

## Oregon Public Library Board Minutes

Wednesday, February 11, 2015 at 5:00 p.m.  
Sue Ames Room

1. **Call to Order** President Himmelsbach called the meeting to order at 5:05pm.
2. **Roll Call** Attending were: President -Loretta Himmelsbach, Treasurer -Carrie Santulli Schudda, Secretary -Darlene Groenier (Village Board Rep) and Mary Statz  
Unable to attend were: Vice President Dr. Brian Busler, Lisa Hustad
3. **Adopt/Amend Agenda** The agenda was adopted as written on a motion made by Schudda, seconded by Statz.
4. **Consent Agenda** Schudda made the motion to approve the full consent agenda. Groenier seconded. Expenditure totaled \$8,441.29; Revenues were \$22,441.38. Motion passed 4-0.
5. **Citizen Appearance/Public Comment/ Scheduled Guests** none
6. **Action Items**
  - Discussion and possible approval of updated Library Board Bylaws.  
The following changes were suggested:  
Article II, Section 3  
Edit the last line: "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 persons qualified~~ a qualified person(s) to fill the position."  
Article IV, Section 3  
Add the following after c) and shift the remaining lettering:  
d) citizen appearance/public comment/scheduled guests  
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."  
Per Article IX, Section 3 of the bylaws, these proposed changes must be mailed to all board members 10 days in advance of the March 11, 2015 meeting.
  - Discussion and possible approval of the State Annual Report. Santner reported the village revenues and expenditures haven't been finalized, but she expects them before the Feb.18, 2015 deadline for filing. All the other categories have been checked and approved by Mark Ibach at SCLS. Groenier made the motion for President Himmelsbach to sign the 2014 Annual Report once it is completed. Statz seconded. The motion passed 4-0. Santner will provide copies of the 2014 Annual Report at the March 11, 2015 board meeting.
  - Discussion and possible approval of updated Internet Use Policy. Due to the change in the way the library's computers are used, Santner would like the 2 Office PC's configured like the other internet workstations. To do that, she requests that the following changes be approved:  
Section VII, part D: Remove: "The Office PC's are limited to 120 minutes per day for the following activities: job applications, resumes, exams and homework." Add the remaining text from D to C, and adjust the lettering.  
Section VII, part E: Change 2 hours to 4 hours in the last line, "Laptops may be checked out for up to 4 ~~2~~ hours and must be returned to the Circulation Desk."  
Statz made the motion to approve the above changes. Schudda seconded. Motion passed 4-0.

## **7. Discussion Items**

- Reserve for Impact Fees. The board was very concerned about the upcoming deadline for the acceptable use of impact fees. They advised Santner and Himmelsbach draft a letter to Mike Gracz, Lisa Novinska and Steve Staton regarding the use of these fees.

## **8. Information Items**

- Staff Reports. There were none.  
Library Director's Report. Santner referred to the last report comparing the checkouts of the Oregon collection vs other libraries' collections. She stated the management team is discussing what collections to feature when the new xpress checkout kiosks mandate a change in shelving.
- Building Issues
- Communications. Santner referenced a continuing education workshop on March 2, 2015, Foundation of Successful Library Boards that she will be attending. Board members should let her know if they are interested in attending.  
Our 1000 Books Before Kindergarten program was featured in the professional publication The U\*N\*A\*B\*A\*S\*H\*E\*D Librarian.
- Committee Reports as needed – Personnel Committee. There were no reports.

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

- Next meeting: March 11, 2015
- Review year end 2014 financial statements
- Review 2014 Annual Report
- Discussion and possible approval of revisions to Library Board Bylaws

## **10. Adjournment** The meeting adjourned at 6:08pm on a Statz/Schudda motion.

Respectfully submitted by,  
Mary Davidson