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Oregon Public Library Board MEETING MINUTES

Wednesday, August 10, 2022 at 5:00 p.m.
Oregon Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** Jenny Nelson called the meeting to order at 5:00 p.m.
2. **Welcome to John Bonsett-Veal, New Trustee:** Way and Nelson officially welcomed John Bonsett-Veal as the newest member of the Library Board and thanked him for adding his time and talents to the board.
3. **Roll Call:** Present were: President – Jenny Nelson, Vice President – Carrie Schudda, Treasurer – Coral Goplin, Secretary – Carlene Bechen (Village Board Rep) (via zoom dismissed at 6:36), Dr. Leslie Bergstrom (School Board Rep) (arrived at 5:35), Laura Shtaida (dismissed at 6:15), John Bonsett-Veal, Ehlers Investments - Tami Olszewski, Village Finance Director/Treasurer – Lisa Novinska, Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder).
4. **Adopt/Amend Agenda:** Goplin made the motion to adopt the agenda as written. Shtaida seconded. Motion carried 6-0.
5. **Community Input:** There were no comments
6. **Consent Agenda**
 - a. Amend/Approve Minutes from June & July Meetings: Shtaida made the motion to approve the Minutes from June 8, 2022 and July 13, 2022. Goplin seconded. Motion carried 6-0.
 - b. Review and Payment of available Bills: Motion made to approve the payment of Bills by Shtaida. Schudda seconded. Motion carried 6-0.
 - c. Review/Accept Financial Report(s) currently available: Motion made to approve the Financial Reports in 6b.
7. **Discussion and possible action items**
 - a. Ehlers Investment Proposal (Tami Olszewski from Ehlers): Tami Olszewski from Ehlers Investments provided a proposal for the possible investment of funds borrowed in 2021. These funds were expected to be used for construction costs in 2021 or early 2022, but because of the construction delay until at least the Fall of 2022, there is an opportunity to invest these funds to generate some interest before the funds are needed. Ehlers works with many different municipalities and has worked with Oregon for years and understands all aspects of our Village's current finances. Ehlers knows the library's project schedule and will have the necessary funds available when needed. Way discussed the Library Board's dedication to be good stewards of the funds, making thoughtful choices for a predictable income, in a compliant manner. Olszewski is recommending putting the funds to work in low-risk investments as the parameters of holders of public funds require. The Village Finance Director/Treasurer, Lisa Novinska, requested the proposal from Ehlers and believes this is a good idea. If approved, Novinska will work with Ehlers on behalf of the library. Goplin made the motion to Approve the Ehlers Proposal for Investment of the Borrowed Funds and Authorize Village Staff to Proceed. Shtaida seconded. Motion carried 7-0.
 - b. Village Investment Policy: Schudda made the motion to adopt the Village of Oregon Investment Policy and any future updates. Goplin seconded. Motion carried 7-0.
 - c. Reallocation of 2022 Project Expenses from Impact Fees to 2021 Borrowed Funds: Way explained that due to accounting requirements related to the Village borrowing and project delays, it is in the best interest of the Library and the Village to reclassify fees incurred in 2022 from Impact Fees and instead classify them towards the 2021 borrowing. Per the MOU, the architect and engineer fees will remain as paid from Impact Fees. Shtaida made the motion to reclassify the attached 2022 New Library Building Project Expenses from Impact Fees to the 2021 Borrowing. Bergstrom seconded. Motion carried 7-0.
 - d. Recognition of Trustee Carrie Schudda for 15 years of Service: Nelson formally acknowledged appreciation of Schudda and her 15 years of service to the Library Board! The Board has appreciated Schudda's wisdom, guidance, and time dedicated to the library and she will be missed greatly. Way added that Schudda has always been wonderful to work with, has been a tremendous support for her, along with being a great resource. Schudda is excited for the new library and it is fitting that Schudda's last day on the Board will be at the Joint Village Board/Library Board meeting on August 15th to possibly approve the plans and budget for the new library project.

e. Request for Personal Leave of Absence without Pay: Shtaida made the motion to approve the Employee Request for a Leave of Absence Without Pay for the Requested Dates. Goplin seconded. Motion carried 7-0.

f. New Library Project Schedule, Revenue & Expenses: Way detailed the New Library Board Project Schedule that Geoff Vine has been working on. It is a regimented and ambitious timeline, but it is still feasible and she is cautiously optimistic that we can begin construction in the fall. Way also discussed the Development Budget of Revenues and Expenses. Way explained that before the project can be bid, the budget must be established jointly by the Library Board and the Village Board per the MOU. At this time, the Total Project Cost and Funding is equal at \$13,421,597. Schudda made the motion to Approve the New Library Project Schedule and Budget. Second by Goplin. Motion carried 7-0.

g. New Library Project Alternates for Bidding: Way explained that to maximize flexibility and best position the Village Board and Library Board to proceed with awarding a contract, a number of alternates will be identified as part of the project bid package. It is our goal to be able to award the contract from bids received to keep the project moving forward to construction. As part of due diligence, a third-party professional construction cost estimate for the new library design was obtained at two design milestones during project design. The challenges of the current market make it important to have as much flexibility as possible to align the project bid costs with the project budget once the bids are opened. Shtaida made the motion to approve the List of New Library Project Alternatives for Bidding. Goplin seconded. Motion carried 7-0.

h. New Library Plans and Specifications for Public Bidding: Nelson expressed her excitement in seeing the fly-thru of the new library at the Building Committee Meeting and it was amazing for her to see the Building Committee's positive reactions. Way added that the floor plan features special areas and great spaces for everyone. Bonsett-Veal made the motion to approve the New Library Plans and Specifications for Public Bidding. Shtaida seconded. Motion carried 7-0.

i. 2023 Library Budget Request: Way discussed the 2023 Budget Request and highlighted the need for a staff addition of a Teen Librarian in 2023. This position would ideally be fully trained before moving to the new building. The Board discussed that the best start date would be July 2023. There was also discussion about the increased service costs with a larger building, but the building will also bring an increased value to the patrons along with additional patrons visiting the library. Goplin made the Motion to approve the 2023 Library Budget Request including the following changes (if any) requested by the Library Board. Bonsett-Veal seconded. Motion carried 6-0.

8. Information Items

a. Committee Reports

- i. Personnel Committee: Goplin reported that Way's review was approved and delivered to the Village after the 7/13/2022 Library Board meeting and there have been no other committee meetings to date.
- ii. Building Committee: Nelson reported the Building Committee approved the Site Plans and the Exterior Elevations at the 8/2/2022 meeting. The next meeting on 8/23/2022 will focus on the interiors.

b. Library Director's Report: Way said the library staff is amazing and is keeping the library running smoothly while she continues to be very busy with new library building tasks. The Summer Reading Program is going really well. The Ocean Odyssey – Sharks program from the National Mississippi River Museum was a tremendously popular and fun event. This past week, We Read We Wiggle needed to be relocated to the Library from the Kiser Park Shelter due to weather and it was wonderful to hear all of the storytime excitement back in the building. The parking lot was full and the library was full of laughter and singing. It makes Way excited for the new library and all of the possibilities for engagement and fun for patrons of all ages.

c. Communications

- i. Village Board announcements: Nelson appreciates everything the Village Board has done to support the Library and mentioned the Joint Village Board/Library Board Meeting on 8/15/22.
- ii. School District announcements: Bergstrom reported they are busy getting ready to welcome back students for the fall. The district is hosting listening sessions to discuss public school funding and the School Board will be deciding soon about how to fill the budget gap.

9. Closing and Future Agendas

- a. Joint Meeting with Village Board: **Monday, August 15, 2022 at 5 PM at Oregon Village Hall**
- b. Next meeting: September 14, 2022 at 5 PM
- c. Request for future agenda items: There is a possibility of a special meeting before 9/14/22.

10. **Adjournment:** Goplin made the motion to adjourn at 6:41 p.m. Schudda seconded. Motion carried 5-0.