

Oregon Public Library Board Minutes

Sue Ames Room, Oregon Public Library

Wednesday, February 13, 2019 at 5:00 p.m.

1. **Call to Order** Secretary Kyle Severson called the meeting to order at 5:03pm.
2. **Roll Call** Dr. Brian Busler (arr. 5:04pm), Jeanne Carpenter; Kyle Severson; Coral Goplin, and Laura Shtaida. Unable to attend: Jenny Nelson, Carrie Schudda. Also attending were: Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** Goplin made the motion to adopt the agenda, Shtaida seconded. Motion carried 5-0.
4. **Citizen Appearance/Public Comment/Scheduled Guests** Jim Radford, Baker Street Consulting Group, and Brenda Anderson, Friends of the Oregon Library, attended.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from January 8, 2019 and January 9, 2019- Carpenter made the motion to approve both sets of minutes, Shtaida seconded. Motion carried 5-0.
 - b. Review and Payment of available Bills. Expenses were \$81,329.44, which included a purchase of 5 task chairs from 2017's CIP borrowing. Way presented a one page Profit & Loss Budget Report for the Library Operating Fund, and asked the Board for input on the format. Revenues were \$10,408.11, which included a very generous donation of \$7,588.85 from the Friends of the Oregon Library for programming support, and a \$1,500 donation from a local family for the Building Fund. Goplin made the motion to pay the bills, Severson seconded. Motion carried 5-0.
 - c. Review/Accept Financial Report(s) currently available- While the audit for 2018 hasn't been completed, Way estimated 96.72% of the budget was spent. Shtaida made the motion to approve the reports dated 12/31/18 and 1/31/19. Carpenter seconded. Motion carried 5-0.
6. **Discussion and possible action items**
 - a. Overview of the Campaign Process by Baker Street Consulting (Jim Radford)- Radford described the 3 phases of the campaign, and their activities. The Campaign's Steering Committee will be working on the theme and graphics over the next month, along with more awareness building opportunities.
 - b. Contract with OPN Architects (Contract Costs will be funded by Impact fees)- Way presented OPN's tentative schedule for community and stakeholder meetings. Dates will be firmed up over the next several weeks.
 - c. 2018 Department of Public Instruction Public Library Annual Report and Statement of Library System Effectiveness- Severson made the motion to approve the Annual Report, Shtaida seconded. Motion carried 5-0. Severson made the motion to sign the Statement of Library System Effectiveness. Carpenter seconded. Motion carried. 5-0.
 - d. Amendments to Meeting Room Policy- Way indicated some updates were needed for clarification and changes in available equipment. Goplin made the motion to approve the updates to the policy, Severson seconded. Motion carried 5-0.
 - e. Amendments to Building Naming Rights Policy- Way was asked to provide policies from peer libraries for discussion at the March 13, 2019 meeting.
 - f. Amendments to Gift Acceptance Policy- The policy was updated to include more than gifts for library collections. Carpenter made the motion to accept the amendments to the Gift Acceptance Policy. Severson seconded. Motion carried 5-0.

- g. Architect Design Process- Possible dates were discussed for the strategic kick-off/visioning session.
 - h. Personnel Committee Meeting- The Personnel Committee, consisting of Dr. Busler, Laura Shtaida, and Coral Goplin, will meet on March 6, 2019, beginning at 5pm, at the Oregon School District Office.
- 7. Information Items**
- a. Committee Reports
 - Steering Committee for Campaign- The Committee met on February 6, 2019. Invitations have been issued for additional members.
 - Building Committee- This committee has full membership.
 - b. Library Director's Report- Way highlighted the Winter Reading Program, the Faces of Railroad Photography exhibit, and the hiring of a new page.
 - c. Communications-
 - i. Community Member Feedback on New Library. Feedback was included.
 - ii. Village Board announcements- there were none.
 - iii. School District announcements affecting the library- there were none.
- 8. Closing and Future Agendas**
- a. Joint Meeting with Village Board: Monday, February 18 at 5 p.m.
 - b. Next meeting: March 13, 2019
 - c. Request for future agenda items- there were none.
- 9. Adjournment** Shtaida made the motion to adjourn the meeting at 6:29pm, Goplin seconded. Motion carried 5-0.