

Oregon Public Library Board Minutes
Sue Ames Room, Oregon Public Library
Wednesday, August 7, 2019 at 5:00 p.m.

1. **Call to Order** President Jenny Nelson called the meeting to order at 5:01 pm.
2. **Roll Call** Members present: Jenny Nelson, Laura Shtaida, Coral Goplin, Randy Glysch, Carrie Schudda (arrived 5:04 pm), Kyle Severson. Also attending were Jennifer Endres Way, Director and Alicia Fisher, Circulation Supervisor (recorder).
3. **Adopt/Amend Agenda** - Severson made the motion to adopt the agenda as written. Goplin seconded. Motion carried 5-0.
4. **Citizen Appearance/Public Comment** There were none.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from July 10, 2019 – Severson made the motion to approve the minutes from July 10, 2019. Goplin seconded. Motion carried 5-0.
 - b. Review and Payment of available Bills and Financial Reports - Goplin moved to approve the payment of bills totaling \$48,138.74, and receipts of \$3,969.55, and the July 2019 Financial Report. Way highlighted the Beyond the Page grant account used for library programming and the need to have one of the air conditioning units replaced. Shtaida seconded. Motion carried 5-0.
6. **Discussion and possible action items**
 - a. Consider Appointment of Building Committee Members - Applications for the two recently added positions to the Building Committee were reviewed. Goplin made a motion to appoint Brent Teske as a representative of the Near North Main Street neighborhood, and Amanda Heath as a representative of the greater Oregon community. Glysch seconded. Motion carried 6-0.
 - b. Consider Proposal from Arbor Systems - Way presented proposals from Arbor Systems for removal of trees. Goplin made a motion directing Way to request a quote from Arbor Systems for the removal of the 3 trees identified as hazards in the arborist report- the sugar maple referred to as #1 in the arborist report, and the two largest walnuts referred to as #18 in the report – and to move forward with that quote as she deems appropriate. In addition, the quote should include pruning of 2 trees with branches overhanging a neighboring property's garage. Way should inquire if the Village Public Works department could do the clean up after the tree removal. Shtaida seconded. Motion carried 6-0.
 - c. Consider Providing Free Replacement Library Cards in September for Library Card Signup Month - Schudda made motion to provide free replacement library cards in September as a promotion for Library Card Signup Month. Shtaida seconded. Motion carried 6-0.
 - d. Review of Capital Improvement Funds – Way asked the board for recommendations on use of these funds which need to be used by June 2020. So far funds are being used to upgrade the 2 self check kiosks and to replace the failed security camera system DVR. Other possibilities may include office chairs and book carts which could then be used in the new library. Glysch referenced a foundation out of Madison that makes library furnishings and will follow up with Way. Board members will let Way know if there are other options they would like to explore.
 - e. Consider 2020 Budget Request – Way presented a packet which included the 2020 Library Budget Request and an explanation of library accounts. Way highlighted decreases in the publications budget and water and sewer costs, as well as an expected decrease in fine revenue. Also mentioned were increases in online subscription costs for additional Overdrive titles and fees for SCLS professional services. The Village Finance Director informed Way of proposed 3.0% cost of living increase for all staff which is reflected in the budget request. Way included for consideration in the budget request the cost of A) addition of 2 staff at total of 34 hours/week and B) a market wage adjustment that is 1/3 of total adjustment to be done incrementally over 3 years. Goplin made a motion to approve the 2020 Budget Request including both the staff addition and market wage adjustment. Severson seconded. Motion carried 6-0.
 - f. 2019 Library Accomplishments & 2020 Library Goals – This document is included with the 2020 Budget Request. Way included patron quotes and statistics to help highlight various goals and accomplishments.

7. Information Items

- a. Committee Reports
 - i. Building Committee – OPN will be updating the design based on feedback received at 8/6/19 Building Committee meeting and will present it at the Planning Commission meeting on 8/8/19. Low, medium and high budget estimates were presented at the 8/6/19 meeting which reflected recent increases in construction costs to \$350/sq ft.
 - ii. Steering Committee for Capital Campaign – An anonymous gift of \$500,000 has been made to the campaign.
 - iii. Personnel Committee – nothing to report.
- b. Library Director's Report – Way highlighted a few items from her written report for August including that a total of 1,370 children, teens and adults were registered for the summer reading program as of the end of July. There has been one meeting with representatives of the Near North Main Street Neighborhood and there will be a follow up meeting later this month. Way reminded everyone of the Planning Commission meeting on August 8th and the joint meeting with the Village Board on August 19th.
- c. Communications
 - i. Plan Commission Agenda (8/08/19)
 - ii. Library Statistics Graphs (January – June 2019)
 - iii. South Central Library System 2018 at a Glance – This handout highlights the services provided by the system including delivery, downloadable materials and public internet computers.
 - iv. Letter from Sara Dewey (8/05/19)
 - v. Village Board announcements – there were none.

8. Closing and Future Agendas

- a. Joint Meeting with Village Board: Monday, August 19 at 5 PM at the Oregon Village Hall (Board Room)
- b. Next meeting: September 11, 2019 at 5 PM at the Oregon Public Library (Sue Ames Room)
- c. Request for future agenda items – there were none.

- 9. Adjournment** – The meeting was adjourned at 6:28 pm on a Severson/Schudda motion. Motion carried 6-0.