

# Oregon Public Library Board Meeting Minutes

Wednesday, December 8, 2010 at 5:00 p.m.

Sue Ames Room

**1. Call to Order** President Hustad called the meeting to order at 5:10pm.

## **2. Roll Call**

Members present: Brian Busler (arr. 5:42), Sue Cowan, Loretta Himmelsbach (left 6:50), Lisa Hustad, Jon Lourigan (left 6:47), Keith Reopelle (arr. 5:12), Carrie Schudda (arr.5:11), Mary Statz

Director present: Susan Santner

Recorder present: Mary Davidson

Guests: June Hanson, Patti Berkan

**3. Adopt/Amend Agenda** Cowan made the motion to amend so Mark Ibach would open the meeting with his presentation. Statz seconded, and the motion passed.

**4. Amend/Approval** of November 10, 2010 Minutes. The minutes were approved on a Busler/Himmelsbach motion.

**5. Advocacy** training presentation from Mark Ibach, Marketing and Public Relations Coordinator at SCLS. Ibach stressed the need to communicate with those in our sphere of influence that libraries provide essential services to the people in our communities. He distributed the document called, Oregon Public Library Talking Points, which illustrated the high demand for services and resources. Library Legislative Day, scheduled for February 22, 2011, would be a good time to share our personal perspective with state legislators.

## **6. OPL Strategic Plan**

a. Discussion regarding the library's Strategic Planning for 2012 – 2015

Santner reported the management team has begun the conversation. She suggested the team create a basic outline for next 3 years and present it to the full board. Hustad suggested the board meet with Louise Robbins, professor at the School of Information and Library Studies, who could share her expertise in this area. While the goals are still appropriate, the activities need to be updated. Board involvement could begin in January or February, with the staff completing the activities by summer.

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

Hustad is currently working on a major grant from the WI Humanities Council. She has also spoken with Jerry Apps about writing an essay on the topic of the importance of the past with relation to the future.

**7. Financial Report** November 2010. None was received this month.

**8. Review** and Payment of Bills for December 2010. Busler moved approval of November bills, report of expenses, receipts, & gift accounts. Reopelle seconded, the motion passed. .

**9. Citizen Appearance/Public Comment** None

## **10. Library Director's Report**

Santner reported she will be finishing the last of the Centennial programs tomorrow evening. The Sunday programs at the Senior Center were well attended. She and Senior Center Director Alison Koelsch are discussing the possibility of doing book talks during the center's lunch hours. Koha software will allow her to checkout materials remotely. Himmelsbach asked what was most challenging during the month of November, to which Santner replied nearing the end of the budget year without knowing the status of each budget line.

## **11. Committee Reports**

a. Personnel- Himmelsbach said the committee is looking at the director's compensation package, and the format for her yearly evaluation.

b. Nominations- Reopelle will chair this committee, with Cowan and Himmelsbach as members. They will meet before the January 12, 2011 meeting to nominate a slate of officers. Nominations will also be taken from the floor. They will also discuss whether to recommend revising the bylaws to permit rolling the board responsibilities on a yearly basis.

## **12. Communications**

a. The village has agreed to conduct a salary study of non-represented employees in 2011. Santner would like the management team members' classification and compensation reviewed.

b. Steve Peotter, current president of the Oregon Chamber of Commerce, has asked Santner to consider a position on the chamber board. Santner is weighing the pros and cons. She stated it would be a way to assist area businesses and further the mission of the library.

c. Santner and Koelsch are looking for ways to attract non-users to both the Senior Center and the library. They are considering a wild game cook-off event they would call "Deer Meet in Oregon." Library materials could be featured, and other village departments would be invited to participate. More information will be provided as plans proceed.

### **13. Unfinished Business**

a. Review of open records and walking quorum laws

Basically, if Santner or any board members send an email, there should be no back & forth communications.

c. Holiday open hours for December

The library will close early at 6pm on Dec. 22 & 30, and be closed Dec. 23-26, and Dec. 31-Jan.2.

### **14. New Business**

a. Review and possible action regarding need for January staff training in-service in preparation for migration to Koha. Santner asked for approval to use her discretion to close the library to provide extra staff training the week before the migration to Koha. She suggested using 4 hours over a 2 day period (4 hours for circ-4 hours for info desk staff). Busler made the motion for Santner to use her discretion, Statz seconded. Busler suggested she consider a shorter timeframe, then use an hour a week or two later as updates are done. The vote was taken and all were in favor.

b. Discussion and possible action regarding the changing start time of winter board meetings.

Busler made the motion to move the meeting start time for the months of January-March, 2011, to 5:30pm. Reopelle seconded, and all were in favor.

### **15. Miscellaneous Business**

a. Building Issues – The carpet cleaning will wait until spring 2011. The new maintenance person will start in January 2011.

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

a. Establishment of a Press Committee/Marketing Committee/ Advocacy committee

b. Application for Library of the Year award due in June 2011

### **17. Adjournment**

The meeting adjourned on a Schudda/Statz motion at 7:04pm.

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.*