

Oregon Public Library Board MEETING MINUTES

Wednesday, December 8, 2021 at 5:00 p.m.

1. **Call to Order** Jenny Nelson called the meeting to order at 5:10 p.m.
2. **Roll Call** Present were: President – Jenny Nelson, Vice-President – Carrie Schudda, Treasurer – Laura Shtaida, Secretary – Leslie Bergstrom (School Board Rep), Carlene Bechen (Village Board Rep), Coral Goplin, Library Director – Jennifer Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not Present: Kyle Severson
3. **Adopt/Amend Agenda** Shtaida made the motion to adopt the agenda as written. Bechen seconded. Motion carried 6-0.
4. **Community Input** There were no comments.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from November 10, 2021: Shtaida made the motion to approve the minutes from November 10, 2021. Schudda seconded. Motion carried 6-0.
 - b. Review & Payment of available Bills: Bechen made the motion to approve the payment of Bills. Goplin seconded. Motion carried 6-0.
 - c. Review/Accept Financial Report(s) currently available: Way noted the Stafford Rosenbaum invoices were for assistance with architect contract negotiations and the SCLS invoice was for the customization of the library's mobile app. The Impact Fee for revenue is higher than expected and the library is on track for responsible spending for the end of the year. Motion made to approve Financial Reports in 5b.
6. **Information Items**
 - a. Committee Reports: There was nothing to report.
 - b. Library Director's Report: Way wanted to celebrate the work anniversaries of Alicia Fisher -15 years, Matt Lamb - 5 years, and Dan Belczak - 5 years, and thank them for their dedication and service. Way participated in an interview for the Oregon Minute to discuss the new library which premiered November 17, 2021. The 2022 Village Budget was approved on November 15, 2021, The On-Line Pottery Auction raised \$1682 thanks to the generosity of Artist Mitch Sigmund's pottery donation and the leadership of employees Laura Dewey and Sarah Werner. An inventory was completed of the entire collection for the first time in 6 years. Four members of the Management Team participated in a Virtual Workshop – "Fostering an Antiracist Library Culture".
 - c. Communications: Community feedback that was received since the Monday December 6, 2021 meeting is included in the packet.
 - d. Community Member Feedback on New Library
 - i. Village Board announcements: Bechen had nothing new to report.
 - ii. School District announcements: Bergstrom noted there were many exciting things happening in the school district including the purchase of drawings by Desere Mayo to be featured in the K-6 libraries in the district.
7. **Discussion and possible action items**
 - a. Joint Meeting Outcomes & Next Steps for New Library Project: Way wanted to thank everyone for participating in the listening sessions and discussions. All of the conversations with community members has been appreciated. It is the Library Board's understanding that the outcomes from the Village Board Meeting on December 6, 2021 are that the site at 249 N Main Street was removed from consideration, soil boring reports for the former school site and the Brook Street site were requested by the Village Board, the Village Board requested preliminary site layouts and cost projections to be done for both the former school site and the Brook Street site, and a future joint meeting will be scheduled to review this information. Way pointed out that the MOU has the Main St site listed and this will need to be updated when a new site is determined. The soil borings report for the Brook Street site was previously completed and Jeff Rau sent out proposals to companies to complete soil borings for the former school site. Way met with consultants this afternoon to begin discussions for the preliminary site layouts. Rachel Brickner, the Senior Center Director, was also included in the meeting.
 - b. Soil Borings: Schudda made the motion to allow the library to pay for the cost of the soil borings at the Alpine Site. Second by Bechen, Motion carried 5-1.

- c. Amendment of 2022 Library Budget: Way discussed the main changes are an additional circulation position to be added mid-2022, the amount needed for Public Work assistance was adjusted, and exact health insurance costs are now available. A motion to approve the Amendment of the 2022 Library Budget was made by Goplin, second by Shtaida, Motion carried 6-0.
- d. Resolution to Eliminate Library Overdue Fines: Schudda moved, seconded by Bechen, Bergstrom, Goplin and Shtaida to Adopt the Resolution to Eliminate Library Overdue Fines. Motion carried 6-0. While fines have not been assessed since March 2020, the resolution makes the fine-free status permanent.
- e. Amend Library Fee Schedule: This schedule needs to be updated to reflect the change of not charging fines. Bechen moved, seconded by Goplin to Amend the Library Fee Schedule as presented. Motion carried 6-0.
- f. Amend Outer Library Loan (OLL) Policy: This policy needs to be updated to reflect the change of not charging fines. Goplin moved, seconded by Shtaida to Amend the Outer Library Loan Policy as presented. Motion carried 6-0.
- g. Amend Circulation Policy: This policy needs to be updated to reflect the change of not charging fines plus additional changes suggested to delete unnecessary barriers for patrons. Schudda moved, seconded by Bechen to amend the Circulation Policy as presented. Motion carried 6-0.
- h. 2022 Salary Schedule: Way explained that the Village will be doing an extensive compensation study for all village positions in 2022 and the outcomes from the study will be shared with the Library Board. For 2022 the Village Board approved a 2% increase in staff salaries. Goplin moved, seconded by Bergstrom to approve the 2022 Salary Schedule to reflect a 2% increase across the entire library staff with summer LTE Pages starting at \$12.29. Motion carried 6-0.
- i. Resume In Person Meetings in 2022: Because of continued COVID unknowns, the January meeting will be held via zoom and a discussion for future meetings will be revisited next month.

8. Closing and Future Agendas

- a. Joint Meeting with Village Board: To be determined
- b. Next meeting: Wednesday, January 12, 2022 via Zoom
- c. Request for future agenda items: none.

9. Adjournment Shtaida made the motion to adjourn at 6:02 p.m., second by Schudda. Motion approved 6-0.