

256 Brook Street Oregon, Wisconsin 53575 www.oregonpubliclibrary.org (608) 835-3656

Oregon Public Library Board MINUTES

Wednesday, November 8, 2023
5:15 PM
Oregon Senior Center, 219 Park St., Oregon, WI 53575

- 1. Call to Order: Shtaida called the meeting to order at 5:15 PM.
- 2. Roll Call: Present were: President Laura Shtaida, Vice President Jenny Nelson, Treasurer Coral Goplin, Dr. Leslie Bergstrom (School Board Rep), John Bonsett-Veal, Laura Reese (arrived at 5:21), Geoff Vine Owner's Representative (dismissed at 5:35), Library Director Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant Laura Dewey (recorder), OCA Media (recorder). Not present: Secretary Carlene Bechen (Village Board Rep).
- 3. Adopt/Amend Agenda: Goplin made the motion to adopt the agenda as written. Nelson seconded. Motion carried 5-0.
- **4. Community Input:** There were no comments.
- 5. Consent Agenda
 - a. **Amend/Approve Minutes from October Meeting:** Nelson made the motion to Approve the Minutes from October 11, 2023. Goplin seconded. Motion carried 5-0.
 - Review and Payment of available Bills: Motion made to Approve the Payment of Bills by Nelson. Goplin seconded.
 Motion carried 5-0.
 - c. Review/Accept Financial Report(s) currently available: Motion made to approve Financial Reports in 5b.
 - d. **Building Project Change Order #7:** Vine discussed the details of the Change Order including the roof ridge vent modification, elimination of the elevator room, door change, and the custom extension for the drive-up book drop. Bergstrom made the motion to approve the Building Project Change Order #7. Bonsett-Veal seconded. Motion carried 5-0.

6. Information Items

- a. Building Project Report & Schedule (Geoff Vine, Owner's Representative): Vine outlined the progress of the building project reporting the electrical service is done, the elevator will be done soon, the critical exterior is completed, landscaping is almost finished, flooring is being worked on. Tri-North is working hard on getting their portion completed by the end of November and the punch list will be continue to be completed in December. Vine said the window views are fantastic and the Board will be very happy with the results of the building project. Once the building passes all of the necessary inspections, the library will be ready for occupancy. Shtaida thanked Vine for all of his hard work and dedication on this project!
- b. **Library Director's Report:** Way highlighted her report including the Teen Librarian position posting on 10/31/2023 with a deadline of 11/21/2023. Jeff Rau is coordinating the posting of the potential shared janitorial position. The Friends of the Library board will tour the new library on Wednesday November 15th. Laura Shtaida, Jennifer Way, and Laura Dewey will meet with them following to discuss new library-related matters to make sure everyone is on the same page. The entire Management Team has been working hard on moving-related projects and Way thanks them for going the extra mile and supporting our staff during this exciting but demanding transition! Because so many of our staff were interested in attending, the library was closed from 11:15 to 1:45 so staff could attend the annual Village Employee Appreciation Luncheon on November 8th. Final adoption of the Village Budget is scheduled for 11/20/2023. Rachel Brickner, the Senior Center Director, will include an invitation in their November Newsletter for any Seniors concerned about transportation to the new library to contact either the Senior Center or the Library so we can understand their needs. Kara has created bookmarks available at the library for any patrons with this concern.
 - i. Update on CDS Grant Funding and 11/06/2023 Village Board Meeting: Way reported that she found out today that the funds are now obligated to the Oregon Public Library but more navigation will be needed through the process along with the possibility of a Federal Government shut-down in the near future. Way explained that after ongoing discussions with Administrator Martin Shanks and Finance Director Lisa Novinska regarding the Village conducting short-term borrowing for the final \$1 million that the Village had committed to borrow, this has been identified as the best solution while we navigate the final steps of the CDS funding process. Way wanted to thank Lisa and Martin for their continued helpfulness.

ii. Library Statistics thru September 2023: The monthly statistics are included in the packet. Because approximately 75% of our check outs are done at Self-Check machines, we will be looking at adding a third self-check machine in the future.

c. Communications

- Village Board announcements: Shtaida noted that the Village Board is currently focused on the 2024 budget.
- ii. School District announcements: Bergstrom reported that an equity book club for students and staff started this week at the High School with the book "Last Night at the Telegraph Club" by Malinda Lo.

7. Discussion and possible action items

- a. Library Closure Dates: Way explained that upon substantial completion of construction, there are a series of items which have been scheduled to facilitate the move to the new library. This includes installation of shelving, furniture, and technology services as well as moving the library items to the new location, getting staff oriented, and preparing to reopen. Relevant dates: Currently, professional movers are hired from Monday 12/11 through Wednesday 12/20. Paid holidays for staff are 12/25,12/26, and 1/1. No items will be due during the time of the closure and we are fine-free. Bonsett-Veal made the motion to approve closure of the library December 10, 2023 through January 4, 2024 for moving the library. The library may have a soft opening prior to this time, at the discretion of the Library Director. Reese seconded. Motion carried 6-0. Way mentioned there are lots of complicated pieces of this project and we are doing our best to stay on track. Publicity for the community will be available as soon as possible. Bonsett-Veal noted that the staff's energy in the library is electric with excitement for the new building and kudos to everyone, especially Way, for their dedication to the new project. Way mentioned that the staff is trying to finish everything possible before we open but more improvements will be made and continue evolving in the future. Shtaida thanked Way for all of her wonderful problem solving and hard work.
- b. **Declaration of Surplus:** Nelson made the motion to declare as surplus the tables and any furniture items which have been in possession of the Friends of the Library for 5+ years and library shelving at 256 Brook Street not needed at the new library as determined by the Library Director and included the motion to authorize staff to provide any unneeded library shelving to other SCLS libraries in need of shelving at no cost provided they will move it off the premises. Goplin seconded. Motion carried 6-0.
- c. Library Addendum to Village Employee Handbook: Way explained that the Village completed a significant update to the Village Employee Handbook. Employee feedback was a valuable part of this update. The updated handbook was adopted by the Village Board in May 2023 and adopted by the Library for Library Staff at the subsequent Library Board meeting in June. While overall it is in the best interest of the Library Board to follow the Employee Handbook verbatim for consistency and because of the expertise that went into its development, there are a few anomalies or items which fall under the Library Board's purview which need to be formalized. This addendum is an attempt to formalize any known exceptions to the Employee Handbook and to provide clarification on a few items which will provide written documentation to make things more clear for library staff. Goplin made the motion to Approve the Library Addendum to Village Employee Handbook including the Library Exit interview policy. Bonsett-Veal seconded. Motion carried 6-0.
- d. **Background Check Tiers:** Goplin made the motion to approve the background check tiers as recommended by Way with Tier 1 for Pages (part-time), Tier 1 + credit check: Part-time positions, except pages, Tier 2 for Full-time Library Staff and Management Team Staff, and Tier 3 for Library Director. Reese seconded. Motion carried 6-0. Nelson added that these addendums are a great blend of Village standards and different roles the library has.
- e. **2024 Library Budget:** Enclosed in the packet is the 2024 Library Budget as it appears in the Village Board packet for their consideration. Library Board approval of the final 2024 budget is required. It is identical to the previous iteration with one addendum due to a staff member change of insurance coverage. It is important to note that Library Board consideration of the enclosed budget is dependent on the Village Board approval of the total dollar amount; should the Village Board approve and different amount, the Library Board would need to approve any changes. Bergstrom made the motion to approve the 2024 Library Budget as presented. Bonsett-Veal seconded. Motion carried 6-0.
- f. **2024 Salary Schedule and Staff Wages for 2024:** Goplin made the motion to approve the 2024 Salary Schedule and the 2024 Library Wages. Bonsett-Veal seconded. Motion carried 6-0.

8. Closing and Future Agendas

- a. Next meeting: Wednesday, December 13, 2023 at 5:15 PM at Oregon Area Senior Center
- b. Request for future agenda items: none
- Adjournment: Bonsett-Veal made the motion to adjourn at 5:58 PM. Reese seconded. Motion carried 6-0.