



256 Brook Street
Oregon, Wisconsin 53575
www.oregonpubliclibrary.org
(608) 835-3656

Oregon Public Library Board ANNUAL MEETING MINUTES

Wednesday, June 14, 2023

5:00 PM

Oregon Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** Jenny Nelson called the meeting to order at 5:01 PM.
2. **Roll Call:** Present were: President – Jenny Nelson (dismissed at 5:40), Vice-President – Laura Shtaida, Treasurer – Coral Goplin, Secretary – Carlene Bechen (Village Board Rep), 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:** Bechen made the motion to adopt the agenda as written. Goplin seconded. Motion carried 6-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
 - a. **Amend/Approve Minutes from May 2023 Meeting:** Shtaida made the motion to Approve the Minutes from May 10, 2023. Goplin seconded. Motion carried 6-0.
 - b. **Review and Payment of available Bills:** Goplin made the motion to Approve the Payment of Bills including an additional OMNI Invoice of \$9,796.40. Bonsett-Veal seconded. Motion carried 6-0.
 - c. **Review/Accept Financial Report(s) currently available:** Motion made to Approve Financial Reports in 5b.
 - d. **Building Project Change Orders #3 & #4:** Way explained Change Order #3 is the deducted amount for the CCTV system that will be provided by Omni Technologies as discussed at the previous meeting and Change Order #4 includes miscellaneous charges of undercutting, insulation, and other minor tweaks. Both Change Orders have been reviewed by the Owner's Rep and Way has no concerns. Bonsett-Veal made the motion to Approve Building Project Change Orders #3 & #4. Bechen seconded. Motion carried 6-0.
6. **Discussion and possible action items**
 - a. **Election of Officers:** The slate of candidates presented by the nominating committee is President – Laura Shtaida, Vice-President – Jenny Nelson, Secretary – Carlene Bechen, and Treasurer – Coral Goplin. The motion to appoint the new officers of President – Laura Shtaida, Vice-President – Jenny Nelson, Secretary – Carlene Bechen, and Treasurer – Coral Goplin was made by Goplin. Second by Bechen. Motion carried 6-0.
 - b. **Designation of Authorized Signers for Bank Accounts:** The motion to designate the Library Board President – Laura Shtaida, Treasurer – Coral Goplin, and Jennifer Way, Library Director, as authorized signers for the library bank accounts was made by Bechen and seconded by Bonsett-Veal. Motion carried 6-0.
 - c. **Omni Technologies Proposal for Cellular & Monitoring Services:** Way discussed the Omni Proposal and reported that it was reviewed by the Owner's Rep and it will be wonderful to work with a local company. Shtaida made the motion to Approve the Proposal for Cellular and Monitoring Services Provided by Omni. Bechen seconded. Motion carried 6-0.
 - d. **Thysse Proposal and Preliminary Concepts:** Way outlined the vision Thysse has proposed for the Wall of Gratitude, the library's logo in the lobby visible from outside the building, and the Children's Area as a journey through the bike path. To support the goal from the MOU of nature education, the animals and native plants featured are common in the Keller Alpine Meadows Park and were from a list provided by the Oregon Nature Alliance. The Board liked all of the designs presented. Way explained the recommended additional design concepts for the youth services desk and the circle wall would be funded by additional donations the library has received. Goplin made the motion to Approve the Proposals for Additional Design Concepts for the Youth Services Desk Area and the Circle Wall. Bechen seconded. Motion carried 6-0.

- e. **Designation of Sue Ames Naming Opportunity in New Library:** Way said the Sue Ames Room has served as an important community space for both library events and community use during its lifetime in the current building. Sue Ames provided a very generous contribution of \$86,000 through a bequest after she passed away in 1993. As a result of this generosity which supported the new library construction, the Sue Ames Room was dedicated. Over the last 28 years, countless community members have benefitted from the availability of this space. This has been a critical space that has fostered community and helped the library to meet its mission. Through her gift, Sue Ames has provided a model of being generous and community-minded that has touched lives on a daily basis ever since. As we move forward to the new location, we celebrate the amazing legacy of the current library and what it has done for our community. It seems quite apropos to honor the transformational legacy of Sue Ames as we transition to our next chapter. The Board agreed that it is important to honor her history and legacy in the new library. Goplin made the motion to Designate the Conference/Board Room in the new library as a Naming Opportunity to honor Sue Ames and continue the legacy she has provided for our community in the current library. Bechen seconded. Motion carried 6-0.
- f. **TDS Agreement for Phone Services at 200 N. Alpine Parkway:** Bonsett-Veal made the motion to Approve the Agreement with TDS to provide phone services to 200 N Alpine Parkway to commence when services are installed. Shtaida seconded. Motion carried 6-0.
- g. **10 Year Capital Improvement Plan Budget Request:** Way explained the Village incorporated a 10-Year Capital Improvement Plan (CIP) as part of its annual budgeting process. This expanded the planning period to more proactively understand and plan for capital needs for various departments. Goplin made the motion to Approve the Capital Improvement Plan Budget Request for the Library as presented. Bonsett-Veal seconded. Motion carried 6-0.
- h. **Adoption of Village of Oregon Employee Handbook:** The Village of Oregon Employee Handbook has been approved by the Village Board, the Attorneys, and includes feedback from the staff. Way said Martin Shanks and the Village Hall Staff did an incredible job of updating the document. Way recommends approving the Handbook and having the Board discuss special circumstances unique to the library staff in a future meeting. Bechen made the motion to Adopt the Village of Oregon Employee Handbook. Shtaida seconded. Motion carried 6-0.
- i. **2024 Village Budget Schedule & Preliminary Budget Considerations:** Way is working on gathering this information and should have numbers available at the July meeting. A full-time Teen Librarian position is needed for 2024.
- j. **Declaration of Surplus:** Bonsett-Veal made the motion to declare two spinners as surplus. Goplin seconded. Motion carried 5-0.
- k. **Proposed Changes to Dane County Library Service Plan & Standards (Discussion Only):** Way asked for the Board to provide feedback which will be shared with the Dane County Library Board.

7. Information Items

- a. **'Library of Things' - Wisconsin State Journal Article 5/14/2023:** Way provided an article that highlighted non-traditional library items in our area and included Oregon Public Library's Eureka Collection.
- b. **Committee Reports**
 - i. **Nominating Committee:** none
 - ii. **Personnel Committee**
 - **Library Director Evaluation:** Goplin said the Director's Evaluation will be written next week and discussed at the Personnel Committee meeting on Thursday. It will be shared with the Board at the July meeting.
- c. **Library Director's Report:** Way reported that the library is very busy! There were over 600 visitors on Monday, which is the busiest day we have had since New Year's Eve 2019. The deadline for donations to the new library to be included on the donor wall is July 20th. The Summer Library Program kicked off on Friday July 9th with programs for all ages including Read to Me, Children, Teens and Adults. On Saturday July 10th, the Art Cart was at Triangle Park with Storytime at the Library in conjunction with the Village Art Fair. SCLS rescheduled their data center move to June 28-July 1. The library will remain open during this time using a mobile hotspot for staff. Patrons will not have internet services. This is one of our busiest weeks of the year and the library staff will do the best they can to continue to provide excellent service to their patrons. Congratulations to new Village Trustees Lynn McDaniel and Tom Kirchdoerfer! The Village Hall opened at their new location 5/15/2023 and congratulations to their staff on their hard work and a successful move! The calendar shows a great array of library programs in June. Shtaida thanked Way for all of her hard work and commented that it is great to see the library numbers bouncing back.
 - i. **Update on Senator Baldwin Congressionally Directed Spending Funding Grant:** Senator Baldwin's office worked diligently to get a waiver for the BABAA requirement for the CDS funding, including contacting Biden's Chief of Staff. A waiver is now published for public input. Way confirmed with USDA staff on 5/23/2023 that the waiver for the BABAA requirement would apply to our project, if finalized. The Wisconsin USDA office is currently waiting on guidance from their National office.

- d. **Statistics Report:** Way discussed the Statistics Report and mentioned Alicia once again did a fabulous job compiling the reports.
- e. **Communications**
 - i. **Village Board announcements:** Bechen announced the names of the new Village Board Members. Amanda Peterson and Bechen testified at the Senate Committee on the Shared Revenue Bill, and the Black History for a New Day class for the Village is complete but the work is not finished and there will be an Open House later this year along with Fall Module information coming soon.
 - ii. **School District announcements:** There were no announcements.
- 8. **Closing and Future Agendas**
 - a. **Next meeting: Wednesday, July 12, 2023**
 - b. **Request for future agenda items:** Because of the furniture ordering schedule and lead times, Way mentioned the possibility of needing a second meeting in August to approve the payment.
- 9. **Adjournment:** Bechen made the Motion to Adjourn at 6:08 PM. Goplin seconded. Motion carried 5-0.