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## Oregon Public Library Board MEETING MINUTES

Wednesday, April 13, 2022 at 5:00 p.m.

**Location:** Oregon Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** Jenny Nelson called the meeting to order at 5:03 p.m.
2. **Roll Call:** Present were: President – Jenny Nelson, Treasurer – Laura Shtaida, Secretary - Dr. Leslie Bergstrom (School Board Rep), Carlene Bechen (Village Board Rep), Coral Goplin, Kyle Severson, Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not present: Vice President – Carrie Schudda.
3. **Adopt/Amend Agenda:** Goplin made the motion to adopt the agenda as written. Shtaida seconded. Motion carried 6-0.
4. **Community Input:** There were no comments
5. **Public Appearances**
  - a. Friends of the Oregon Public Library, Beth Larimer (President): Beth Larimer presented a Friends of the Library Report covering the history of the organization, membership, fundraisers, and expenses. Each January, the Friends donate whatever money they earned the previous year to the library, usually between \$4900 - \$7600. They have also generously given \$15,000 plus interest towards the new library! Larimer wanted to be clear that the Friends will not be expected to volunteer to care for the landscaping at the new library. She also requested to have an adequate sized storage room in the new building to house, sort, and deal with the books for the book sales. Way and Nelson thanked Beth and her team for all of their dedicated service to the library. Way very much appreciates their efforts and is looking forward to having space for Friends in the new library.
6. **Consent Agenda**
  - a. Amend/Approve Minutes from March 9 & March 21, 2022 meetings: Severson made the motion to Approve the Minutes from March 9, 2022 and March 21, 2022. Shtaida seconded. Motion carried 6-0.
  - b. Review and Payment of available Bills: Motion made to approve the payment of Bills by Goplin. Severson seconded. Motion carried 6-0.
  - c. Review/Accept Financial Report(s) currently available: Motion made to approve Financial Reports in 6b.
7. **Information Items**
  - a. Committee Reports
    - i. Building Committee: Nelson reported that the Building Committee has had really great meetings and the committee members are very smart people. The CSM is on Monday's Village Board Agenda for final consideration; the preliminary conceptual plans are hoping to be presented to the Planning Commission in May; the initial cost estimates will be done in early May; visuals will be made available for the public soon.
    - ii. Personnel Committee: Way requested that the Personnel Committee schedule a future meeting to discuss staffing strategies and upcoming Director evaluation.
    - iii. Nominating Committee: Severson thanked the Board for their nomination input. Severson and Schudda are analyzing the information and will be providing guidance and recommendations next month.
  - b. Library Director's Report & Quarterly Management Team Reports: Way reported that Matt Lamb had his last day at the library after six years; Leah Mauldin joined our team as a Page and is doing a wonderful job. The staff will have an in-service on Friday morning which is the first in a series of three conversations about our vision and core values. In honor of National Library Week and National Volunteer Month, Way wanted to thank the Library Board, Friends, Fundraising, and library volunteers for sharing their time and talents with the library! The Quarterly Management Report is included in the packet. With all of the staff turn-over, everyone has been great about stepping in and helping each other out. There are a great variety of April events coming up including nature-related programming for all ages. Nelson thanked Way and the library team for being awesome.

- c. Statistics Report: Way reported the statistics are returning back to more normal numbers and it has been great to see patrons back in the library that we haven't seen in awhile.
- d. Communications
  - i. Email From Andy Hoernemann: included in packet
  - ii. Email from Ashley Anderson: included in packet
  - iii. Student Writing from Ms. Schulenburg's 5<sup>th</sup> Grade Class: The Greater Madison Writing Project teamed with Oregon 5<sup>th</sup> Graders in January of 2022 to help the students become better writers and engaged citizens. The writing samples are included in the packet. Way said the submissions were wonderful and she could see how much thought and time was put into the assignments. Nelson agreed and said our future will be great! Bergstrom added that the organization does great work helping teachers and students.
  - iv. Village Board announcements: Bechen is excited that the New Library is moving along; the recommended candidates for the DEI Committee will be brought before the Village Board on Monday; the Board is listening to community members in discussions regarding the future of the Village-owned property on Main Street.
  - v. School District announcements: Bergstrom reported many great things are happening in the district including a recreational facility study for the area to help develop a long-term plan for how much recreational space is needed.

## 8. Discussion and possible action items

- a. **Authorization for South Central Library System to Submit Adjacent County Reimbursement:** Way noted that this is an annual authorization needed to allow SCLS to request reimbursements on our behalf. Goplin made the motion to Authorize South Central Library System to Submit Adjacent County Reimbursements to include all eligible reimbursements. Bechen seconded. Motion carried 6-0.
- b. **Proposal for Geotechnical Services:** Way explained that as planned, more specific soil borings need to be done. These costs will be paid using Impact Fees. Bechen made the motion to approve the proposal from CGC, Inc. for Geotechnical Services. Goplin seconded. Motion carried 6-0.
- c. **Agreement for Additional Surveying Services:** Way explained that to sufficiently analyze the areas needed for the CSM, more surveying will need to be done. This cost will be paid using Impact Fees. Goplin made the motion to approve the agreement with JSD for Additional Surveying Services. Severson seconded. Motion carried 6-0.
- d. **Amended Position Descriptions:** Way stated that a holistic, comprehensive review of all of the staff position descriptions is needed to standardize the language and descriptions, but there is only time to amend four positions whose responsibilities needed updating at this time - Library Page, Circulation Library Assistant, Youth Services Assistant, and Circulation Supervisor. We are making sure the descriptions accurately reflect all of the staff member's tasks. Bechen made the motion to approve the Amended Position Descriptions as submitted. Shtaida seconded. Motion carried 6-0.
- e. **Library Staffing Considerations:** Way identified a significant shift in staff needs from part-time to full-time. With the information gathered in Exit Interviews, Way is getting feedback that most employees are departing only because they have the opportunity for full-time employment. Increasing the amount of staff with benefits is an investment and does affect the budget. She would like to discuss staffing considerations with the Personnel Committee in the future to ensure we are considering all options and best positioning ourselves to recruit and retain excellent staff. The Village compensation study is also an excellent initiative that will help with this.
- f. **Notice of Proposed Bylaw Amendments:** There are some Amendments that need to be updated and Way will email these proposed changes to the Library Board before the next meeting.

## 9. Closing and Future Agendas

- a. Next meeting: May 11, 2022 at 5 PM at the Senior Center
- b. Future Agenda items: Additional Donor Naming Opportunities for New Library
- c. Request for future agenda items: none

## 10. Adjournment:

- Severson made the motion to adjourn at 6:00 pm. Bechen seconded. Motion carried 6-0.