

Oregon Public Library Board Minutes

Wednesday, September 9, 2015 at 5:00 p.m.

Sue Ames Room

1. **Call to Order** President Loretta Himmelsbach called the meeting to order at 5:01pm.
1. **Roll Call** In attendance were: President-Loretta Himmelsbach, Vice President-Dr. Brian Busler (School Board Rep), Treasurer-Carrie Santulli Schudda, Mary Statz, Bob Glasser (left at 7pm) and Mary Jane Nesbit. Secretary Darlene Groenier was unable to attend.
2. **Adopt/Amend Agenda** Statz made the motion to amend the agenda so the first Action Item, (Discussion and possible approval of Staff Status Policy), is last. Second provided by Busler. Motion carried 6-0.
3. **Consent Agenda** Schudda made the motion to approve the consent agenda, minus the Financial Report, with Nesbit seconding. There was no Financial Report, due to the installation of new software. Expenses were \$10,520.23 and Receipts \$3,253.16. Motion carried 6-0.
4. **Citizen Appearance/Public Comment/ Scheduled Guests**
 - Mark Ibach, Consulting Services Manager for the South Central Library System was introduced, to help guide the board during the search for the new director. Ibach stated the SCLS will provide information & guidance, along with posting the position to statewide listservs. A South Central staff member would also be available to join the search committee. He distributed "Hiring a Library Director" handout from the Trustee Essentials handbook. The board thanked Ibach for the added information and his expertise.
5. **Action Items**
 - Appointment of Search Committee. Himmelsbach made the motion to accept Mary Statz and Brian Busler as the board's representatives on the search committee, a management team member (Himmelsbach will contact the MT), school district representative (Busler will appoint), and SCLS representative (Ibach will provide). Schudda seconded. Motion passed 6-0. Statz and Busler will set up the timeline and begin preparing questions. The recruiting package available from the website will include: village application, position description, job ad, village benefit package. The committee will decide how staff, focus groups, and the community will be involved in the process.
 - Succession planning due to director retirement. Letter of retirement was included in the packet. Santner is preparing a document consisting of her contacts, information about finances, facilities management, the 2016 budget, and annual report. In the event the new director cannot start in early January 2016, Santner endorsed Mary Davidson as LTE director, provided she receive additional compensation for these added responsibilities.
 - Salary range for new director. The village provided a benefits statement with the minimum salary of \$62,059.
 - Discussion and possible approval of Staff Status Policy. Busler made the motion to approve the updates, based upon Santner's recommendations, Schudda seconded. Motion carried 6-0.
6. **Discussion Items**
 - 2016 budget. Santner distributed the proposed 0 increase budget. She drew attention to the Other Supplies and Expenses which includes the Impact Fees returned to property owners in 2015, and the Building line, which includes funds for furniture replacement and HVAC.
 - General discussion of research article: *What Will Become of the Library? How it will evolve as the world goes digital* by Michael Agresta. Discussion postponed.
7. **Information Items**
 - Library Director's Report. August was another busy month. Circulation is staying steady in each of the collections.
 - Building Issues. There were none.
 - Communications. Santner is working on articles for both the Friends newsletter and the Oregon Observer.
8. **Closing and Future Agendas**

- Next meeting: October 14, 2015 with Mike Gracz and Lisa Novinska
- Report from Search Committee

9. **Adjournment.** Meeting adjourned on a Statz/Schudda motion at 7:05pm. Motion carried 5-0.

Respectfully submitted by,
Mary Davidson