

Oregon Public Library Board MEETING MINUTES

Wednesday, July 13, 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, Vice President – Carrie Schudda (arrived at 5:12); Treasurer – Coral Goplin, Laura Shtaida, John Bonsett-Veal, 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), Dr. Leslie Bergstrom (School Board Rep). Way welcomed Bonsett-Veal and is happy to have him join the Library Board. He is already serving on the Library’s Building Committee so he is very familiar with the new library project along with being a long-standing citizen of Oregon with a vast amount community knowledge.
3. **Adopt/Amend Agenda:** Shtaida made the motion to adopt the agenda as written. Goplin 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 June 8, 2022. Nelson seconded. Item will be presented for consideration at the next meeting as only two members present at the time of this agenda item were present at the previous meeting.
 - b. Review and Payment of available Bills: Motion to approve the payment of bills by Shtaida. Goplin 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. Personnel Committee: Goplin reported the Committee gathered feedback from the Library Board and the Library Staff for Way’s annual review. The report is ready to be presented to the Board in closed session at Agenda Item 7f.
 - ii. Building Committee: Nelson is excited with the progress of the new library plans and is looking forward to sharing the final site layouts, exterior renderings, and floor plans soon. Bonsett-Veal is grateful to the entire Building Committee team and all of their work to try to stay on budget and on time and is looking forward to the groundbreaking in the fall. He also shared that Way is amazing, incredibly supportive, and transparent in all of her actions. Way discussed the intent of submitting the project budget and project plans at the Joint Village Board and Library Board meeting on August 15.
 - b. Library Director’s Report: Way reported this is Schudda’s second-to-last Library Board Meeting after 15 years of dedicated service. We are grateful for the contributions she has made to the library and community! John Bonsett-Veal was sworn in to begin his tenure and Laura Reese will be welcomed to the Board in September. The deadline for the newly added Circulation Assistant position was today. In June, the library processed 138 library card applications which is the highest number in a single month in recent – and possibly all time! At the 7/11/22 Village Board meeting, \$600,000 of additional funding was approved for geothermal and solar systems for the new building with the caveat that if additional grant funds are awarded, this additional amount will be reduced by the amount corresponding with the amount of the grant received; this language will be incorporated in the MOU. Nelson mentioned the “Cool Treat” Reading Challenge at the Kiser Shelter tomorrow with treats provided by Oregon Frozen Yogurt. Nelson thanked Way and her team for all of their work. Shtaida said it has been fun to be back in the library this summer with all of the programs and the many patrons!
 - c. Communications
 - i. Email from Kristina and Jeremy Heimerl
 - ii. Village Board announcements: Way reported the Village Board is working on the 2023 budget, pickleball courts funding was approved, the compensation study is under way, and there will be possible Diversity, Equity & Inclusivity training for Village Staff in the future.
 - iii. School District announcements: Because of Bergstrom’s absence, there were no announcements.
 - d. Upcoming Meeting Dates:
 - i. Next meeting: August 10, 2022 at 5PM

ii. Joint Meeting with Village Board: Monday August 15, 2022 at 5 PM at Oregon Village Hall

7. Discussion and possible action items

- a. Amend Memorandum of Understanding with Village of Oregon Village Board for New Library Construction: With the Village Board's Amendment of the additional \$600,000 of borrowing for the new library project for proposed geothermal and solar photovoltaic systems, the MOU needs to be updated to reflect this change. There is the understanding that the additional borrowing will be reduced at the time of borrowing equal to the amount of any additional grant funding received for the project. Goplin made the motion to approve the MOU as presented. Shtaida seconded. Motion carried 5-0.
- b. Acoustical Consultant Services: With spaces in the new library intended for both active and quiet use, Way believes it is beneficial to ensure that these areas are appropriately designed to facilitate these uses without noise concerns. The Board agreed it was a very good idea and thanked Way for being proactive. Schudda made the motion to approve up to \$10,000 for the engagement of an acoustical consultant to review the new library plans using impact fees. Shtaida seconded. Motion carried 5-0.
- c. Naming Opportunities: This item will be discussed after the new library plans are finalized.
- d. Organizational Chart – Annual Review: The library organizational chart is reviewed annually. Way mentioned ongoing efforts for increasing our staffing levels to be prepared for the new library's additional staffing demands.
- e. 2023 Library Budget Request: Way explained that because the new building plans and time line are not finalized, the budget request will reflect estimated additional costs assuming a move-in in November 2023. These items include electricity, phone service, fire alarm monitoring, fire alarm inspection, elevator maintenance, elevator inspection, sprinkler inspection, increased janitorial and/or building maintenance services, and meeting room software. Way would like to include some seed money to begin incorporating programming funding into the operating budget. Historically, all library programming has been funded by the Friends of the Library (with the exception of staff time). While we are fortunate to have the amazing generosity of the Friends, this is not considered best practice and puts the burden of this critical component of library services solely on a volunteer group. For 2023, it would be ideal to add a full-time Teen Librarian position to help our Youth Services Department and to staff the new Youth Services Desk. The board discussed that the value the community receives from the library is significant. The Budget Request draft will be presented at the August 10 meeting for the Board's consideration.
- f. Convene in Closed Session pursuant to Chap. 19.95(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director Evaluation): Roll Call Vote: Nelson – Yes, Schudda – Yes, Goplin – Yes, Shtaida – Yes, Bonsett-Veal – Yes. Schudda made the motion to approve the Director's Annual Review. Shtaida seconded. Motion carried 5-0. (Recorded by Shtaida)
- g. Adjournment from Closed Session at 6:29 with a motion by Schudda, second by Bonsett-Veal, and the motion carried 5-0.