

## Oregon Public Library Board Meeting Minutes

Wednesday, January 13, 2010 at 5:30 pm

Oregon Public Library

Sue Ames Room

**1. Call to Order** President Hustad called the meeting to order at 5:36 pm.

### **2. Roll Call**

Members present: Brian Busler, Sue Cowan, Loretta Himmelsbach, Lisa Hustad, Keith Reopelle, Carrie Schudda, Mary Statz (arrived at 5:52pm), Randy Way

Members absent: Brian Busler

Director present: Susan Santner

Recorder present: Mary Davidson

**3. Adopt/Amend Agenda** The agenda was adopted on a Schudda/Himmelsbach, providing the header date be corrected. All were in favor.

**4. Approval** of December 16, 2009 Minutes. The minutes were approved on a Way/Cowan motion.

**5. Staff Report** from Mary Davidson. Highlights from the Technical Services department included: adding a new book display area for childrens books; moving the parenting collection & ParentShare care packs so they're in the same area; adding a multifunction printer for staff use; completing inventory of 75% of the collections in the fall (report will be ready in February); attending Tech Day & WLA conference; deleting periodicals per the weeding policy in Nov/Dec, rather than the usual Jan/Feb. Having Cheryl Adams available to assist with projects allowed us to complete them at the end of 2009.

### **6. Strategic Plan**

#### (a) Centennial Committee

- Discussion and possible action regarding the redesign and recycling of the circulation desk. Paul Morrison of The Wood Cycle suggested a circulation desk composed of donated wood from the area. Santner shared the estimate, and suggested it could be downsized to make it more economical, if necessary. Santner also said Deb Haefner from SCLS will be providing a revision and estimate. Statz made the motion to authorize a redesign the circulation desk, funded either from gift funds or capital funds from the 2009 sinking fund, not to exceed \$10,000 unless the board authorizes further action. The motion was seconded by Reopelle, and it was approved by all members.
- Special Events Brochure- Santner highlighted several of the events, and said the itinerary would not overload staff. Some volunteers are also assisting. The Oct. 9<sup>th</sup> birthday party will include musical accompaniment, face painting, juggling, and the presentation of a plaque. The Jerry Apps visit on Oct. 23 was also highlighted.

#### (b) Oregon Area Community Book Update

- Potential inclusion of the Public Library LEADS Program in supporting the Institute of Museums and Library's National Leadership Grants. Hustad said the Oregon Area Historical Museum would provide information about past conservation practices as a tie in with the community book. Reopelle is involved, from the viewpoint of how the library can serve the community's conservation and renewable energy needs, and publicizing investments in energy efficiency through its online presence and possible kiosk in the building. Reopelle will work with Santner on this as programs become available.

**7. Financial Report** for December, 2009 – this was not received in time, so it will be added to the February meeting.

**8. Review** and Payment of Bills for January, 2010. Adjustments made to both sets of documents due to late SCLS invoices. Hustad thanked the board members who made monetary contributions during December. The bills were approved for payment on a Cowan/Himmelsbach motion.

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

**10. Library Director's Report.** Santner reported that two pieces of equipment may need replacing during the next year or two. The library has purchased the copier due to the lease expiring. The vendor, Gordon Flesch, will continue to service the machine and has submitted bids for both a black and white, and color copier. The microfilm reader/printer is so outdated that most parts are not available for replacement, should it need repair. While local genealogists use it, the use is low. Replacement of this unit will be discussed in the future. Researching the cost of hardware versus digitization for historical newspapers was suggested.

#### **11. Committee Reports**

- (a) Selection Committee- did not meet
- (b) Finance Committee- did not meet
- (c) Library Foundation- Cowan spoke with Oregon community Bank & Trust's John Breidenbach about whether the library should construct a community fund managed by the village or a foundation for monetary gifts. Breidenbach suggested a community fund, as he sees limited participation would be realized. Cowan intends to create a brochure with a donation card during the next couple of months. She said donations would still be tax deductible, and it would be more efficient than running the account through SCLS. In the future the fund could also be changed to a foundation structure.
- (d) Personnel Committee – did not meet
- (e) Nominating Committee- Way will organize a meeting time.

#### **12. Communications**

- (a) Library Legislative Day is Tuesday, February 16, 2010. This is an annual event for library directors and interested trustees to meet with legislators. Hustad and Reopelle will make plans to attend with Santner.
- (b) Other communications. Santner presented a form letter thanking county leaders for their support of libraries during 2009. The Oregon Police Dept. is investigating the theft of a few CD's by local minors that occurred over winter break. Hustad noted the Respite Center thanked us for the donation of the

puppet theater. Santer is checking into ways to cover the lower area of the meeting room walls, as tables and chairs continue to damage those surfaces.

### **13. Unfinished Business**

- (a) Staff Appreciation Brunch winter 2010- Santner suggested the board organize a brunch for staff during the in-service scheduled for May 20<sup>th</sup>. Planning will be done in future months.
- (b) Discussion and possible action regarding adding an additional staff LINK License- Santner stated that while this was approved in Dec. 2009, she wanted to inform the board that a new PC will need to be purchased for this station. She also decided she would keep her LINK license, as she will need access after the system migrates to KOHA in early September. These costs will need to be added to the 2011 budget. This expenditure was approved on a Cowan/Statz motion.

### **14. New Business**

- (a) Review and possible action regarding the Adverse Weather Policy. Under III, the proposed change would add the following statement to the first bullet point: "In the absence of the director, a library board trustee, preferably the president or a member of the management team will make the decision to close the library. The library director must be notified of such action." The change was approved on a Statz/Schudda motion.
- (b) Review and possible action regarding the Sue Ames Meeting Room. Under I, C, add the following to item #1: (unless the program is sponsored by the library.) The addition was approved on a Himmelsbach/Schudda motion.
- (c) Review and action regarding the Internet/Computer Policy and Guidelines. Santner reported she moved a LINKcat PC to a stand-alone station, added early literacy station in children's area, and moved a children's PC to the range of PC's at the center of the building. The following proposals were suggested to insure access but alleviate the frustration of having to log off of the express station every 15 minutes:
  - (1) Section VI, C: change to "three thirty minute sessions per person on a workstation or a total of one and one half hours per day."
  - (2) Section VI, E : remove this line
  - (3) Section VI, I: add this statement about copyright: "The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Patrons using library equipment are responsible for any infringement."Statz made the motion to approve the above changes for a trial period of 2-3 months, after which time Santner will provide feedback. Cowan seconded the motion, and it received full approval.  
The use of the laptop lab for additional patron access was discussed, with the suggestion of adding a locking device to each laptop for additional security so these machines would be available when the other PC's are at capacity. Santner informed the board that while the laptops had been received, and

brainstorming continues for the best use of this equipment, a policy for their use was still in the planning stages.

- (d) Review and action regarding the Dane County Library Agreement. The agreement was approved on a Schudda/Statz motion, and signed by both Hustad and Statz.

#### **15. Miscellaneous Business**

- (a) Building Issues. Santner said she hadn't received a bid from the painter who initially said he was interested in painting the public restrooms, so she will get more estimates. She reminded the board that the first year's income from impact fees will need to be spent in 2011.

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

- (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

**17. Adjournment** The meeting adjourned on a Way/Schudda motion at 7:24pm

Respectfully submitted by,

Approved February 10, 2010

Oregon Village Hall  
117 Spring St.

Oregon Public Library  
256 Brook St.

Oregon Post Office  
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.*