

Oregon Public Library Board
ANNUAL MEETING Minutes

Wednesday, June 10, 2020 at 5:00 p.m.

Location: This is a teleconference meeting

1. **Call to Order** President Jenny Nelson called the meeting to order at 5pm.
2. **Roll Call** Those attending were: Jenny Nelson, Dr. Brian Busler, Laura Shtaida, Coral Goplin, Randy Glysch, Kyle Severson. Unable to attend: Carrie Schudda. Also attending: Dr. Leslie Bergstrom, Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director (recorder), and several staff members.
3. **Adopt/Amend Agenda** Glysch made the motion to adopt the agenda, Shtaida seconded. Motion carried 4-0.
4. **Public Comment:** There was none.
5. **Introduction of Dr. Leslie Bergstrom** Dr. Busler introduced Dr. Bergstrom as the next Superintendent of the Oregon School District, and his replacement on the Oregon Public Library Board of Trustees. Dr. Bergstrom said she's very excited to serve on the Library Board, as she feels a public library plays a critical role in a community. All board members graciously welcomed her.
6. **Consent Agenda**
 - a. Amend/Approve Minutes from May 13, 2020- Busler made the motion to approve the minutes, Severson seconded. Motion carried 5-0.
 - b. Review and Payment of available Bills- Glysch made the motion to approve the bills of \$10,364.58, and receipts of \$226,417.59. Davidson noted a correction on payment to Quill. Way highlighted the Covid-19 expenses, saying some of them may be reimbursed funds the Village receives from the Local Government Aid Grants. The Dane County reimbursement was received, along with several building donations. Motion carried 6-0.
 - c. Review/Accept Financial Report(s) currently available- Way said the Impact fees are just under \$250,000, reserved for the new building, and the revenue due to fines & fees has a deficit of \$12,000 to date, due to the building closure.
7. **Discussion and possible action items**
 - a. Proclamation Honoring Dr. Brian Busler for Dedicated Service on the Library Board and to the Oregon Community- All members thanked Dr. Busler for his service and leadership to the Library Board, his guidance on committees, and wished him well in his retirement. Severson made the motion to approve the proclamation, Shtaida seconded. Motion carried 6-0.
 - b. Election of Officers - Slate of officers: President-- Jenny Nelson, Vice President- Carrie Schudda, Treasurer- Laura Shtaida, Secretary- Coral Goplin. After no additional nominees were received, Busler moved to close the nominations and cast the ballot for the candidates presented by the Nominating Committee. Glysch seconded. Motion carried 6-0.
 - c. Designation of Authorized Signers for Bank Accounts- Busler made the motion to designate the Library Board President, Jenny Nelson, Treasurer, Laura Shtaida and Library Director Jennifer Way, as authorized signers for the library bank accounts. Goplin seconded. Motion carried 6-0.
 - d. Preliminary 2021 Budget Considerations- The lack of revenue from fines and fees was brought up. The budget will be discussed in depth at the July meeting, as the Budget Request will need to be approved at the August meeting.
 - e. Suspension of Library Fines through August 15- Busler made the motion to approve the suspension of fines through August 15, 2020, Goplin seconded. Motion carried 6-0.
 - f. Update on New Reference Assistant Position- The filling of the 18 hours per week reference position has been delayed. Shtaida made the motion to continue to move forward with this position with start date of mid-August, Goplin seconded. Motion carried 6-0.
 - g. Library Staffing Needs for New Building- Motion to approve the following made by the Personnel Committee was made by Shtaida, seconded by Goplin. Motion carried 6-0: Motion made by Shtaida, 2nd by Goplin, to report back to the Village and Library Board that while the library is open to feedback based on budgetary needs, the library's goal is to reach 13.78 FTEs.
 - h. Library Services and Reopening Plan- Way presented two options for discussion, based on DPI recommendations, the safety of the staff, and the physical space limitations. Busler moved approval of option 2, to continue to keep the library closed to the public until the following criteria are met:

- The date is July 1st or after
- Dane County enters phase 2 of the Forward Dane plan
- The library is able to meet the relevant guidelines in the DPI Reopening Guide and Forward Dane Plan
- And at this time to begin offering limited access to the building (1) limited access for computer and/or copier use, and (2) possibly select items for browsing and checkout.

Shtaida seconded the motion. Motion carried 6-0.

Busler made the motion to approve the following temporary policy amendments at the discretion of the Library Director in accordance with the guidelines and recommendations set forth in the Forward Dane Plan and DPI Reopening Guide, including, but not limited to:

- Allow for reduced open hours of the library
- Allow for establishment of special open hours for at-risk individuals
- Limit access to portions of the library building previously open to the building (except bathrooms, which will remain open to allow for handwashing)
- Limit the number of people in the library at one time
- Limit the length of time members of the public may be in the library
- Limit the length of time members of the public may use specific services and/or make these services available by appointment only (including, but not limited to, computer use)
- Require six feet social distancing for those not part of the same household
- To highly recommend, but not require, that patrons entering the building wear face coverings

Goplin seconded the motion. Motion carried 6-0.

- Capital Campaign- To date, contributions of \$1,235,084 in gifts and pledges have been contributed to the campaign. The Capital Campaign Steering Committee met June 9, 2020 and voted unanimously to relaunch of the Capital Campaign which was on pause since mid-March. Glysch made the motion to reinforce the direction approved by the Capital Campaign Committee and extend the fundraising timeline for the new library building to the end of December 2020. Severson seconded. Motion carried 6-0. Co-chairs Glysch and Nelson said they'd appreciate any and all suggestions for virtual fundraising events.

8. Information Items

- Committee Reports
 - Steering Committee for Capital Campaign- report is in 7.i.
 - Personnel Committee- Goplin reminded the board she needs evaluations by June 15.
 - Building Committee- Way said the committee will meet in the next couple of months.
- Library Director's Report- Way reported on the success of Curbside on demand, the installation of the plexiglass shields at the service desks, the reconfiguration of the meeting room for staff workspace, weekly staff meetings, the new Village phone system, Jennifer's upcoming vacation, Trustee training week in August, the Summer Reading Program which begins June 15, and the slate of virtual Library events.
- Communications
 - Library e-Buzz Newsletter: June 1 & Special June 4
 - Village Board announcements- Glysch is looking forward to announcing the relaunch of the Capital Campaign at the June 15 meeting.
 - School District announcements- Dr. Busler announced that with the help of the parents in the community, the 2019-2020 school year has come to a close.

9. Closing and Future Agendas

- Joint Village Board Meeting: Monday, June 15, 2020 at 5 PM via Zoom
- Next meeting: Wednesday, July 8, 2020 at 5 PM at the Oregon Public Library
- Request for future agenda items

- Adjournment** The meeting adjourned at 6:01pm on a motion made by Busler, seconded by Shtaida. Motion carried 6-0.