

Oregon Public Library Board ANNUAL MEETING MINUTES

Wednesday, June 8, 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. **Roll Call:** Present were: President – Jenny Nelson, Treasurer – Laura Shtaida, Secretary – Dr. Leslie Bergstrom (School Board Rep), Carlene Bechen (Village Board Rep), Geoff Vine – Owner’s Rep (via Zoom 5:00 – 5:15), Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), Dan from OCA Media (recorder). Not present: Vice President – Carrie Schudda, Coral Goplin.
3. **Adopt/Amend Agenda:** Bergstrom made the motion to adopt the agenda as written with the exception of moving item 7d to after item 5. Shtaida seconded. Motion carried 4-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from Previous Meeting: Shtaida made the motion to approve the minutes from May 11, 2022. Bechen seconded. Motion carried 4-0.
 - b. Review and Payment of available Bills: Motion to approve the payment of Bills by Bechen. Shtaida seconded. Motion carried 4-0.
 - c. Review/Accept Financial Report(s) currently available: Motion made to approve Financial Reports in 5b.
6. **Information Items**
 - a. Committee Reports
 - i. Nominating Committee: Way said the slate of candidates will be discussed later in the agenda.
 - ii. Personnel Committee
 - Library Director Evaluation: Bergstrom and Shtaida reported they are gathering information, including board and staff input, with a deadline of 6/22/2022.
 - iii. Building Committee: Nelson reported the Committee will meet on Tuesday 6/14/2022 to discuss the cost challenges high construction costs are having on the new building. Way mentioned that a new floor plan will be available soon to share with the public so everyone can see the great things that are planned.
 - b. Library Director’s Report
 - i. Applications for Library Board position accepted thru 6/20/2022 at 5 PM. This position is appointed by the Village Board President. Board member Kyle Severson submitted his resignation from the Library Board and Building Committee effective May 18, 2022. We appreciate Severson’s dedicated service over the past five years. New library staff will be joining us soon - Monika Hetzler as our new Reference Assistant June 13, and two LTE Library Pages Arik Zintel and Kallie Hoernemann. The Certified Survey Map for the new library property has been recorded with Dane County. The Summer Library Program started on Monday and it has been great to see so many patrons and families in the library and hearing all of the excitement and activity! With the help of Claire Peterson’s artistic talents, Kelly and Wendy have done a wonderful job decorating the library in an “Oceans of Possibilities” theme.
 - c. Communications
 - i. Correspondence from Ashley Anderson: Way discussed that Anderson emailed today to thank Way for putting the email in the agenda and to reiterate the request to build the smallest parking lot possible with the option to expand as needed. Way mentioned that a drop-off area has been removed from the parking lot and there will be less parking spots required if the square footage of the building decreases.

- ii. Village Board announcements: Bechen stated there is a lot happening with the Village Board including starting the Sustainability Committee and Transportation Committee, and continuing discussions within the Diversity Equity and Inclusion Committee.
- iii. School District announcements: Bergstrom reported it was the last day of school for the students yesterday and 1600 students are enrolled in Summer Classes that will begin in July. They are also working hard on a Facility Study within the boundaries of the school district and will share the results with the community when they are available.

7. Discussion and possible action items

- a. Election of Officers: The slate of candidates presented by the nominating committee is President – Jenny Nelson, Vice-President – Carrie Schudda through approximately August 2022 and to be succeeded by Laura Shtaida, Treasurer – Coral Goplin, and Secretary – Carlene Bechen or Leslie Bergstrom. Bechen made a motion to suspend the rules of the Library Board to allow Jenny Nelson to be nominated for Library Board President for a fourth term. Shtaida seconded. Nelson thanked them very much for their support. Motion carried 4-0. After discussion, it was determined Bechen would be named as Secretary. The motion to appoint the new officers of President – Jenny Nelson, Vice-President – Carrie Schudda through approximately August 2022 and to be succeeded by Laura Shtaida, Treasurer – Coral Goplin, and Secretary – Carlene Bechen was made by Shtaida and seconded by Bergstrom. Motion carried 4-0.
- b. Designation of Authorized Signers for Bank Accounts: The motion to designate the Library Board President – Jenny Nelson, Treasurer – Coral Goplin, and Jennifer Way, Library Director, as authorized signers for the library bank accounts was made by Bergstrom and seconded by Shtaida. Motion carried 4-0.
- c. Recognition and Appreciation of Kyle Severson for His Years of Service on Library Board: Motion was made by Shtaida and seconded by Bergstrom to present Severson with a Certificate of Appreciation for five years of service on the Library Board. Way added that Severson was a wonderful advocate of eliminating fines long before that goal was successfully reached. He added much to the Board and his time and talents are very much appreciated, especially with the amount of extra meetings that occurred in the past few years.
- d. New Library Project Status, Value Engineering Options & Naming Opportunities: Way said that Vine gave a very thoughtful presentation outlining the project status of the new library on Monday at the Village Board meeting. Vine went over the highlights from the meeting stating that after the Village Board discussion, it was clear that the Village Board believes geothermal and solar power are high priorities. The village is having Ehlers provide an analysis of the impact of borrowing an additional \$600,000 to cover the geothermal and solar costs. Nelson spoke about the question “Why not wait for prices to go down?” In her professional opinion and in the opinion of the four major contractors she asked, costs are not going to go back down, but there is a chance they will level off. The projected near future will include added inflation, costs of labor rising, and the cost of borrowing increasing. Unfortunately, this library project has hit every possible challenge in the last 2-1/2 years. Way mentioned that the amount of funds available is not likely to increase in the future. Even with all of the steps taken to be proactive with this project, including estimating for historical inflation rates, it still wasn’t enough because the increases are at rates not seen before. The square footage we are aiming for is not asking for more than what is needed. The building size is has been thoughtfully and strategically planned and comparative to where many other Dane County libraries are. Deforest Public Library, for example, is celebrating 20 years in their current building which is 35,000 square feet. Shtaida thanked everyone for their thoughtfulness and knew there would be challenges. She appreciates the Village Board’s commitment to responsible decisions and that they are thinking thoughtfully for the future. Bechen expressed kudos to Way for her extraordinary “shepherding” everyone through this process. Way gave praise to our excellent Library Board, staff, and donors for their tremendous support. Nelson mentioned that if anyone ever has any questions to please reach out to her or Way. Way stated that there will be additional Naming Opportunities presented at the next meeting. Bechen recommended the option of garden landscaping.
- e. 2022 Dane County Standards: Way stated that when the population of Oregon crossed 10,000, it brought the library to the next level of standard requirements. At this time, the library meets all of the requirements. Shtaida asked if there were any areas of improvement Way would like the Board to concentrate on. Way said the staffing levels have been increased and will continue to need to be increased as we prepare for the next building, while keeping in mind the space constraints of the current building.

- f. 2023 Budget Schedule & Preliminary Budget Considerations: Way discussed having the detailed spreadsheet available for the July meeting. One item to note is that historically, all library programming has been funded by the Friends. While the generosity of the Friends is very much appreciated, it would be good practice to have some funds for essential programming included in the annual library operating budget.
- g. Consider 10 Year Capital Budget Requests: Way explained this is the first year the Village has moved from a 5-Year Capital Budget Plan to a 10-Year Plan. Way recommended submitting the following items to the Village Board:
 - 2023 Borrowing of \$3 Million for the remainder of the Village Committed funds for the new library
 - Replacement of self-check machines (expected life of 7-years)
 - Purchase of Automated Materials Handling system (Minimum expected life of 10 years)Motion made to approve Way's recommendation by Bechen and seconded by Bergstrom. Motion carried 4-0.
- h. Term Limit Discussion (Per Trustee Bechen's request): Bechen explained that some committees in the Village have no limits on the number of consecutive terms one can serve. She is looking for insight on what the Library Board thinks about Term Limits. It was discussed that institutional knowledge is crucial but so are fresh perspectives and representing marginalized communities. The goal is striking the balance between seeking new ideas and new opportunities with the benefits of historic knowledge.

8. Closing and Future Agendas

- a. Next meeting: July 13, 2022 at 5 PM at the Senior Center
- b. Request for future agenda items: none.

9. Adjournment: Shtaida made the motion to adjourn at 6:01 pm. Bechen seconded. Motion carried 4-0.