

Oregon Public Library Board Draft Minutes
Wednesday, December 9, 2020 at 5:00 p.m.
Location: *Please note: This is a teleconference meeting

1. **Call to Order** Jenny Nelson called the meeting to order at 5:00pm.
2. **Roll Call** Attending were: Jenny Nelson, Carrie Schudda (arr. 5:03), Laura Shtaida, Coral Goplin, Randy Glysch, Dr. Leslie Bergstrom, Kyle Severson. Also attending were: Mike Gracz, Village Administrator, Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** Glysch made the motion to adopt the agenda as written, Shtaida seconded. Motion carried 7-0.
4. **Public Comment** There was none.
5. **Public Appearances**
 - a. Role of Commissioning Agent in the Construction Process - Presentation by Mike Barnett, Senior Project Engineer at HGA, & Discussion- Barnett explained the focus of a Commissioning Agent is quality assurance of mechanical systems and controls, such as HVAC, plumbing and lighting, as defined by the scope of a contract.
6. **Consent Agenda**
 - a. Amend/Approve Minutes from November 11, 2020- Goplin made the motion to approve the minutes, Schudda seconded. Motion carried 7-0.
 - b. Review and Payment of available Bills expenses and Review/Accept Financial Report(s) currently available- dated 11/30/2020. Glysch made the motion to approve both together, Goplin seconded. Way highlighted two invoices that were received late, and the Rivistas prepay for 2021 print magazines. Expenses totaled \$18,654.61 and receipts were \$58,951.89. Motion carried 7-0.
7. **Information Items**
 - a. Committee Reports
 - i. Steering Committee for Capital Campaign- Nelson reported the campaign has now raised over \$2 million, as a result of the Gala and Silent Auction, a \$100,000 donation from One Community Bank, and village and school district mailings. OCA Media has donated time to create videos which promote the campaign, and there are a few events scheduled for December.
 - b. Library Director's Report – Curbside pickup has been expanded and demand has increased for services. Public Works installed additional outdoor lighting. Way is getting a quote on increasing the heat in the meeting room and lobby. Several Oregon Minute interviews have been done which help highlight the campaign. Way reported an encouraging inservice was held last month. There's been some staff turnover for a variety of reasons, with one position currently open.
 - c. Communications
 - i. Library Buzz Newsletter – [November 16](#) & [December 1](#) (Special Campaign edition)
 - ii. Community Member Feedback on New Library
 - iii. Village Board announcements- Glysch stated he'll be running for village board president at the April election.
 - iv. School District announcements- Bergstrom noted great community response to the forum sponsored by the Nehemiah Foundation, and the recent implementation of the Equity Plan at the schools.
8. **Discussion and possible action items**
 - a. Dane County Service Contract- Severson made the motion to approve the Dane County Service Contract for 2021, Bergstrom seconded. Motion carried 7-0.
 - b. CIP Expense – Searl Electric – Shtaida made the motion to approve expenditure of CIP funds using account 202-55110-820 for the work being completed by Searl Electric that will create a channel so the melted snow moves away from the entryway sidewalk. Glysch seconded. Motion carried 7-0.

- c. Establish Substitute Position Status- Goplin made the motion to approve creation of substitute position(s) for filling shifts on an as-needed basis within budget parameters. Bergstrom seconded. Motion carried 7-0.
 - d. 2021 Salary Schedule- Glysch made the motion to approve the 2021 salary schedule to reflect the base wage increase of 1% received by Library and Village employees. Goplin seconded. Schudda asked to correct the wage in the Circ III line. Motion carried 7-0.
 - e. Building Committee Vacancy- There was agreement in posting the position now, for review at the February 2021 board meeting.
 - f. Upcoming Joint Meeting with Village Board & Review of Memorandum of Understanding Agreement- The timetable within the MOU was reviewed. Way will schedule a meeting in early January 2021 to prepare for the joint meeting.
 - g. Extend Resolution Delegating Executive Authority- Goplin moved to approve the extension of the resolution delegating executive authority thru 4/30/2021, Glysch seconded. Motion carried 7-0.
 - h. Amended to Emergency Closing Policy Covering Curbside Pickup Services- Glysch made the motion to approve the amended policy, after changing "automatically" to "likely" in section II. C. Bergstrom seconded. Motion carried 7-0.
 - i. Library Services and Reopening Status- No changes were made.
- 9. Closing and Future Agendas**
- a. Joint Meeting with Village Board: Monday, January 11 at 5:00 PM
 - b. Next meeting: Wednesday, January 13 at 5 PM via Zoom
 - c. Request for future agenda items
- 10. Adjournment** – Meeting adjourned at 6:41pm on motion made by Goplin, seconded by Severson. Motion carried 7-0.