

Oregon Public Library Board Minutes

Wednesday, September 9, 2020 at 5:00 p.m.

1. **Call to Order** President Jenny Nelson called the meeting to order at 5:00pm.
2. **Roll Call** Attending were: Jenny Nelson, Carrie Schudda, Laura Shtaida, Coral Goplin, Randy Glysch, Dr. Leslie Bergstrom, Kyle Severson. Also attending were Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director.
3. **Adopt/Amend Agenda** Severson made the motion to adopt the agenda as written, Schudda seconded. Motion carried 7-0.
4. **Public Comment** There was none.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from August 12, 2020- Severson made the motion to approve the minutes from August 12, 2020, Shtaida seconded. Motion carried 7-0.
 - b. Review and Payment of available Bills- The August expenses of \$23,324.05, and receipts of \$36,114.13, along with the Financial Report of July 31, 2020, were approved on a motion made by Glysch, seconded by Severson. The receipts included \$35,666.76 for the new building fund. Way highlighted the totals for 2 book vendors, saying they were higher than previous months due to shipping delays. A refund for a newspaper subscription was included, as several newspapers have been canceled. Revenues are lower due to Covid-19. Motion carried 7-0.
6. **Discussion and possible action items**
 - a. Submission of Expenses Related to COVID-19 through the Routes to Recovery: Local Government Aid Grant Program Application for Reimbursement. Goplin made the motion to approve submission of the enclosed eligible expenses related to COVID-19 to the Routes to Recovery Local Government Aid Grant Program, Bergstrom seconded. Way expects another group of expenses will be presented at the November meeting. Motion carried 7-0.
 - b. Capital Campaign Mailing – Schudda made the motion to approve capital campaign mailing estimate of \$ 2,623.94 from funds in 203-55110-340, Goplin seconded. Motion carried 7-0. The mailing will be sent to all Village of Oregon residences.
 - c. 2021 Library Budget Request- Severson made the motion to amend the 2021 Library Budget request to use \$600,000 as the budgeted amount for 203-55110-820 (Buildings) due to the anticipated architectural fees based on estimates provided, Goplin seconded. Motion carried 7-0.
 - d. Library Services and Reopening Status- Discussion centered on how to meet the needs of those who have expressed interest in using library computers by promoting wi-fi access and considering circulation of chromebooks. Way and her team will discuss this further. Consensus to stay with the motion made in July, to keep the library closed to the public until Dane County Emergency Order #8 is complete, or replaced by a less restrictive order. Meanwhile Way will expand promotion of current wi-fi services, and board members suggested this could be added to the upcoming village-wide mailing.
7. **Information Items**
 - a. Committee Reports
 - i. Steering Committee for Capital Campaign – Nelson reported the August virtual run/walk grossed \$1,640, less the cost of the t-shirts, and the goal of \$25,000 was reached on August 25th. Glysch said a local potter has donated over 150 of his pieces which will be sold at a Pottery and Art Sale on Saturday, Sept. 26 at Kiser Fireman's Park, 10am-4pm. The Nov. 14 Virtual Gala is in the planning stages, with Bob Lindmeier as emcee. With a theme of the Great Gatsby, the 7:30 pm event will feature a silent auction.

- ii. Personnel Committee- no updates.
- b. Library Director's Report- The previous record of 85 vehicles served at a 3 hour curbside shift was broken on Tuesday, Sept. 1st when 119 vehicles arrived! The Public Works Dept. helped with the installation of the exterior wireless access point to give better access from the parking lot. The Oregon Observer did a great feature on the library's program called, Witnessing Whiteness.
- c. Library Statistics Report – August 2020 – Way highlighted the interest in curbside on demand service continues to increase, and holds are almost at pre-Covid levels. Library Wi-Fi continues to be popular, and downloadable e-books and audiobooks remain a popular option for patrons.
- d. Communications
 - i. Library Buzz Newsletter (August 17)
 - ii. Village Board announcements – Glysch stated 2021 budget discussions will start soon. New trustee, Luke Sticht, will be joining the village board, due to the passing of David Donovan.
 - iii. School District announcements – Bergstrom reported the online experience started this week, and students from K-2 will start coming to school soon.

8. Closing and Future Agendas

- a. Joint Meeting with Village Board: Monday, September 21 at 5 PM via Zoom
- b. Next meeting: Wednesday, October 14 at 5 PM via Zoom
- c. Request for future agenda items- there were none

9. Adjournment Meeting adjourned at 5:49pm on a motion made by Glysch, seconded by Severson, which carried 7-0.