

Oregon Public Library Board Minutes
Wednesday, May 13, 2015 at 5:00 p.m.
Sue Ames Room

1. **Call to Order** President Himmelsbach called the meeting to order at 5:03pm.
2. **Roll Call** Members present: President-Loretta Himmelsbach, Vice President-Dr. Brian Busler (arr. at 5:10pm), Treasurer-Carrie Santulli Schudda (arr. at 5:13pm), Secretary-Darlene Groenier (Village Board Rep), Mary Statz, Bob Glasser. Unable to attend: Mary Jane Nesbit.
3. **Adopt/Amend Agenda** Statz made the motion to move the staff report before the consent agenda. Groenier seconded. Motion passed 4-0.
4. **Consent Agenda** Schudda made the motion to approve the full consent agenda. Groenier seconded. Expenses totaled \$9,680.76, while receipts were \$2,600.07. Members would like to see the following at the June meeting: the fixed asset schedule for the library building; and the minutes from the 4/13/15 joint Library Board/Village Board meeting. Motion carried 6-0.
5. **Citizen Appearance/Public Comment/ Scheduled Guests** There was none
6. **Action Items**
 - Discussion and possible approval of updated position descriptions for Youth Services Assistant, Circulation LAll, and Public Service Assistant LAll. Statz made the motion to approve all 3 job descriptions, with Busler providing the second. Motion carried 6-0.
 - Capital Improvement Plan, Board Task Force. Members had questions pertaining to the outcome of the joint Library Board/Village Board meeting on 4/13/15. Busler will contact Mike Slavney, while Groenier will inquire at the next Village Board meeting. Santner stated the staff has been accumulating ideas for the new space, and provided a general list of suggestions. Statz suggested former employees who have gone on to work at other libraries be part of the inquiry process as well. Himmelsbach suggested board members be thinking of community members who would be assets in the planning process. All strategic planning and focus group documents should be made available for review.
7. **Discussion Items**
 - Staff In-service and desk merging on May 21, 2015 (building will be closed). The inservice will be held during the morning, with the reorganization of the AV collections and holds taking place during the afternoon. Hill Electric will be adding electrical and data cabling, while Bill Markham will repurpose the info desk.
8. **Information Items**
 - Staff Report – Susan Kosharek. The adult summer reading program returns to Oregon on June 8th, complete with several programs sure to be popular. The Awesome Box will be added to the website once again so participants can recommend great titles. Kosharek distributed a mock-up of the brochure.
 - Library Director's Report – Many use statistics continue to increase (ebooks, wifi use, program attendance). Santner is applying for a grant to cover costs related to a fall music series, which will be held in the adult reading area.
 - Building Issues – Bob Glasser asked Santner to look at the edges of the book drop. They are a bit sharp. Several members of the Friends of the Oregon Library were spreading new mulch during the meeting.
 - Communications – Resignation of Tina Bastian and two staff openings (one 12 hour LTE summer page position and one 10 hour page position). Interviews will be held the week of May 18th.

- Committee Reports as needed – There were none.

9. Closing and Future Agendas

- Village Capital Improvement Plan/Civic Campus Plan
- Present the village's fixed asset schedule
- Approve the minutes from the 4/13/15 joint Library & Village board meeting
- Next meeting: June 10, 2015

10. Adjournment The meeting adjourned at 6:50pm on a Busler/Statz motion.

Respectfully submitted by,
Mary Davidson