

Oregon Public Library Board Minutes
Sue Ames Room, Oregon Public Library
Wednesday, March 13, 2019 at 5:00 p.m.

1. **Call to Order** Meeting was called to order at 5pm by President Jenny Nelson.
2. **Roll Call** Attending were: Jenny Nelson, Brian Busler, Jeanne Carpenter (arr.5:02pm), Kyle Severson, Coral Goplin, Carrie Schudda, Laura Shtaida. Also attending: Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** Busler made the motion to adopt the agenda as written. Shtaida seconded. Motion carried 6-0.
4. **Citizen Appearance/Public Comment/Scheduled Guests** *Up to fifteen (15) minutes will be provided for community input, with each speaker afforded three minutes; otherwise the agenda will proceed as posted.*
 - a. Kelly Allen, Youth Services & Community Engagement Librarian – Allen began her report by highlighting this year’s 1000 Books Before Kindergarten, March of the Dinosaurs program, sponsored by the Oregon Brooklyn Lions Club. Over 400 attended this annual party for the program which promotes literacy by encouraging families to read to their children every day. Allen and her assistant, Wendy Borden, are now planning for the upcoming Summer Library Program. The Vox Book collection was introduced. Allen’s department provides creative programming for babies to teens, both inside the library and at other venues.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from February 13, 2019- Busler made the motion to approve the minutes. Severson seconded. Motion carried 7-0.
 - b. Payment of available Bills and accept financial report- Goplin made the motion to approve both. Severson seconded. Way noted the charges for the Municipal Property Insurance, and the South Central Library System annual expenses. Motion carried 7-0.
6. **Discussion and possible action items**
 - a. Authorization for South Central Library System to Submit Adjacent County Reimbursement- **Busler made the motion to authorize the South Central Library System to submit adjacent County Reimbursements for Columbia, Green, Rock and Sauk Counties. Shtaida seconded. Motion carried 7-0.**
 - b. Establish Nominating Committee (per bylaws)- **Busler made the motion to establish a nominating committee of Carrie Schudda and Kyle Severson, to establish a slate of officers for the annual meeting to be held June 2019. Second by Goplin. 7-0**
 - c. Exempt/Non-Exempt Status for Circulation Supervisor Position Description- **Motion to accept the committee’s recommendation made by Schudda. 7-0.**
 - d. Review of Existing Donor Recognition- Current items include art, shelving, display units. Suggestion was made to incorporate the plaques from the current building into the new library’s décor.
 - e. Sponsorship Agreement- Discussion centered on customizing the Village’s Sponsorship agreement for the Library’s purposes. This will be reviewed at the April 10, 2019 meeting.

- f. Amendments to the Naming Rights Policy- Way shared responses from Baker Street Consulting Group, and the comments from last month. All agreed it would be beneficial to follow the Village's policy. Way will bring a recommendation to the April meeting.
- g. Role of Building Committee- Resolution 16-01LB was reviewed.
- h. Schedule of Building Project Activities- Dates for future focus groups were shared.
- i. 2018 Statistics Highlights & Infographic- This was developed for promotional purposes.
- j. DPI Inclusive Services Statement (What Does It Mean to Be Inclusive?)- This document covers policies, facilities, programming, and content. Way will share this with Building Committee.
- k. Staff New Library Feedback from Staff Library Tours of Area Libraries- Statements were enclosed.
- l. Summary of Community Member Feedback on New Library- Comments were enclosed.

7. Information Items

- a. Committee Reports
 - i. Steering Committee for Capital Campaign- The group is working on the prospective donor list, slogan, and logo.
 - ii. Building Committee- The group's first meeting will be April 16, 2019.
 - iii. Personnel Committee- The group will meet again in April to discuss future staff needs, the director's evaluation, and the wage schedule.
- b. Library Director's Report- The opening in the circulation department was filled. CIP funds will be used to replace a small section of worn carpeting. Four new workroom chairs were purchased with CIP funds. The spring inservice will be held the morning of Thursday, May 23, with the library will opening at 1pm. The staff are working to create more awareness of what goes on in the library.
- c. Communications
 - i. Library Buzz Newsletter (March/April)- Kelly Allen creates this promotional piece.
 - ii. Village Board announcements- Jeanne Carpenter said the grand opening of new youth center may be as early as mid-May.
 - iii. School District announcements affecting the library- Busler stated spring break is the last week of March.

8. Closing and Future Agendas

- a. Community Input Session for the Public: Monday, April 8 from 5:30 PM – 8:30 PM (Village Hall Community Room)
- b. Next meeting: Wednesday, April 10, 2019

- 9. Adjournment** Motion to adjourn the meeting at 6:01pm was made by Busler, seconded by Schudda. Motion carried 7-0.