

Oregon Public Library

Board Agenda

Apr 20, 2023

Attendees: Karly Spell, Pam Steele, Rick Bunton, Rae Brunner, Randi Webb, Martha Bohrer, Stephanie Nissen

Absent: John Young

The meeting was Called to order at 6pm by Rick. Randi moved to approve the agenda, Pam seconded. Karly moved to approve the Consent agenda, Rae seconded. There were no Priority Announcements/Information sharing. For the Director's Report, Stephanie noted that for our Stats report, the library was up 75% from last March, Circulations are up, Patron visits are up, Passports up 60%. For the Election Results - Rick and Martha were elected. For the staffing update - Custodian hired. For our facilities updates - One painting has water damage after the roof over storage was damaged in the recent hail storm. The inspection report came back this morning (4/20/23) and the cost wasn't terrible. There was some water in the basement during the storm, Stephanie will talk to Hidden Timber about increasing the ground slope near the elevator to prevent future water damage. There was also Sewage back up in the basement bathrooms. Stephanie was able to clean enough to allow us to be open, but Cintas will come to clean. Pre-COVID Circulation Statistics Comparisons - 16% lower than 2019, but overall increased since 2020. IL State Library Annual Certification - Submitted on Feb. 9th. Finance Updates: i. FY24 Budget - Still working on the budget and will provide it at the May meeting. Stephanie specifically wants to look at our restricted funds in order to zero them out ii. Constellation (Comed) Summer Reading Program Grant - received \$1500 for the summer reading program iii. Amazon Business Prime/Tax Exemption - signed us up and completed the tax exemption forms. For our Upcoming programs: i. Tiny Art Show - 50 kits handed out in March. Drawings and paintings were completed on tiny 3" by 3" canvases; public voting is open now and the winner will be announced soon. ii. Summer Reading Program - May 17th kick off, the bubble guy will be here along with Denny Diamond with live music. We will be shutting down the street for the kick off event. Art Committee/Gallery Updates - Pictures all reinstalled after floor project and new plexiglass is in place; website has gallery available; We will be changing out all lightbulbs in gallery so they are the right temperature for the art. Finally, the Annual Statement(s) of Economic Interest are due - Rick, Pam, Randi, John, and Rae need to complete them and submit them.

There was no President's Report or Treasurer's Report.

For Old Business: Building Committee formation - will determine at the next meeting. Decennial Committees on Local Government Efficiency Act (update from Ancel Glink) - May will be our first organizational meeting to discuss next steps. Only 2 additional meetings needed in the next 18 months to meet requirements. Stephanie will reach out to Todd West and Rick will reach out to PJ Caposey.

For New Business: Pam moved to approve the following policies and Randi seconded.

- ii. Bloodborne Pathogens (no changes)
- iii. Linked Patron Agreement (no changes)
- iv. Records Retention (no changes)

v. Sexual Harassment (no changes)

Karly moved to approve the new Succession Plan and Rae seconded. The plan was recommended via the Per Capita Grant and was brought up at Directors' Meetings. Stephanie used the Dixon Library's policy to create the basis for this plan.

For Comments/Questions from Trustees/Public, Introductions were conducted with our newly elected Board Member, Martha Bohrer.

The meeting was adjourned at 6:29pm.