

Oregon Public Library Board Meeting Minutes

Sue Ames Room, Oregon Public Library

Wednesday, December 11, 2019 at 5:00 p.m.

1. **Call to Order** Jenny Nelson called the meeting to order at 5:00pm.
2. **Roll Call** Attending were: Jenny Nelson, Brian Busler (left at 5:45pm), Laura Shtaida, Coral Goplin, Randy Glysch and Kyle Severson. Unable to attend: Carrie Schudda. Also attending were: Jennifer Endres Way, Library Director, and Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** Severson made the motion to move Item 5 after Item 7. Laura seconded. Motion carried 6-0.
4. **Citizen Appearance/Public Comment** There was none.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from November 13, 2019- Goplin made the motion to approve the minutes from November 13, 2019. Severson seconded. Motion carried 5-0.
 - b. Review and Payment of available Bills- Goplin made the motion to approve both the payment of the bills and accept the financial report dated 11/30/19. Glysch seconded. Total expenses were \$19,547.95 while receipts were \$12,720.00. Way asked the board to insert the bill for the Baker Street Consulting Group expense, also noting the overage in the Health Insurance line on the Library Operating Fund page is due to this being a prepaid expense, and overages in legal fees and mileage, which will be offset by savings in other funds. Motion carried 5-0.
 - c. Review/Accept Financial Report(s) currently available- Approved with 5.b. above.
6. **Discussion Items**
 - a. Approved 2020 Library Budget- no action needed. Way distributed the copy approved by both the Library and Village board.
 - b. Strand Pedestrian Crossing Evaluation for New Library Site- This will be discussed at joint Library Board/Village Board meeting Monday, December 16, 2020, by Kyle Henderson of Strand Associates, Inc. Included is the evaluation of two pedestrian crossings at the location on North Main Street.
 - c. Stafford & Rosenbaum's "An Examination of the Architect's and Construction Manager's Roles in the Design and Construction Process"- Way stated Laura Callan will review the document and answer any questions at the joint Library Board/Village Board meeting on December 16, 2019.
7. **Discussion & Possible Action Items**
 - a. Dane County 2020 Service Contract- Busler moved to approve the 2020 agreement, required to receive the annual reimbursement from Dane County for facilities and operating expenses. Severson seconded. Motion carried 6-0.
 - b. Amendments to Closure Policy- Way consulted with Kyle Gulya, the Village's labor attorney. She suggested 3 minor changes to Gulya's proposal: page 1- remove the word "Children's" to read, "Programs may be cancelled if the schools are closed;" page 2- put the section referring to non-exempt employees above that for exempt employees; and page 2- remove "termination" as a possible result of exempt employees failing to work at a remote location. Busler made the motion to approve the policy with the changes Way listed. Goplin seconded. Way also stated the challenge comes when the library needs to close at the end of a week. Motion carried 6-0.
 - c. Memo Regarding Consulting Services and Letter of Agreement with Baker St. Consulting Group – The Board reviewed the contract that was approved in December 2018. The memo dated 12/05/19 provide options for a discounted invoice for the term 12/23/19-1/22/20.
 - d. The Library Board may adjourn to Closed Session pursuant to Wisconsin Statute Section 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining

- reasons require a closed session (Negotiating Letter of Agreement). Busler made the motion to move to Closed Session at 5:23pm. Shtaida seconded. Roll Call vote: Nelson-yes, Busler-yes, Goplin-yes, Severson-yes, Shtaida-yes, Glysch-yes. Busler left during Closed Session at 5:45pm.
- e. Reconvene in Open Session for action, if any, on items discussed in Closed Session. Glysch made the motion to return from closed session at 6:01pm. Shtaida seconded. Roll Call vote: Nelson-yes, Goplin-yes, Severson-yes, Shtaida-yes, Glysch-yes. Nelson reported the board will move ahead with discussions with Baker Street Consulting Group, based on the discussion in Closed Session.

8. Information Items

- a. Committee Reports
- i. Building Committee- none
 - ii. Steering Committee for Capital Campaign- Way reported approximately \$700,000 has been raised to date, with a local business owner publicly stating a contribution of \$100,000 would be forthcoming.
- b. Library Director's Report- Along with the written report, Way said the migration to different version of same platform continues, as certain features remain unavailable. Staff are doing an admirable job responding to patron's needs. Interviews for the Reference Assistant position are taking place this week. The Village said thank you for partnering with them to cover the additional insurance costs. Way has been having short individual meetings with all staff this month.
- c. Communications
- i. Putting "Responsible" Back Into "Lowest Responsible Bidder" (*The Municipality*, October 2019)- Way shared this, saying it was timely due to discussion of construction manager at next week's joint meeting.
 - ii. Library Buzz Newsletter (November/December)- This was from last month's agenda
 - iii. Community Member Feedback on New Library- this was from last month's agenda.
 - iv. Village Board announcements- Glysch stated Jeanne Carpenter will temporarily replace him as the village representative Feb.-April, 2020, due to a conflict with his teaching schedule.
 - v. School District announcements – There was a reminder that Thursday is last informational meeting about school start times. Glysch stated the Village and Oregon School District successfully completed an agreement with the School Resource Officer.

9. Closing and Future Agendas

- a. Joint Meeting with Village Board: Monday, December 16, 2019 at 5 PM at the Oregon Village Hall
- b. Next meeting: Wednesday, January 8, 2020 at 5 PM at the Oregon Public Library
- c. Request for future agenda items

- 10. Adjournment** Shtaida made the motion to adjourn at 6:15pm. Severson seconded. Motion carried 5-0.