

Oregon Public Library Board Minutes

Sue Ames Room, Oregon Public Library

Wednesday, January 9, 2019 at 5:00 p.m.

1. **Call to Order** Kyle Severson called the meeting to order at 5:03pm.
2. **Roll Call** Jenny Nelson (arr. 5:04pm), Brian Busler, Jeanne Carpenter, Kyle Severson, Coral Goplin, Laura Shtaida, Carrie Schudda. Also attending were Jennifer Endres Way, Library Director, and Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** Motion to approve the agenda as written was made by Goplin, seconded by Schudda. Motion carried 6-0.
4. **Citizen Appearance/Public Comment/Scheduled** There were none.
5. **Consent Agenda**
 - a. Shtaida made the motion to approve the minutes from December 12, 2018. Goplin seconded. Motion carried 6-0.
 - b. Severson made the motion to pay the bills and accept the financial report dated December 31, 2018. Goplin seconded. Expenses totaled \$24,434.65, while receipts were \$3,669.44. Way highlighted the payment to Jason's Home Renovations for needed repair to the workroom, the combined village department purchase of Stop the Bleed Kits, and donations for the Building Fund. Motion carried 7-0.
6. **Discussion and Possible action items**
 - a. Report from Architect Selection Committee and Supplemental Information. The committee consisted of Jenny Nelson, Kyle Severson, Coral Goplin and Laura Shtaida. All members agreed that while each of the four firms would bring significant expertise and experience, OPN was the firm that would best suit the needs of the library and our community at this point in time.
 - b. Selection of Architectural Firm to Proceed to Contract Negotiation Phase. Schudda made the motion to select OPN as the firm to proceed to contract negotiation and development. Goplin seconded. Motion carried 7-0.
 - c. Busler made the motion to approve the Dane County Library Service Agreement for Extension of Library Service for 2019. Schudda seconded. Motion carried 7-0.
 - d. Busler made the motion to approve to continue participation in 2019/2020 E-Rate Cycle. Schudda seconded. Motion carried 7-0.
 - e. Schudda moved to leave the Wackman Library Trust CD at the Oregon Community Bank. Busler seconded. Schudda amended motion to give Director Way the discretion to renew the Wackman Library Trust at the Oregon Community Bank for either 15 months or 2 years, Busler seconded. Motion carried 7-0.
 - f. Busler made the motion to approve the designation of the Library Director (Jennifer Endres Way), Library Board President (Jennifer Nelson) and Library Board Treasurer (Jeanne Carpenter) as authorized signers for the Wackman Library Trust CD account held at the Oregon Community Bank, and remove all other signers from the account. Severson seconded. Motion carried 7-0.
 - g. Committees and Composition. Current members of the Library's Campaign Steering committee are Jenny Nelson and Jeanne Carpenter. Goplin made the motion to appoint Arlan Kay and Randy Glysch to the committee, and to allow the 4 members to choose additional members for the committee in collaboration with library staff, the consultant and the feasibility study report. Nelson seconded. Motion carried 7-0.
 - h. Library Staff Salary Schedule Update and Staff Wages for 2019. Busler made the motion to approve the 2019 Salary Schedule and 2019 Wages for Library Employees to include 2.5% across the board increase and the wage adjustment for the Youth Services and Adult Services positions previously approved. Schudda seconded. Motion approved 7-0.
Goplin made the motion to convene the Personnel Committee in the spring. Shtaida seconded. Motion carried 7-0.

- i. Adoption of Strategic Plan 2019-2022. Director Way provided both the Summary and Environmental Scan, which included non-substantive changes from the documents shared at previous meetings. Severson made the motion to adopt the Oregon Public Library Strategic Plan 2019-2022. Busler seconded. Motion carried 7-0.
- 7. Information Items**
- a. Committee Reports. There were none.
 - b. Library Director's Report. Way noted the library now subscribes to Transparent Languages and ReferenceUSA. The Public Library System Redesign Committee is nearing the culmination of their work. She thanked Jenny Nelson for accompanying her to the Dec. 17, 2018 Village Board meeting to present the Baker Street Consulting Group as the library's fundraising consultant. The New Year's Eve event brought over 300 people to the library!
 - c. Communications
 - i. Library Buzz Newsletter. Youth Services Librarian Kelly Allen continues to highlight special events, and she and Kara Ripley, Adult Services Librarian, will be building awareness of the library's role in the community.
 - ii. Community Member Feedback on New Library. Way distributed the comments that accumulated since the December meeting. These will be added to feedback provided during upcoming visioning gatherings.
 - iii. Village Board announcements. Carpenter stated she will be running unopposed for the position of Village President at the April election.
 - iv. School District announcements affecting the library. Busler noted how Village Water Dept. and Public Works staff combined forces to fix a broken water main near the elementary schools.
- 8. Closing and Future Agendas**
- a. Next meeting: February 13, 2019
 - b. Review of Meeting Room Policy
 - c. Request for future agenda items
- 9. Adjournment** Meeting adjourned at 5:58pm on a motion made by Schudda, seconded by Severson. Motion carried 7-0.

President – Jenny Nelson, Vice President – Dr. Brian Busler (School Board Rep); Treasurer - Jeanne Carpenter (Village Board Rep); Secretary – Kyle Severson; Coral Goplin, Carrie Schudda, and Laura Shtaida.