

Oregon Public Library Board Notes
Sue Ames Room, Oregon Public Library
Wednesday, September 11, 2019 at 5:00 p.m.

1. **Call to Order** Jenny Nelson called the meeting to order at 5:04pm.
2. **Roll Call** Attending were Jenny Nelson, Laura Shtaida, Coral Goplin, Randy Glysch. Unable to attend were Brian Busler, Carrie Schudda, and Kyle Severson. Also attending were Jennifer Endres Way, Director, and Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** Goplin made the motion to adopt the agenda as written, Shtaida seconded. Motion carried 4-0.
4. **Citizen Appearance/Public Comment** There was none.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from August 7, 2019. Shtaida made the motion to approve the minutes from August 7, 2019, Glysch seconded. Motion carried 4-0.
 - b. Review and Payment of available Bills and accept financial report. Expenses totaled \$35,258.90, receipts \$1,770.46. Way highlighted the \$526.50 charge for legal services, noting the 2020 budget request includes some funds for legal services. Glysch made the motion to approve the payment of the bills and the financial report. Goplin seconded. Motion carried 4-0.
 - c. Review/accept Financial Report(s) currently available. The Financial Report was approved along with the Payment of Bill in item 5.b.
6. **Discussion and possible action items**
 - a. Agreement for Lease of Equipment for Photocopying/Printing- Way would like to replace the current leased copier & printer, which are under contract with GFC until Spring 2020, in order to have additional features and better pricing, noting there's no penalty for cancelling the current contract. Glysch made the motion to approve the agreement for leasing of new GFC equipment. Shtaida seconded. Motion carried 4-0.
 - b. Conceptual Design Plans for the New Library- Way asked for comments on the plans presented at joint meeting in August. Questions included: the location of restrooms in the children's area, and the family study room. A feedback form is available online and in the library, with all comments shared with the building committee.
 - c. Proposal for Preparation of General Development Plan (GDP) Submittal for New Library. The GDP is required to request different setbacks than are typically required in a zoning district. Impact fees can be used for the maximum proposed cost of \$4,900. Glysch made the motion to approve the proposal from Vandewalle & Associates for the preparation of the General Development Plan (GDP) for the new library. Shtaida seconded. Motion carried 4-0.
 - d. 2020 Budget Request & Step Plans- Both additional staff and wage adjustments are needed. The Personnel Committee will convene and present proposals at the November 13, 2019 Library Board meeting for how to best use approved funds.
 - e. Convene in Closed Session pursuant to Chap. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Compensation of Library Employees)- The Board did not go into closed session.
 - f. Reconvene in Open Session, for action, if any on items discussed in closed session. Board did not need to reconvene in open session, because it did not adjourn into closed session.
7. **Information Items**

- a. Committee Reports
 - i. Building Committee- Way and Davidson reviewed the 90 page draft presentation with OPN's Mindy Sorg today. The final deliverable of OPN's contract will include this document and the September 24 presentation. That document could be used for meetings with donors, local area boards, or anyone who wants more information about the project. Way plans on inviting building committee members for a tour of the new Waunakee Public Library yet this fall, and scheduling one more meeting before the committee takes a hiatus during the months devoted to fundraising.
 - ii. Meeting with Neighborhood Representatives- The latest meeting was very positive. Way explained the pause in design process. The neighbors have been invited to 9/24 plan presentation with OPN at 7pm.
 - iii. Steering Committee for Capital Campaign- The campaign is currently in the quiet phase. Way has ordered a "future home of" sign for the new library's property at 249 N. Main St.
 - b. Library Director's Report- Way noted the Village Board approved the exemption from the county library tax. Next week, the Village Board will be considering a traffic study proposal by Strand to evaluate traffic and recommend pedestrian access for the new library site.
 - c. Communications
 - i. "Parliamentary Procedure: A Few Fundamentals" (The Municipality, August 2019)
 - ii. Library Buzz Newsletter (September)- Due to the large number of scheduled events, there will be separate calendars for September and October. The library recently added notary services.
 - iii. Village Board announcements- Glysch announced David Donovan was chosen to fill the vacant village board position with a term expiring in April, 2020.
 - iv. School District announcements- There were none.
- 8. Closing and Future Agendas**
- a. Next meeting: Wednesday, October 9, 2019 at 5 PM at the Oregon Public Library
 - b. New Library Update & Community Plan Presentation: September 24, 2019 at 5:30 PM at the Oregon Village Hall
 - c. Joint Meeting with Village Board: Monday, October 14 at 5 PM at the Oregon Village Hall
 - d. Request for future agenda items- listed in 6.d.
- 9. Adjournment** Meeting adjourned at 5:47pm on a motion made by Goplin, seconded by Shtaida. Motion carried 4-0.