

Oregon Public Library Board Meeting Minutes, revised

Wednesday, October 13, 2010 at 5:00 p.m.

Village Hall Community Room

1. Call to Order President Hustad called to order at 5:25pm.

2. Roll Call Members present: Loretta Himmelsbach, Lisa Hustad, Jon Lourigan, Keith Reopelle (arr. 6:33pm), Carrie Schudda (arr. 6:45pm), Mary Statz
Members absent: Brian Busler, Sue Cowan
Director present: Santner
Recorder present: Davidson

3. Adopt/Amend Agenda The agenda was adopted on a Statz/Lourigan motion after agreeing to move item #5 ahead of #4.

4. Approval of September, 2010 Minutes. The minutes were approved on a motion made by Statz, and seconded by Himmelsbach.

5. Staff report Youth services director, Kelly Allen, reported that children & teens who participated in the Summer Reading Program read 7513 hours, an increase of 8% over 2009, while attendance at programs was up 93%. The first program, the Worm Race, was the most popular, and families are already asking to sign up for next year's event! WOW Cable recorded all the programs & the DVD's are available for checkout. Fall's storytime numbers are also very good. Allen visits daycares & preschools once a month during the fall & winter season. She promoted the Oct. 29th event, called, "Oregon Halloween Hop," an event that partners with Eliza Tyksinski, the youth center, and the school district's continuing education program. Later that evening, "Seriously scary stories" will be held for teens & adults at the Firefly. High School drama teacher, Kathy Tissot will be joined by 2 students, along with Santner and Allen. Large crowds continue to flock to the monthly puppet theater events held on Monday evenings.

6. OPL Strategic Plan

a. Centennial Committee birthday review. Santner estimated 300 attended the event. The venues for children were just fabulous (face painters, juggler, and balloon artist). To date the desk has been very well received, while the building is much quieter as a result of the installation of the new acoustical ceiling. The next centennial event will feature Jerry Apps, and is scheduled for Oct. 23rd at the Senior Center.

b. OACB project Partnership update

- Oregon Area Historical Society members will be attending meeting

Hustad referred to documents dated Oct. 6.10 (packet) and Oct 13.10 (handout) and the emails of partnership communications (including OAHSB 3 letters of condition; 2 received on Sept 6, 2010, and 1 received Sept 22, 2010) that were sent to board members on Oct 5, 2010. Hustad recommended the OLB (a) to not accept most recent conditions for a blog only (no book); (b) accept the OAHS Board original withdrawal, made the week of August 23, 2010, removing the OAHSB as Oregon Area Community Book Project partners and fiscal agent. Hustad noted this action would disband the Oversight Team.

- The partnership between the OLB & OAHSB, with the OAHS as the non-profit sponsor did not function as intended and a new non-profit is required to continue with the project.
- Hustad reported that the Friends of the Oregon Library would be in a better position to support the OACB project (not in volunteer base) but in 501(c) 3 status for the purpose of collecting tax-free OACB Project donations and grants, and sharing the library side of the OACB Copyright with the OAHSB. The other non-

profits being considered are: Preserve Oregon, Lemery Foundation for the Arts & Communication Inc., and the Oregon Community Foundation.

- The OLB recognizes and commends the OAHSB for their outstanding involvement, and hard work in collecting the Oregon area's history for the OACB Project and for the posterity of the Oregon Area Historical Museum and community.
- OACB Project volunteers are working with Sue Schultz, who teaches Advanced Desktop Publishing at the Oregon High School. Sue Schultz is eager to take on the project for her advanced class. Hustad recommended local graphic designer, Beth Sever, as a professional graphic artist on the project as needed. These changes will decrease the cost for the book.
- The Wisconsin Arts Board (WAB) grant, for the OACB Project with OAHS and Sarah White, will be fulfilled by publishing writing on the OACB blog through January 2011. Hustad noted that in discussion with Sarah White, Sarah had pointed out she was not concerned about the matching dollars because the volunteer hours can be counted towards matching funds. The last payment from the WAB grant, to Sarah White, would be made in January 2011.
- Hustad pointed out the pros and cons of library board involvement in this project, saying many decisions are delayed when they need board approval.
- Himmelsbach made the motion that the Oregon Library Board of Trustees withdraw from OACB project, Schudda seconded, the vote in favor was unanimous.
- The Board concurred that any profits (and book copyright) be shared with the OAHS Museum and the Friends of the Oregon Library (representing the Oregon Library's interest) for benefit of the Oregon Public Library.

7. Financial Report August and September 2010. Both reports were approved on a Himmelsbach/Reopelle motion.

8. Review and Payment of Bills for October 2010. Payment was approved on a Himmelsbach/Schudda motion. Santner noted the R.A Heating bill for \$733 came too late to be recorded on the expense sheet.

9. Citizen Appearance/Public Comment

a. Letter from Cullen requesting a change in the meeting room policy. The board directed staff to continue to follow the library's meeting room policy, which states that for-profit individuals or businesses may not use the Sue Ames meeting room.

10. Library Director's Report. Highlights from September include: the Centennial birthday party. Santner's biggest challenge was working with contractors. The total construction cost for the new ceiling tiles, electrical and heating vent work was approximately \$17,531. We are still waiting on a final invoice from H & H for electrical work under the new desk. These projects have been funded through the library's 202 building account which is supported by the Dane County facility payment. Santner referred to the statistical overview provided by SCLS, which shows YTD lower circulation totals. While this could be due to the reduced hours during the spring and fall, Circulation supervisor Judy Collison is studying the data with the intention of submitting a report at next month's meeting.

11. Committee Reports There were none.

12. Communications

Santner highlighted the following letters she received during September:

a. Letter from Dane County Executive Kathleen Falk saying she included 100% funding in her 2011 Dane County budget.

- b. Letter from DPI's Technology consultant, Bob Bocher, stating the BadgerNet fiber grant is still in negotiations.
- c. A copy of the document requesting exemption for county library tax.
- d. A letter from Police Department Administrative Assistant, Ruti Trace, thanking the library for participating in National Night Out in August.
- e. A note of congratulations and schefflera from Oregon Area Historical Society.

13. Unfinished Business

- a. Review and possible action regarding the 2011 budget- preliminary budget approved by Village board. On Monday, October 18th, changes made during the past 2 months will be presented, along with a discussion of items brought up during the budget process. This will include a salary study of non-represented employees, and implementing the step increases that have been dissolved for at least 7 years. Santner said dept. heads will be working on a salary survey next summer, which would be implemented in 2012.
- b. Discussion of salary matrix and reclassification of the reference/technical services position. Reopelle made the motion to reclassify this position & have it take effect immediately, subject to verification that funds are available. Hustad seconded the motion, and it passed unanimously.
- c. Review of expenses for building upgrades- discussed above.

14. New Business

15. Miscellaneous Business

- a. Building Issues

16. Future Agenda Items

- a. Establishment of a Press Committee/Marketing Committee
- b. Nominations for 2011 library board positions
- c. Adding Saturday & Sunday hours for winter
- d. Expanding the building on the south side of building
- e. List of each employee with the number of years they've been in their position, along with how many years they've worked at a library

17. Adjournment The meeting was adjourned on a Schudda/Statz motion at 7:19pm.

Respectfully submitted by,

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.*