

Oregon Public Library Board MEETING MINUTES

Wednesday, February 9, 2022 at 5:00 p.m.
Teleconference Meeting

1. **Call to Order** Jenny Nelson called the meeting to order at 5:00 p.m.
2. **Roll Call** Present were: President – Jenny Nelson, Vice President – Carrie Schudda, Treasurer – Laura Shtaida, Secretary – Leslie Bergstrom (School Board Rep) (departed at 5:30), 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. Goplin seconded. Motion carried 6-0.
4. **Community Input** Mike Wunsch congratulated the Library Board on reaching the milestone of finding a location for the library. He wanted to let the Board know that his proposed amendment to the MOU was to assure the community of the Village Board's commitment to do the right thing at the Alpine property. He thanked the Library Board for all of their hard work. Nelson thanked Wunsch and appreciates the dedication of the Village Board.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from January 12, 2022 Meeting: Shtaida made the motion to approve the minutes from January 12, 2022. Goplin seconded. Motion carried 6-0.
 - b. Review and Payment of available Bills: Motion made to approve the payment of Bills and the Financial Report by Bechen, seconded by Bergstrom. Motion carried 6-0.
 - c. Review/Accept Financial Report(s) currently available: Way noted the Ti S Banks workshop is funded by a grant and the large expenditures for SCLS include annual fees for services including technical support and subscriptions. Motion made to approve Financial Reports in 5b.
6. **Information Items**
 - a. Committee Reports: Way has been updating the Building Committee on the progress of the library site and the committee will start meeting again soon.
 - b. Library Director's Report: The Winter Reading Challenge Program has begun, there are currently two Page openings, congratulations to Claire Peterson who was promoted from Page to Circulation Assistant, Kara Ripley received a #PlantWildflowers Initiative Grant of \$1000, and hybrid on-line/in-person programming continues thanks to OCA Media.
 - c. Statistics Report – Jan 2022: Circulation numbers have almost rebounded to pre-pandemic numbers and computer use is still lower due to social distancing.
 - d. Communications
 - i. Village Board announcements: Bechen reported the Village Board approved the creation of an Ad Hoc Sustainability Committee with Wunsch as the Village Board member.
 - ii. School District announcements: Bergstrom wanted to highlight that the Oregon School District - Forest Edge Elementary School owns a woods along with a parcel that will be converted to an environmental learning station. This will be a space that will be available for community use and should be kept in mind when discussing the needs for the community at the new library site.
7. **Discussion and possible action items**
 - a. Joint Meeting Outcomes, Site Selection & Next Steps for Library Project: Way thanked the Library Board and the Village Board members for making choices based on best possible solutions for the community. Martin Shanks is revising the MOU with clarifying language, language including the Nature Alliance recommendations (as requested by the Village Board), and the updated site location. The board agrees with all of the proposed changes and advised checking with the village attorney. The final amended MOU will require approval by both the Library Board and the Village Board. Geoff Vine is developing a project schedule and budget. The Village is working on a borrowing plan. Way thanked Wunsch for his motion regarding incorporating the Nature Alliance recommendations in the MOU and appreciated the direction being given to the Library Board to manage expectations and clarify interpretations. Nelson thanked Way for keeping everything organized.

- b. Site Survey Services: A proposal for Site Survey Services was received by JSD. JSD has worked extensively in Oregon already. Bechen made the motion to approve the Agreement for Professional Services with JSD for \$5500 to be paid by impact fees. Schudda seconded. Motion carried 5-0.
- c. Adopt Program Policy: Way explained the library does not have a Program Policy in place. Kara Ripley and Kelly Allen developed the proposed Program Policy to address this need for the programming led by the library. Shtaida made the motion to adopt the Program Policy as written except for replacing section III F "religious or political content" with "differing perspectives". Bechen seconded. Motion carried 5-0.
- d. Adopt Outreach Policy (Replaces Homebound Policy): Ripley identified the need to update the existing Homebound Services policy to remove barriers to access for those needing services. Working with Allen, they expanded the scope of the Outreach Policy to encompass all library outreach services. Shtaida made the motion to approve the proposed Outreach Services policy as written which will replace the existing Homebound Services Policy. Goplin seconded. Motion carried 5-0. Shtaida noted that the policies were written well. Way will pass compliments on to Ripley and Allen.
- e. 2021 Department of Public Instruction Annual Report: Bechen made the motion to approve the Annual Report, Schudda seconded. Motion carried 5-0.
- f. 2021 Statement of Library System Effectiveness: Schudda made the motion to sign the Statement of Library System Effectiveness. Bechen seconded. Motion carried 5-0.
- g. Meeting Location for Next Meeting: The next meeting will be held via zoom.

8. Closing and Future Agendas

- a. Joint Meeting with Village Board: Monday, February 7 at 5 PM at Oregon Village Hall
- b. Next meeting: Wednesday, March 9 at 5 PM via zoom
- c. Request for future agenda items: none

9. Adjournment Bechen made the motion to adjourn at 5:50 p.m., seconded by Schudda. Motion approved 5-0.