

# Oregon Public Library Board Meeting Minutes

Wednesday, April 14, 2010 at 5:00 p.m.

Village Hall Community Room

**1. Call to Order** President Hustad called the meeting to order at 5:08pm.

## **2. Roll Call**

Members present: Brian Busler (arrived 5:48pm, left at 6:25pm), Sue Cowan, Lisa Hustad, Carrie Schudda, Mary Statz, Randy Way (arrived at 5:24pm)

Members absent: Loretta Himmelsbach, Keith Reopelle

Director present: Susan Santner

Staff member present: Collison

Recorder present: Davidson

**3. Adopt/Amend Agenda.** The agenda was approved on a motion made by Statz, and seconded by Schudda.

**4. Approval** of March, 2010 Minutes. The minutes were approved on a motion made by Statz, seconded by Cowan.

**5. Staff Report** – Judy Collison reported on the current state of circulation at the library. Staff have been able to provide better service to patrons in the following ways: they provide back-up for info desk staff when lines form there because not only has the demand for their services increased, but the complexity of the questions has increased; the shelves are in the best condition in the past 3 years, since Judy has been circ supervisor (even patrons are noticing); staff are able to work more efficiently due to the materials being in better order on the shelves; all these positives contribute to staff morale. Collison reported she created a staff blog in order to increase communication; staff retention is no longer the problem that it was; as the community is changing she's dealing with more complex behavior issues, and for that reason it's helpful to have trained staff on board. While YTD checkouts are down 2.5%, YTD CKO sessions have increased 7.5%, indicating the library is checking out less items to more people. Part of the reason could be that several heavy users have moved out of the community. Library card registrations are down 16%, probably due to the lack of new homes built in the area. Statz reported that since reducing hours was a difficult decision for the board to make, she was pleased to hear the positive outcome of that decision. A suggestion was made to consider bullet points showing the pluses of what we've gained by this decision, along with what would be needed to add hours & still maintain the level of service we have now. More hours won't be added until the economy recovers.

## **6. Strategic Plan**

a. Centennial Committee – Upcoming events include the April 22<sup>nd</sup> poetry jam at the Firefly; Jerry Apps reading on April 25<sup>th</sup> at the Sr. Center; author Irene Ruth Garrett visit on April 27, speaking on being born Amish.

b. Oregon Area Community Book Update – Former SLIS director, Louise Robbins, has volunteered to be the humanities expert for grant purposes, and will compose 3 essays for the book. Hustad said the committee is in need of an oversight meeting in order to make some decisions.

**7. Financial Report** March 2010. Cowan reported collections of normal charges are slightly ahead of budget and the library is on target for most expenses. The Expense balance sheet was included as a result of the completed audit. Mike Gracz will address the impact fees accumulated in 2011 budget. Hustad said the board should consider setting up a building committee. Way & Santner propose meeting with Gracz & Staton to discuss options.

**8. Review** and Payment of Bills for April 2010. The motion to pay the bills was approved on a Statz/ Schudda motion. March income from Rock & Green County reimbursements was noted, along with the generous Friends of the Library donation. Santner said she plans on presenting a plaque to the Friends at the October birthday party to acknowledge their support. Paul Morrison is still accepting donations of wood and planks for the circulation desk, contact him directly for specifications.

**9. Citizen Appearance/Public Comment.** There was none.

**10. Library Director's Report** – Santner highlighted circulation statistics and the fact that reference questions are up 53%, and are becoming more complicated and time consuming. Santner brought up information from the architect regarding the building's capacity (90 max for the meeting room, 100 max for the library). While she will continue to oversee the number of groups that come during the summer, it is possible she will have to turn away patrons when the capacity of the building is met. Various opinions were shared on the maximum capacity, and whether staff could effectively serve that number of patrons. Busler stated that while the State Dept. of Commerce is responsible for enforcing building codes, we need an official statement regarding the building's capacity. Santner will contact the architect again and add this topic to the agenda for the May meeting.

**11. Committee Reports** There were none.

## **12. Communications**

a. Santner received a thank you from US Dept of Commerce for providing assistance with the 2010 census.

b. The Friends of the Library renewed the library's membership to the Oregon Area Chamber of Commerce.

c. The WI Department of Administration sent information regarding the planned fiber optic line.

- d. Santner stated the concerns about outlet behind new copier. The “worst case scenario” is a maximum of \$1300 for entirely new conduit & outlet, but hopefully the new cable can be strung through the existing conduit. Cowan made the motion to authorize a maximum payment of \$1300 from the 2010 Dane County capital payment, Statz seconded the motion, all were in favor.
- e. Santner mentioned she attended the groundbreaking of the Fitchburg public library, and distributed the plans for the 38,000 square foot building. She emphasized the impact to Oregon is expected to be a minimum of \$10,000 less in Dane County funds in 2011, and possibly double that in 2012.
- f. Santner informed the board of a patron complaint that the round paper label from an Oregon book on CD disc got stuck in her car stereo system, causing \$200 in damages. She was asking for the library to reimburse her for damages. Staff will discontinue use of these labels, and handwrite ORE along with the barcode number on each DVD, audio book and music CD purchased from now on, along with adding disclaimers to all shelves which contain these media, and the front cover of each container. While board members sympathized with the patron’s plight, they agreed this is a shared product with an inherent risk, and the library’s conduct was reasonable, without liability.
- g. There were several instances of unacceptable behavior, including a young man swearing at a staff member, young boys testing library rules, and feces found on the wall in the men’s room. Santner dealt with each, and the police were called twice. Santner added signs to each side of the men’s room door, stating “Due to vandalism the bathroom is monitored regularly by staff.” Way made the motion that Santner install a lock on the men’s room door as appropriate, Busler seconded the motion, and all were in favor.
- h. Staff in-service will be held Thursday, May 20<sup>th</sup>. 8am –12:30, with a lunch catered via community restaurants. Hustad and Davidson will plan the menu. Expenses will be deducted from either the training fund or operating supplies.

### **13. Unfinished Business**

- a. Review and possible action regarding Unique Management Services. While a contract was approved in March, an experience with books recovered from a local business’ dumpster prompted Santner to further research the implications of the decision. She consulted with DPI’s John DeBacher, who didn’t recommend the use of any collection agency, as Chapter 43 prohibits the sharing of patron names & materials. As a result, Santner suspended the contract until clarification of the law is received. With regard to the security camera, the legal opinion states libraries can use surveillance devices, and report on the person’s name along with a copy of the video, but only if staff members know the name of the individual, meaning library records cannot be accessed. There is a line between protecting civil liberties yet protecting library-owned materials against theft and vandalism that is too vague. Santner has notified Mike Gracz and Chief Pettit of the need to receive a court order in certain circumstances.
- b. Review and report on the express Internet station. Staff continue to agree the change is acceptable.
- c. Review and possible action regarding library weekend hours. No hours will be added, nor will the current hours be revised, until the budget is increased. Santner presented the statistics showing Saturday statistics, both from 9-1 (Jan. – Sept. 2009) and 10-2 since October 2009. The board agreed to keep the hours consistent during the summer, meaning, the library’s Saturday hours will be 10am-2pm, for the remainder of 2010.

### **14. New Business**

- a. Review and possible action regarding new copier and the increase in copy costs – While the copier is providing a great product, there is a problem with accessing the use statistics from the coin-op attachment. Collison is waiting for a tech to train her on this feature. After installing the copier, Santner was notified that the cost for premium size paper (11x17”) will increase to black & white \$.20, and color \$.60. Cowan made the motion to approve this increase in cost, while Schudda seconded. The motion was approved.
- b. Review and possible action regarding Exhibit Policy and Bulletin Board Policy- Statz moved to accept both as written, Way seconded the motion, and the motion passed.
- c. Review and possible action regarding Library Logo for outdoor banner- Susan Cary submitted an estimate that included the design, bracket, installation for \$900. Beth Sever is still interested in donating a logo, designed in 2007. Santner reported several staff are not satisfied with the design. Sever is willing to move the name Oregon Public Library below the logo for the outdoor banner. Santner was asked to use elements from the centennial banner for this year, when she asks for the planning commission’s approval at their next meeting. If not contracting with Cary, someone would have to add the bracket & install the banner. Santner will talk to Mark Below. Another banner could be designed for the long term.

### **15. Miscellaneous Business**

Building Issues - Roof leak, painting, planting bed, light post banner, ceramic tile projects

The Friends of the Library will cover the cost of Lakeside Landscaping to set up the rail fence, prep the site for the mulch bed, install the weed barrier, add mulch & 6 day lilies. The roof has been repaired, but Anderson still needs to return to repair the crack in the soffit. The lobby & restroom painting has been completed, for the most part. The lobby wall still needs an additional coat, as do some of the high-wear areas in the restrooms. Ceramic panel – Santner showed examples of the tile design Adams has proposed. Cowan moved to accept the bid of \$1355, and Schudda seconded. The motion passed.

### **16. Future Agenda Items**

- a. Establishment of a Library Building Committee
- b. SCLS Advocacy Campaign and establishment of a Press Committee/Marketing Committee
- c. Library Board Advocacy – need for Board Advocacy Policy
- d. Laptop Policy

e. Circulation Policy

**17. Adjournment.** The meeting adjourned at 7:13pm on a Schudda/Way motion.

Respectfully submitted by,

Posted: April 9, 2010

Oregon Village Hall  
117 Spring St.

Oregon Public Library Oregon Post Office  
256 Brook St. 252 Brook St.

President-Lisa Hustad, Vice President-Dr. Brian Busler (School Board Rep), Treasurer-Sue Cowan, Secretary-Mary Statz, Loretta Himmelsbach, Keith Reopelle (Dane County Rep), Carrie Santulli Schudda, Randy Way (Village Board Rep),  
*Note: Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Library Director at (608)835-3656, 256 Brook St., Oregon, Wisconsin, at least twenty-four hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.*