

Oregon Public Library Board Meeting Agenda

Wednesday, March 10, 2010 at 5:30 p.m.

Oregon Public Library, Sue Ames Room

1. Call to Order President Hustad called the meeting to order at 5:33pm.

2. Roll Call

Members present: Brian Busler, Sue Cowan, Loretta Himmelsbach, Lisa Hustad, Mary Statz

Members absent: Keith Reopelle, Carrie Schudda, Randy Way

Director present: Susan Santner

Recorder present: Davidson

3. Adopt/Amend Agenda The agenda was adopted on a Statz/Cowan motion.

4. Approval of February 2010 Minutes. The minutes were approved on a Himmelsbach/Cowan.

5. Staff Report There was none.

6. Strategic Plan

- (a) Centennial Committee. Santner noted the Sunday afternoon event at the Senior Center was not as well attended as the January event, probably because the Olympic hockey game was being broadcast that afternoon. She also gave a preview of the April 22nd evening poetry jam at Firefly.
- (b) Oregon Area Community Book Update. Sarah White & Hustad recently made a presentation to the Oregon school board. They did not receive the grant from WI Humanities Council because a local humanities expert wasn't involved, but did receive grant from WI Arts Board. The committee meets every other Wednesday, 1-3pm, at Firefly, with March 17th being the next meeting. Watch for upcoming articles in the Oregon Observer.

7. Financial Report February 2010. The Financial report was approved on a motion made by Busler, and seconded by Statz. Cowan pointed out that the value of the Madison Community Foundation acorn fund now exceeds \$10,000.

8. Review and Payment of Bills for March 2010. The bills were approved for payment on a motion made by Busler, and seconded by Cowan.

9. Citizen Appearance/Public Comment There was none.

10. Library Director's Report. Highlights of the month included the Cowan family horse display in the display case; the new color copier was ordered; Sue Ames room was painted; staff has been attending various training venues; and while the number of items circulated has dropped, number of checkout sessions has increased (Santner assured the board she & Collison are watching these statistics). Hustad said Village President Steve Staton should be invited to the April meeting, when library hours will be discussed.

11. Committee Reports

- (a) Selection Committee- did not meet
- (b) Finance Committee – did not meet
- (c) Library Foundation – did not meet
- (d) Personnel Committee – did not meet
- (e) Nominating Committee – did not meet

12. Communications. There were no communications.

13. Unfinished Business

- (a) 2009 Annual Report- The final copy was distributed. Minor changes had been approved by Hustad before it was sent to DPI. Changes made: page 2, under library visits- entered -1 because we can't accurately track a number; bottom of pg. 3- was adjusted due to a change at the top; VI- increase affects other numbers; pg. #9- other funds held- total amount in sinking fund, Wackman fund, and remainder of gift funds not spent. Himmelsbach's address is incorrect. (853 is house no.)
- (b) Review and possible action regarding Unique Management Services as a collection agency. Statz reviewed the provisions of the agreement: the agency will only contact those accounts with charges totaling an excess of \$50, with a process that includes letters and phone calls. Santner reported all area libraries are using this service. Cowan made the motion to approve the use of Unique Management Services, without the need for a 90-day trial, as the library's collection agency. Himmelsbach seconded the motion. The motion passed. Santner was asked to provide an update after 6-9 months of using the service.
- (c) Review and possible action regarding estimates for redesign of Circulation Desk. Santner informed the board that the SCLS/Embury estimate was in excess of Wood Cycle's proposal. Cheryl Adams will be adding ceramic designs to the front of the new pieces.

14. New Business There was none.

15. Miscellaneous Business

- (a) Building Issues
 - (i) Roof leak. The current leak on a soffit by the information desk leaked previously. Rick Anderson said he'd repair it once the snow has melted.
 - (ii) New copier
 - (iii) Lamp post banner. Santner is hoping to add a 30x72" banner to the light post on Brook St., both to make that area a focal point and increase the library's visibility. A split rail fence, with plantings, would be added to the base of the light pole. Santner is currently waiting for an estimate to till the area by the light pole, set the posts, plus removing the grass by the front of the building & replacing it with mulch and a groundcover. She is also considering having the junipers removed in order to continue the brick walkway, so seniors can access the handicapped spaces more easily. After bids are in, next step will be to present the plan to the village's planning commission.

- (iv) Ceramic tile projects. Santner is also looking into adding a tile design to the wall surrounding the drinking fountains in the lobby. Gerard Pehler will be painting the 3 restrooms and the lobby this spring.

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
- (d) Saturday hours for summer
- (e) Time slot management for Internet Policy
- (f) Laptop Policy
- (g) Circulation Policy

17. Adjournment The meeting adjourned on a motion made by Busler/Cowan at 6:44pm.

Respectfully submitted by,

Approved April 14, 2010

Posted: April 9, 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.