

Oregon Public Library Board Meeting Minutes

Wednesday, June 9, 2010 at 5:00 p.m.

Sue Ames Room

1. Call to Order Hustad called the meeting to order at 5:05pm.

2. Roll Call – Welcome and introduction of new trustee Jon Lourigan

Members present: Brian Busler (arrived at 5:30, left at 6:38), Lisa Hustad, Loretta Himmelsbach, Jon Lourigan (left at 5:53), Keith Reopelle (arrived at 5:22), Carrie Schudda, Mary Statz

Members absent: Sue Cowan

Director present: Susan Santner

Recorder present: Mary Davidson

3. Adopt/Amend Agenda. Statz moved to adopt the agenda, while Schudda seconded. All were in favor.

4. Approval of May, 2010 Minutes. Statz moved to adopt the minutes provided the redundancy in #4 was removed, Hustad seconded, and the minutes were approved.

5. Staff Report. There was none.

6. OPL Strategic Plan

a. Centennial Committee

b. Oregon Area Community Book

1. Oversight committee appointment of Rae Voegler as interim oversight member for the summer months. Hustad moved to accept Voegler in this position, Schudda seconded, and the motion was approved.

2. Sarah White report and update. White said the focus will be on memories from 1940 to the present. The committee is planning on a memory-gathering community event in July, & will pass out promotional bookmarks at the Summerfest parade.

3. Calling the community home conversation

7. Financial Report May 2010. Santner reported the book budget line (100-55110-322) should be \$35,000 instead of \$41,000, as the extra \$6,000 from the staffing category was put there temporarily. She will probably ask to move it to another line as the year goes on & other needs become apparent. She also noted last year's approved \$5,000 in both the AV and book budget was carried over into 2010, although the board didn't approve it. She suggested the board consider moving a smaller amount from the sinking fund, as there were still some funds remaining from 2009. Santner will ask Hoeft if those remaining funds are still available for use, or if they were returned to the sinking fund. Hustad said that this topic be added to the July agenda. Since Hoeft only balances the 202 gift funds once a year, a secondary YTD gift report was included in this packet.

8. Review and Payment of Bills for June 2010. The outstanding bills include that from H&H to add the extra outlet behind the copier, Summer Reading Program (SRP) performer payments, and the Scholastic Book Fair purchase for SRP prize books. Payment was approved on a Busler/Himmelsbach motion.

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

10. Library Director's Report. Summer reading program is up & running. 2010 circulation numbers are increasing, making up for the quiet spring. 2011 capital expenses are currently Santner's biggest challenge. She is

getting bids for replacing the carpeting (original to the building) and quotes from audio engineers to add sound absorbing baffles, while Director of Public Works, Mark Below, is getting quotes for resurfacing the parking lot.

11. Committee Reports

a. Establishment of a Library Building Committee. Mike Gracz and Steve Staton will be providing information in the near future.

12. Communications. Santner is receiving positive feedback from patrons regarding workplace culture here at the library. She is doing staff evaluations, due at the end of June. The staff luncheon at the inservice was well received, and the speaker did a very thorough job discussing remedies for stress. On a Busler/Himmelsbach motion, the board agreed to purchase a book at a maximum cost of \$50 for Randy Way, to thank him for his years of service. Santner will ask Way to suggest a title. The document discussed at the All Directors meeting held at SCLS was distributed, and will be added to the July agenda.

13. Unfinished Business

a. Building Code. Santner hasn't received a reply from the architect regarding the maximum capacity of the building. She will broach the topic with Arlan Kay, and the WI Dept. of Commerce's Division of Safety and Buildings, if necessary.

14. New Business

a. Laptop Use Policy. Board members reviewed the kinds of uses the laptops received during the first half of 2010, and the problems associated with the anticipated usage (unable to download software, time limits). Santner was encouraged to make these more available to patrons by adding the Library Online time management software to monitor their use, and to use her discretion with regard to time limits. The policy was accepted as written on a Busler/Himmelsbach motion, and will be reviewed 3 months after they have been made available to the public.

b. Outerlibrary Loan (OLL) Guidelines. Davidson requested the guidelines be revised in order to increase the fines to \$.50 per day and mandate patrons have no fees or charges on their record when they checkout an OLL title. Busler moved to approve the document, provided the word "outstanding" be added with reference to the fines/fees. The motion passed after being seconded by Himmelsbach.

c. Circulation Policy. Santner asked the board to carefully read both documents (one contains the revisions, while the other is the finished copy) and add their perspective to it. This will be on the July agenda.

d. Madison Community Foundation Acorn Fund. The board agreed to invite the fund's representative to the August meeting.

15. Miscellaneous Business

a. Building Issues. Most of these issues were discussed within Santner's report. She did highlight the new plantings and mulch spread by the People's Methodist Church this month.

16. Future Agenda Items

- a. SCLS Advocacy Campaign and establishment of a Press Committee/Marketing Committee
- b. Library Board Advocacy – need for Board Advocacy Policy
- c. Start time of future meetings

17. Adjournment. The meeting adjourned at 6:40pm on a Statz/Reopelle motion.

Respectfully submitted by,

Posted: June 4, 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, Jon Lourigan (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.*