

Oregon Public Library Board Meeting Minutes

Wednesday, November 10, 2010 at 5:00 p.m.

Sue Ames Room

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

2. Roll Call

Members present: Brian Busler (left at 6:10pm), Sue Cowan, Loretta Himmelsbach (arr. 5:21pm), Lisa Hustad, Mary Statz

Members absent: Jon Lourigan, Keith Reopelle, Carrie Schudda

Director present: Susan Santner

Recorder: Mary Davidson

Guests: Judy Collison

3. Adopt/Amend Agenda Busler moved to amend the agenda so Circulation Services Supervisor Judy Collison could speak first, Statz seconded, and the motion passed.

4. Amend/Approval of October 13, 2010 Minutes. Himmelsbach made the motion to remove 6b, Hustad seconded. After more discussion, Himmelsbach amended her motion, suggesting 6b, *The OACB project partnership update*, be replaced with the minutes from the meeting held on October 22, 2010. Hustad seconded, Cowan abstained. The motion passed.

a. Adopt/Amend October 22, 2010 Minutes. Busler made the motion to approve the minutes, Statz seconded. The minutes were approved unanimously.

5. Staff report from Judy Collison on library circulation. Collison provided statistics describing trends for holds and circulation for 2008-2010, along with a narrative. While YTD checkout sessions remain fairly constant, total circulation and the number of patron registrations are lower. She pointed out "in house use" stats are down, mainly because ASC kids are pulling less from the shelves, and putting things away after they've used them. Holds numbers could be down because improved shelf maintenance allows patrons to find the items on our shelves, instead of placing holds. The change in checkout numbers may also be related to the slight decrease in local school enrollment, and the impact of 4 year old kindergarten. See Collison's handouts for more contributing factors. Large increases in circulation statistics over the last number of years are beginning to level off, just in time for Collison to be able to prepare her staff for the Koha migration in mid-January. She continues to be committed to increasing services to area patrons.

6. OPL Strategic Plan

a. Centennial Committee. There was no report.

b. OACB - Project Library Volunteer Report on the Community Collaboration

7. Financial Report October 2010. Cowan commented on the Salary Operations category expended 100%, due to the village's custodian leaving employment. Members approved Santner's choice of replacement task chairs for staff, which will come from 202.55110.810. All bills associated with the desk, parking lot, and building changes have been paid. The report was approved on a Himmelsbach/Hustad motion.

8. Review and Payment of Bills for November 2010. The revised total is \$11,569.50, because both the Lycon and Random House invoices were missed on the list. The bills were approved for payment on a motion made by Himmelsbach, and seconded by Statz.

9. Citizen Appearance/Public Comment There was none.

10. Library Director's Report Santner called attention to the 2010 Gift Account reckoning and the Fund Status Reports. October was an extremely busy month, with several special events, lots of meetings and the birthday party. 400 children and adults attended the Halloween Hop, and planning has begun with the Youth Center & Community Ed. for theme-based programs during spring break in 2011. Himmelsbach would like to recommend the Oregon Public Library apply for the Library of The Year award for 2011, once the nomination papers are available.

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

12. **Communications** Silver Leaf Design will be donating their time in incorporating the OACB commemorative plate into a shadow box. It should be completed by Nov. 23rd. Santner will promote this in an Observer article at the next opportunity.

13. Unfinished Business

- a. Review and possible action regarding the 2011 budget update. A public hearing for the 2011 budget will be held at the Village hall on November 22, 2010.
- b. Review and possible action regarding step increase for non-union Village employees. Funds have been added to the budget for this purpose. Santner noted the Dane County budget hasn't been approved yet, and the library budget won't be final until it is.
- c. Review and possible action regarding the meeting room policy. No action was needed.
- d. Review and possible action regarding Saturday and Sunday hours. No action was needed at this point. This will be reviewed in spring 2011.

14. New Business

- a. Review of open records and walking quorum laws. Hustad asked this topic be added to the Dec. 2010 library board agenda.
- b. Discussion of Nominations for 2011 library board officer positions. Cowan & Himmelsbach volunteered to serve. Hustad recommended Reopelle chair the committee.
- c. Review of holiday hours for November and December. Santner will report on December's holiday dates.
- d. Discussion regarding the library's Strategic Planning. Santner & staff have begun work on strategic planning for 2011. Hustad believes the community will be interested in adding their input. Santner suggested the board plan for only 3 years. Himmelsbach said strategic learning is now used in management circles, rather than strategic planning. She suggested the board and staff use the nominal group process to set priorities. This will be discussed in more detail at the December meeting.

15. Miscellaneous Business

- a. Building Issues. Repairs in the men's washroom were explained. Jim Snow will be cleaning the building until a permanent employee can be hired.
- b. Remote access to Morningstar & Value line, Mango for languages. 2011. The library will be adding access to these databases for 2011 in order to stay competitive with neighboring libraries.

16. Future Agenda Items

- a. Establishment of a Press Committee/Marketing Committee
- b. Mark Ibach from SCLS will be presenting a program on library advocacy at the December 8 meeting. Santner will invite the Friends of the Library as well.
- c. Expanding the building on the south side.
- d. Application for Library of the Year award in 2011

17. **Adjournment.** The meeting was adjourned at 7:25pm on a Himmelsbach/Statz motion.

Respectfully submitted by,

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.*