meetings of the board the president may notify the appointing authority, request the disqualification of the trustee, and suggest ~~three to five~~ qualified a qualified person(s) to fill the position." Schudda provided the second. Motion passed 6-0. Statz made the motion to add "d) citizen appearance/public comment/scheduled guests" to Article IV, Section 3. Schudda seconded. Motion passed 6-0. Schudda made the motion to adjust Article IV, Section 5: "A quorum for the transaction of business at any meeting shall consist of ~~four (4)~~ three (3) members of the board present in person." Statz seconded. Discussion revolved around the fact that at certain times of the year it's difficult to get a quorum. Since action items traditionally begin as discussion items the previous month, there is always time to thoroughly discuss the topic. Motion passed 6-0.
  - Approval of the 2015 Adjacent County Reimbursement Requests. Schudda made the motion to have SCLS invoice all the counties listed. Statz seconded. Motion passed 6-0.
7. **Discussion Items**
  - Capital Improvement Plan and Impact Fees. Village Board President Steve Staton attended to respond to any questions about the Capital Improvement Plan, which includes the civic campus. He stated the library board had 2 options: prepare to add on to the existing library structure, acknowledging the library was underbuilt in 1995, or, wait and see what the village board plans with regard to the civic campus. He stated the current library board has a very thoughtful vision for the library's future. While the planning is still in the conceptual stage, Staton said the library board needs to decide which option it would support. Some debt will be paid off in 2019, freeing the village to take on more debt. Village planner, Mike Slavney, of Vandewalle and Associates, will be attending the April 13, 2015 village board meeting, and will be able to review the pros and cons of both options. While the loss of impact fees has brought this decision to the forefront, Staton said there is a process in place to keep track of impact fees in the future. Staton left at 5:25pm,

but the library board continued to discuss this topic. They said they'd like to know if the village board considers the library as integral to the civic campus. Currently, the capital plan includes \$2,000,000 for a library renovation and \$45,000 for architectural fees. Santner encouraged all board members to attend the April 13, 2015 village board meeting.

#### **8. Information Items**

- Staff Reports. There were none.
- Library Director's Report. Santner noted Wi-Fi use is up, programs are well-attended, circulation continues to vary at all libraries, and Overdrive checkouts are increasing. Adult DVD's continue to circulate well. She stated Dane County standards need to be reviewed and adjusted to reflect how people are now using area libraries.  
The library will be closed on Thursday, May 21<sup>st</sup>, for electrical and cabling work, along with moving several shelving units to take better advantage of the building layout. Information desk staff will begin working at the circulation desk after these changes are made.
- Building Issues. There were none.
- Communications. Santner distributed Lisa Hustad's resignation letter. She's asked Hustad for a subject recommendation so an item can be purchased for the library in honor of Hustad's years of service to the library board. Michael Perry's next book will be purchased in honor of Phil Cox's years of service. Santner distributed the 2014 Quick Facts trifold to board members, along with a listing of all board members and their contact information.

#### **9. Closing and Future Agendas**

- Next meeting: May 13, 2015
- The establishment of a building and fundraising committee
- The Capital Improvement Plan and Impact Fees

#### **10. Adjournment** The meeting adjourned on a Statz/Groenier motion at 7pm.

Respectfully submitted by,  
Mary Davidson