

MINUTES OF THE LIBRARY BOARD
Oshkosh Public Library
September 28, 2023

The meeting of the Oshkosh Public Library Board of Trustees was held on September 28, 2023, in the Lower Level of the Oshkosh Public Library. The meeting was called to order at 4:00 PM by President, Bill Bracken.

Present were: Bill Bracken, Kim Brown, Susan Fojtik, Larry Lautenschlager, Christine Melms-Simon, Baron Perlman, David Romond, David Rucker, Amber Shemanski and Tony Kneepkens, Adjunct Board Member. Absent was: Lindsey Mugerauer. Others present were: Lisa Voss, Interim Co-Director; Ruth Percey, Interim Co-Director; Joe Bongers, Head of Information Services; Neal Matherne, Curator of Education at the Oshkosh Public Museum; Breanna Kelly, Oshkosh Area School District; Julie Schmude, Business Manager and Tracie Schlaak, Administrative Specialist.

There were no public comments.

Introductions:

- **Susan Fojtik** was introduced as the newest OPL Board Trustee.
- **Tony Kneepkens**, Business Banking Officer at Horicon Bank, was introduced as the Leadership Oshkosh adjunct library board member.

Consent Agenda Items:

- **Minutes** of the Regular Meeting of August 31, 2023
- **Vouchers Payable** - \$300,050.43
- **OPL / Winnefox 2024 Resource Library Agreement**
- **OPL / Winnefox 2024 Contractual Services Agreement**

Motion to approve the consent agenda as presented.

Motion: Lautenschlager; **Second:** Perlman; **Vote:** Unanimous

New Business

- **Report on 2024 Library Operating Budget Proposal**

Interim Co-Director, Lisa Voss, gave a report on where the budget process was at the time of the board meeting.

- **2023 Endowment Fund Expenditure Proposal – Round Five:** Interim Directors' proposed endowment support for ongoing staff team building activities and funds to refresh the collection of dyslexia-related materials.

Motion to approve the 2023 Endowment Fund Expenditure Proposal – Round Five.

Motion: Perlman; **Second:** Melms-Simon; **Vote:** Unanimous

- **OPL Memorial fund assets:** Consider the following motion: Request that the City of Oshkosh Finance Department issue a check for the balance in the Oshkosh Public Library Memorial Fund payable to Oshkosh Area Community Foundation for deposit in OPL's Collection Improvement Fund.

Motion: to approve the request to transfer the funds directly to the Oshkosh Area Community Foundation.

Motion: Brown; **Second:** Lautenschlager; **Vote:** Unanimous

- **Collection Development Position Description:** With the announced retirement of OPL's longtime Head of Collection Development, a new position description has been created.

Motion: to approve the new position description for Collection Development & Acquisitions Librarian as revised with changes to the first part of the description: instead of **may include**, replace with **includes, but is not limited to**.

Motion: Perlman; **Second:** Melms-Simon; **Vote:** Unanimous

- **Revision of OPL Table of Organization:** Changes to the Table of Organization reflect proposed changes to positions responsible for collection development and acquisitions.

Motion: to approve changes to the OPL Organizational Table

Motion: Lautenschlager; **Second:** Perlman; **Vote:** Unanimous

Library Co-Director's Report

- Team building exercises with the staff are continuing.
- Repairs to the library's roof are included in the CIP at the city of Oshkosh.

Trustee Reports and Comments

- Baron Perlman gave an update on the director recruitment process.

Adjournment

Motion: To Adjourn the meeting at 5:00 PM

Motion: Perlman; **Second:** Rucker; **Vote:** Unanimous

Respectfully,

Lisa Voss, Interim Co-Director
Tracie Schlaak – Recorder