

Oregon Public Library Board Meeting Minutes

Wednesday, November 11, 2020 at 5:00 p.m.

Location: *Please note: This is a teleconference meeting

1. **Call to Order** President Jenny Nelson called the meeting to order at 5:02pm.
2. **Roll Call** In attendance were: Jenny Nelson, Carrie Schudda, Laura Shtaida, Coral Goplin, Randy Glysch, Dr. Leslie Bergstrom, Kyle Severson. Also attending: Mike Gracz, Village Administrator, Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director.
3. **Adopt/Amend Agenda** – Motion to adopt the agenda made by Glysch, seconded by Goplin. Motion carried 7-0.
4. **Public Comment:** There was none.
5. **Public Appearances:**
 - a. Presentation on the Role of Commissioning Agent in the Construction Process (Mike Barnett) & Discussion – Item will be rescheduled.
6. **Consent Agenda**
 - a. Amend/Approve Minutes from October 14, 2020- Motion to approve the minutes made by Shtaida, seconded by Goplin. Motion carried 7-0.
 - b. Review and Payment of available Bills and Financial report- Motion to pay the bills and approve the financial report made by Glysch, seconded by Bergstrom. Expenses for October were \$32,119.84, receipts were \$41,795.37. Way highlighted the payments for the School District campaign mailing, a job ad, and repair to several windows. The reimbursement for Covid expenses should be included in the financial report next month. While behind on revenues due to waiving fines, lower staffing costs may offset the deficit along with more interest than expected. Motion carried 7-0.
7. **Information Items**
 - a. Committee Reports
 - i. Steering Committee for Capital Campaign- Nelson featured exciting details from the upcoming Gala, the Mega Match Challenge, the Silent Auction, and Trick or Treating at the Library, which raised \$6500 in 3 hours. Way reported \$29,000 has been raised by the 2 mailings thus far. The opportunity to make a donation & receive a hat or a mask with the campaign logo will be promoted in late November.
 - b. Library Director's Report
 - i. Library Statistics- The site survey was completed for the new library property. There have been staffing challenges due to 2 vacant positions. The annual fall inservice will be held Friday, Nov. 20. The book return is once again open 24 hours a day, as DPI changed the recommended quarantine period to 24 hours for library materials. Way was interviewed for the Oregon Minute. OCA Media has been great about promoting library services, and did several videos for the Gala. Circulation is increasing, as well as the demand for materials to be sent to other libraries, while holds for Oct. 2020 were the same as 2019. Wifi use continues to increase, as well as the use of downloadable ebooks and audiobooks.
 - c. Communications
 - i. Library Buzz Newsletter – [October 19](#) & [November 2](#)
 - ii. Village Board announcements- Monday is public hearing for 2021 budget.

- iii. School District announcements- Dr. Bergstrom highlighted the High School's virtual performance of the play, Clue, noting the challenges the casts overcame to present a fantastic experience for the community, while band members in the lower grades presented a Veteran's Day performance.

8. 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- **Severson 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. Goplin seconded. Motion carried 7-0.** This is the last group of expenses to be submitted.
- b. Extension of Fine Suspension- **Severson made the motion to extend suspension of library fines through the end of March 2021, Schudda seconded. Motion carried 7-0.** While the estimated impact is \$2,000, the board expressed a desire to seek equity for all Oregon Public Library users.
- c. Library Services and Reopening Status- No change was made to the motion made on July 8, 2020. Way described the challenges winter will provide, and how staff are making adaptations.
- d. Anti-Racism Statement- **Motion to approve the revised Anti-Racism Statement was made by Goplin, seconded by Glysch. Motion carried 7-0.** Both the Oregon Allies, and the village's Diversity and Inclusion committee contributed to the document, written by Kelly Allen and Kara Ripley. The board thanked everyone for their contributions.

9. Closing and Future Agendas

- a. Next meeting: Wednesday, December 9 at 5 PM via Zoom
- b. Request for future agenda items

10. Adjournment Meeting adjourned at 5:42pm on motion made by Glysch, seconded by Kyle. Motion carried 7-0.