

Oregon Public Library Board MEETING MINUTES

Wednesday, September 14, 2022 at 5:00 PM
Oregon Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** Jenny Nelson called the meeting to order at 5:00 PM.
2. **Roll Call:** Present were: President – Jenny Nelson, Vice President – Laura Shtaida, Secretary – Carlene Bechen (Village Board Rep)(Via Zoom), Dr. Leslie Bergstrom (School 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: Treasurer – Coral Goplin.
3. **Welcome to Laura Reese, New Trustee:** Nelson welcomed Reese and thanked her for joining the team!
4. **Adopt/Amend Agenda:** Shtaida made the motion to adopt the agenda as written. Bergstrom seconded. Motion carried 6-0.
5. **Community Input:** There were no comments.
6. **Consent Agenda**
 - a. Amend/Approve Minutes from August 10 Meeting & September 8 Special Meeting: Shtaida made the motion to Approve the Minutes from August 10, 2022. Bergstrom seconded. Motion carried 6-0. The minutes for the September 8, 2022 meeting will be on the next agenda.
 - b. Review and Payment of available Bills: Motion made to approve the payment of Bills by Shtaida. Bergstrom 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 & New Library Project Schedule: Way referenced the Project Schedule in the packet and stated the project went out to bid on September 12th. The Building Committee has completed the selections for the interior which include neutral carpet colors and the use of paint for color highlights on walls along with furniture for more color.
 - b. Library Director's Report: Way welcomed Reese to the Board! Way appreciates her jumping in during a complicated time and the other Board Members are great people to work with and a good resource to help with any questions. Report highlights included the Village Administrator's visit August 17th, Emily Rusch started as a CLA in late August, Sam Canney had his last day as a Page August 31st and fortunately he is continuing on as a substitute, and Arik Zintel finished his second year as a LTE summer page and it was wonderful to have him back. Kelly, Kara, and Wendy led activities at the Monarch Festival and Kelly and Wendy also participated at the 4K Outreach Event in partnership with the school. The Summer Library Program wrapped up after a very successful summer with almost 800 participants! Way met with the Friends of the Library President, Beth Larimer, and their gardening coordinator, Barb Skiles, to begin to discuss their interest in continuing their gardening program at the new library. The Library greatly appreciates the time, talent and ambience the Friends gardeners bring to the library, but also want to make sure they have the opportunity to decide their level of involvement. The Friends will be holding their Fall Book Sale on Saturday October 15 from 9AM to 3 PM at the Oregon Youth Center.
 - c. Communications
 - i. Dane County Library Service Letter Re: 2023 Operational Reimbursements: Way wanted the Board to know that the Dane County Operational and Facility Reimbursements to the library will use the same formula as previous years to calculate funding for 2023. Moving forward beginning with 2024, the formula will be updated which prevents future funding amounts to be estimated at this time.
 - ii. Village Board announcements: Bechen reported the Village Board is busy with many projects including the Compensation Study, the Diversity Equity and Inclusion Committee, 249 N Main Street discussions, the Sustainability Committee, and the Transportation Committee.
 - iii. School District announcements: Bergstrom reported it has been a really fun beginning to the school year with high energy and positive experiences! The referendum information is available and Bergstrom would be happy to discuss any questions the public might have. She had the opportunity to attend the Monarch Festival and

the 4K Outreach Event and saw the Library Staff in action with story times, story walks, and helping register new library card users. Bergstrom appreciates the wonderful partnership the School District has with the Library.

8. Discussion and possible action items

- a. 2023 Library Budget Request: Way met with the Village Administrator and Finance Director on September 13th. All village departments will need to make adjustments to their requested 2023 budget to ensure the requests equal the available funding. Because retaining the great employees we have is our most important priority, we need to keep enough available funds for the outcomes of the Compensation Study. Way recommends postponing the requested Teen Librarian position from the 2023 budget to the 2024 budget with the knowledge that this position is vital for the new building. Bergstrom made the Motion to postpone the budget request for the Teen Librarian Position to the 2024 budget request and Approve the 2023 Budget as Presented. Bechen seconded. Motion carried 6-0. Shtaida noted that the Library Board has been working hard on increasing wages knowing the importance of paying the library staff what they are worth and appreciates Way's problem-solving to be closer to accomplishing that goal.
- b. Donor Naming Opportunities for New Library: Way explained that with more detailed library plans now available, we have the good fortune to update Library Naming Opportunities, while ensuring we are honoring the vision and commitment to the donors who have already given. Shtaida made the Motion to Approve the updated Naming Opportunities Recommended by Way including the addition of the Patio at \$50,000. Bergstrom seconded. Motion carried 6-0.
- c. Special Meeting for Project Bids: Way discussed the next possible steps for the new library project. The bids will be opened and reviewed September 29th. If there are bids that are within the parameters of our budget, the Village Board can formally approve awarding the bid to the lowest qualified bidder on October 3rd. This gives the Library Board the ability to award the contract. Way would like to schedule a Special Meeting on October 4th for this purpose.

9. Closing and Future Agendas

- a. Special Meeting Date: October 4, 2022 at 6:30 PM
- b. Next Regular Meeting: October 12, 2022 at 5 PM
- c. Request for future agenda items: Bechen requested discussing the opportunity for Community Board and Committee Members to participate in upcoming Diversity Equity and Inclusion Training.

10. Adjournment: Shtaida made the motion to adjourn at 5:34 PM. Bergstrom seconded. Motion carried 6-0.