

Oregon Public Library Board Meeting Minutes

Wednesday, February 10, 2021 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 5:01pm.
2. **Roll Call** – Present were: Jenny Nelson, President, Carrie Schudda, Vice President, Laura Shtaida, Treasurer, Coral Goplin, Secretary, Randy Glysch, Village Board Rep, Dr. Leslie Bergstrom, Oregon School Board Rep, Kyle Severson. Also attending were Jennifer Endres Way, Library Director, Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda** – Shtaida made the motion to adopt the agenda, Goplin seconded. Motion carried 7-0.
4. **Public Comment:** There was none.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from January 13, 2021- Schudda made the motion to adopt the agenda as presented, Shtaida seconded. Motion carried 7-0.
 - b. Review and Payment of available Bills and Review/Accept Financial Reports- Severson made the motion to approve both items together, Goplin seconded. Expenses totaled \$32,493.50, with \$53,811.06 of receipts, which included a grant from the American Library Association and approximately \$50,000 of new building donations. Way highlighted the vouchers from FY2020, along with costs to refinish the circulation desk, 2021 insurance costs, and legal and planning expenses. Motion carried 7-0.
6. **Information Items**
 - a. Committee Reports
 - i. Steering Committee for Capital Campaign- Way reported the committee had its last meeting on February 2, 2021. Members will be invited to opt back in to assist with any upcoming fundraising events as they arise.
 - ii. Personnel Committee- The committee will be meeting to conduct Davidson's exit interview.
 - iii. Building Committee- see item 7.a.
 - b. Library Director's Report- A new Page joined the team last week, tax forms are available via curbside, a 2nd telephone was added to the meeting room for staff use, and all programs were well-attended. Staff evaluations are being conducted this month.
 - c. Communications
 - i. Mary Davidson- Letter of Resignation due to Retirement- The board congratulated Davidson on her upcoming retirement and thanked her for her years of service to the library and community.
 - ii. Library Buzz Newsletter – January 18 & February 1- Informational item.
 - iii. Village Board announcements- Glysch gave a report on the status of the village administrator position.
 - iv. School District announcements- Dr. Bergstrom stated grades 7-12 came back to school, all in hybrid model, and the district is continuing to look at the next step. Celebrations of Black history month are being held at every grade level.
7. **Discussion and possible action items**
 - a. Appointment of Building Committee Member (vacancy due to relocation)-Due to clerical error discussion couldn't proceed at this meeting and will be postponed until March.
 - b. Joint Village Board Meetings and Next Steps for New Library Project- Contact Way if you're unable to attend the meeting on February 22, 2021 at 5pm. Architects from OPN will be in attendance to respond to questions.
 - c. Available Naming Opportunities and Gift Levels- Further discussion will be scheduled for the April meeting. .
 - d. Future of Assistant Director/Technical Services Supervisor Position- The proposed change in position description from Assistant Director/Technical Services Supervisor to Technical Services Supervisor/Administrative Assistant was introduced. Shtaida made the motion to approve the Technical Services Supervisor/Administrative Assistant position description as presented, Bergstrom seconded. Motion carried 7-0. The Personnel Committee will schedule a meeting to discuss the salary range.
 - e. Extension of Fine Suspension- Nelson made the motion to extend the suspension of fines through May 31, 2021, Goplin seconded. Motion carried 7-0.

- f. 2020 Department of Public Instruction Public Library Annual Report- Nelson made the motion to approve the 2020 report, Glysch seconded. Motion carried 7-0.
 - g. 2020 Statement of Library System Effectiveness- Glysch made the motion to approve the 2020 statement, Severson seconded. Motion carried 7-0.
 - h. Library Services and Phased Reopening Status- Way will present the plan in March that Adult Services Librarian Kara Ripley and her team are working on to safely allow for computer appointments in the library. Way reported back on the suggestion to increase the air flow and filtering in the library by replacing MERV 8 filters with MERV 13. The consensus was to do that, since there are sufficient funds in the budget,
- 8. Closing and Future Agendas**
- a. Joint meeting with Village Board: Monday, February 22 at 5PM via Zoom
 - b. Next meeting: Wednesday, March 10 at 5 PM via Zoom
 - c. Request for future agenda items
- 9. Adjournment** – Meeting adjourned at 6:29pm on motion made by Glysch, seconded by Goplin.