

Oregon Public Library Board Meeting MINUTES
Wednesday March 10, 2021 at 5:00pm
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: President – Jenny Nelson, Vice President – Carrie Schudda; Treasurer – Laura Shtaida, Secretary - Coral Goplin, Randy Glysch (Village Board Rep), Dr. Leslie Bergstrom (School Board Rep), Kyle Severson. Also attending were Jennifer Endres Way, Library Director, and Mary Davidson, Assistant Director (recorder).
3. **Adopt/Amend Agenda**-Glysch made the motion to adopt, Severson seconded. Motion carried 7-0.
4. **Public Comment:** There was none.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from February 10, 2021- Shtaida made the motion to approve the minutes, Bergstrom seconded. Motion carried 7-0.
 - b. Amend/Approve Steering Committee Minutes from February 2, 2021- Nelson made the motion to approve the minutes, Glysch seconded. Motion carried 7-0.
 - c. Review and Payment of available Bills and Review/Accept the Financial Report- Motion to pay the available bills and accept the Financial Report was made by Severson, seconded by Goplin. Expenses totaled \$18,348.08, which included Timberland snow removal, Vandewalle for a planning meeting, Spectrum backup internet for the phone system and Stafford Rosenbaum legal services. Way also highlighted an upcoming training she'll attend on flexible library design, which will be helpful for new library planning. Motion carried 7-0. Receipts \$18,363.46 included \$13,000 in new building donations. The financial report lists a fund balance in the 203 accounts as \$117,734.06. Way said while some lost material fees are coming in, savings in other accounts will offset the loss of fine and copier revenue.
6. **Information Items**
 - a. School Library Journal Article: *"Library Influencers: How Tween Advisory Boards Optimize Programming"* Featuring Kelly Allen, Youth Services & Community Engagement Librarian- Way praised Allen for her thoughtful contributions to this article in a nationally recognized journal. The board added their congratulations!
 - b. Committee Reports
 - i. Steering Committee for Capital Campaign- Way stated that while this committee will not need to meet, she plans to provide them with periodic updates, or inform them if there are future volunteer opportunities.
 - ii. Personnel Committee- Way said the committee reviewed the organization chart, the position description of the Technical Services Supervisor/Administrative Assistant position, the salary schedule and chose Bergstrom as the chair. They will meet again in the spring to plan for the library director's evaluation, to be held in June.
 - iii. Building Committee- This committee did not meet.
 - c. Library Director's Report- Way reported the following: there's an open page position due to high school graduation, Davidson is documenting procedures for her replacement, the village administrator interviews will be held Friday, County funding is expected to decrease for 2022 due to lower circulation, seeds from the seed library are available via curbside pickup, the Overdrive Libby app has added digital magazines, Management Team members have completed evaluations of their team members, and Way plans on completing reviews of Management Team members by the end of March.
 - d. Library Statistics- Library staff are filling more holds for patrons than the past 3 years, issuing more library cards online, due to fulfilling the photo ID requirement online, and Overdrive checkouts of digital titles are up. The pandemic continues to have an impact on circulation and reference statistics.
 - e. Communications
 - i. Library Buzz Newsletter – [February 15](#) & [March 1](#)
 - ii. Village Board announcements- Glysch reported 5 finalists will be interviewed for the village administrator position.

- iii. School District announcements- Bergstrom said she anticipates the district will enter the new phase in April.

7. Discussion and possible action items

- a. Appointment of Building Committee Member (Vacancy due to relocation)- 7 applications were received for this volunteer position. The credentials of the applicants were very impressive. Motion to appoint Lindsey Honeyager was made by Schudda, seconded by Goplin. Motion carried 6-0, with Glysich abstaining.
- b. Establish Nominating Committee – Motion made by Goplin, seconded by Bergstrom, to appoint Severson and Schudda to the Nominating Committee. Motion carried 7-0
- c. Approval for Village to Deposit Library Funds in Financial Institution per Current Village Banking Agreement. Glysich made the motion, with second by Shtaida, to approve the Village deposit library funds held in Village accounts at the financial institution corresponding with the current banking agreement both for this new and future agreements. Motion carried 7-0.
- d. Authorization for South Central Library System to Submit Adjacent County Reimbursement- Motion to authorize the South Central Library System to submit 2021 adjacent county reimbursements for Columbia, Green and Rock counties was made by Severson, seconded by Bergstrom. Motion carried 7-0.
- e. Appreciation to Campaign Steering Committee Members & Campaign Cabinet- A tribute to the tremendous amount of community involvement of all the committees will be included in the new library. Goplin will draft a thank you letter to all committee members, which the board will review at the April meeting.
- f. Joint Village Board Meeting and Next Steps for New Library Project Including Project Schedule- Way stated there is a tentative plan to discuss both an update to the Memorandum of Understanding (due to the increase in the village's contribution) and the proposed borrowing timeline at the April 12, 2021 joint meeting with the village board.
- g. Construction Management, Commissioning Services & Owner's Representatives- Nelson encouraged the board to be thinking about the possible need for construction manager, commissioning agents and/or owner's representatives. She briefly explained the role of each. Way was asked to consider what her role could be considering her other time commitments. Unanswered questions include whether a different contract is needed if using a construction manager, if OPN has worked with these specialists on other projects, and how OPN tracks the budget at each phase of the project.
- h. Library Services and Phased Reopening Plan- Motion to change the library's service level with the addition of computer appointments on a limited basis was made by Glysich, seconded by Schudda. Motion carried 7-0. Motion to allow Youth Services Librarian Kelly Allen to pursue safe pandemic friendly in-person programming was made by Shtaida, seconded by Goplin. Motion carried 7-0.
- i. Amend Salary Schedule to Include Wage Range for Technical Services Supervisor & Administrative Assistant- Motion to amend the salary schedule and include the new position was made by Schudda, seconded by Goplin. Motion carried 7-0.
- j. The Board may convene in Closed Session pursuant to Chap. 1985 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Technical Services Supervisor & Administrative Assistant). The Board will adjourn from closed session.
Glysich made the motion at 6:10pm to enter closed session, seconded by Goplin. Roll Call vote:
Nelson- yes, Schudda-yes, Shtaida-yes, Goplin-yes, Glysich-yes, Bergstrom-yes, Severson-yes.

- 8. Adjournment** – Motion to adjourn from closed session was made by Glysich at 6:20pm, seconded by Severson. Motion carried 7-0.

9. Closing and Future Agendas

- a. Joint Meeting with Village Board: Monday, April 12, 2021 (tentative)
- b. Next Library Board Meeting: Wednesday, April 14, 2021 at 5 PM via Zoom