

Oregon Public Library Board Minutes

Wednesday, March 13, 2024 at 5:15pm

200 N Alpine Pkwy, Oregon, WI 53575 (Conference Room)

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1. **Call to Order:** Laura 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, Secretary - Carlene Bechen (Village Board Rep) (via conference call), John Bonsett-Veal, Laura Reese, Library Director - Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant - Laura Dewey (recorder), OCA Media (recorder). Not Present: Dr. Leslie Bergstrom (School Board Rep).
3. **Adopt/Amend Agenda:** Nelson made the motion to adopt the agenda as written. Bonsett-Veal seconded. Motion carried 6-0.
4. **Community Input:** Clarice Dewey commented that when the library has additional funding, the library should schedule a second person on the second floor for safety.
5. **Consent Agenda**
 - a. **Amend/Approve Minutes from February Meeting:** Goplin made the motion to Approve the Minutes from February 14, 2024. Reese seconded. Motion carried 6-0.
 - b. **Review and Payment of available Bills:** Motion to Approve the Payment of Bills by Bonsett-Veal. Reese seconded. Motion carried 6-0.
 - c. **Review/Accept Financial Report(s) currently available:** Motion made to approve Financial Reports in 5b.
6. **Discussion and possible action items**
 - a. **Establish Nominating Committee (per Bylaws):** Nelson made the motion to Appoint Reese and Bonsett-Veal to the Nominating Committee. Goplin seconded. Motion carried 6-0.
 - b. **Authorization for SCLS to Submit Adjacent County Reimbursement:** Bechen made the motion to Authorize SCLS to Submit the Adjacent County Reimbursement Requests except for Jefferson County due to the low amount of \$4.14. Nelson seconded. Motion carried 6-0.
 - c. **Kelch Aviation Museum Request for Surplus Shelving:** Bonsett-Veal made the motion to Approve the Kelch Aviation Museum Request for two full sections of shelving in "as-is" condition. This is contingent upon them being able to pick up the shelving M-F between 7 AM – 5 PM at a mutually convenient time within two months and they would be responsible for all disassembly and transport. Reese seconded. Motion carried 6-0.
 - d. **Building Automation System Software Maintenance Agreement Proposal:** ControlWorks, the subcontractor that installed the controls for the new library, provided a software maintenance agreement. The 3-year agreement will keep the controls current and help to budget costs on an annual basis rather than incurring a large cost to upgrade software in any one year. Bonsett-Veal made the motion to approve the 3-year Software Maintenance Agreement with ControlWorks. Reese seconded. Motion carried 6-0.
 - e. **HVAC Preventative Maintenance Agreement:** Way explained the HVAC system is under warranty for the first year and the compressor is under warranty for 5 years. However, preventative maintenance is required above and beyond what is covered by the maintenance contract. Two proposals were received and reviewed. Because of the warranty, the installing company would do all service work on the system regardless of who is approved for the preventative maintenance. After discussing with Owner's Representative Geoff Vine and Commissioning Agent Michael Barnett, the lower cost proposal was recommended to Way. Goplin made the motion to approve the 2024 HVAC Preventative Maintenance Contract with 1901, Inc. Reese seconded. Motion carried 6-0.
 - f. **Authorization of Repayment of Short-Term Loan:** Way announced that we received the first installment of the \$1M Federal Grant! On March 6th, the Village received reimbursement of \$759,923.58 which was promptly applied to the principal balance on the short-term loan leaving a balance of \$240,076.42 remaining on the short-term loan and federal grant. With the February and March expense reimbursement draw expected in early April, the library should be able to cover our financial obligations until the next federal reimbursement is available and in doing so save unnecessary interest costs. Nelson made the motion to authorize the Village Finance Director to repay the short term loan for the library grant in the amount of \$195,890.08. Goplin seconded. Motion carried 6-0. Shtaida congratulated Way and the Village for everything they did to make the grant come together successfully!

- g. **Naming Opportunity for Makerspace & Benches:** Way explained that the library has been approached by a donor that is very interested in making a donation for the Makerspace with two requests. The first is to have the naming worded "In Celebration of" instead of "In Honor of" or "In Memory of". The second request is for two benches in the front of the building to be included in the naming opportunity with small recognition signage. The Board agreed that if we approve this, we need to honor requests we might receive to change the wording of previously named opportunities. Bonsett-Veal made the motion to approve the donor's two requests. Goplin seconded. Way added that she recommends we ask future donors to have their donations be applied to the building capital costs or amenities for that space including future programming to honor the donor's use of the space and ensure the success of the space in the future. Way said the Board can have additional conversation about the capital campaign and remaining naming opportunities at the next meeting. Bonsett-Veal made a friendly amendment changing the motion to approve the donor's two requests with the possibility of funding going towards non-capital spending. Goplin seconded. Motion carried 6-0.
- h. **Consider Changing Name of Makerspace to Creative Space or Creativity Space:** This item will be tabled until the April meeting.
- i. **IRA Incentive Assistance and Proposal from Energy Savers:** This item will be tabled until the April meeting when more information is available.

7. Information Items

- a. **Senator Baldwin CDS/USDA Grant Report:** Way reported the library received the first payment from federal funds in the amount of \$759,923.58 on 3/06/2024! This was immediately applied to the principal on the short-term loan to cover the federal grant funds. It has been 23 months since we first applied for the Grant in April of 2022. The request for the second draw to cover February and March bills will be submitted in April. Funds are only transferred once per month, so we anticipate the next transfer to be 4/06/2024. A balance of \$240,076.42 remains to be requested of the \$1M federal grant. Way thanked Tammy Baldwin's Office Staff for their help navigating the requirements of this grant. Nelson thanked Way for her persistence and planning of all of the details required with the grant process!
- b. **Library Director's Report:** Way's highlighted items from her report included the fabulous attendance of close to 300 people for the 1000 Books before Kindergarten event with Clifford the Big Red Dog and David Landau on March 3rd at our new library where there was plenty of space for everyone! Thank you to the Lions Club for their continued support of this wonderful program! Friends of the Library will be hosting their first book sale at the new library on Friday April 19th from 4-7 and Saturday April 20th from 9-3. "The Daily Reporter" recently announced its 2023 Top Projects honorees and we are proud to say that the Oregon Public Library made the list of 50 honorees of top construction projects in Wisconsin with a special event planned for May. At the Chamber Awards Dinner, the Oregon Public Library was recognized in the new construction category. Laura Shtaida and Jenny Nelson attended to accept the award on the library's behalf. The Building punchlist work continues with multiple subs onsite most days. We are still waiting for LFI to complete the shelving punchlist. The Village election will be held on April 2nd and the Library looks forward to being a polling place. We are excited to serve this function and we welcome community members to the library that haven't visited yet! Specific projects that were completed include the Teen carpet removal and reinstallation of the correct carpet along with the repair of landing flooring on the stairs. Thank you to Sergenians for working around the library's schedule to get the projects done without disrupting spaces while we were open to the public! Way and Management Staff attended many owner trainings and will be documenting information for future reference. The March calendar reflects more and more programming returning. All of our reservable rooms are being used regularly -- the Community Room was in use all day yesterday - we had the ACT Practice Testing for sophomores in the morning along with two other reservations in the afternoon and evening.
- c. **Library Statistics:** Way reported the door counts of patrons visiting the library continue to be just as high in February as they were in January; with the separate desk, the number of reference questions is much higher than in the past; our own collection of items are being checked out at higher numbers; and the number of new library cards issued has been phenomenal as new users visit and past users return.
- d. **Committees**
 - a. **Personnel Committee (April):** Way stated they are working on having the Personnel Committee meet in April instead of May to give the staff more time to complete the Director Evaluation Feedback when it isn't as busy with the Summer Library Program.

e. **Communications**

- a. **Village Board announcements:** Bechen reported on the activities of the Public Safety Committee, the Transportation Committee, and the election will be April 2nd.
- b. **School District announcements:** Shtaida mentioned Spring Break is coming up soon!

8. Closing and Future Agendas

- a. **Next meeting: Wednesday, April 10, 2024**
- b. **Request for future agenda items:** Agenda items 6h and 6i will be on the April agenda.

9. Adjournment: Goplin made the motion to adjourn at 6:07 PM. Reese seconded. Motion carried 6-0.