

## Oregon Public Library Board MEETING MINUTES

Wednesday, December 14, 2022  
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, Treasurer – Coral Goplin, 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: Secretary – Carlene Bechen (Village Board Rep).
3. **Adopt/Amend Agenda:** Goplin made the motion to adopt the agenda as written. Bergstrom seconded. Motion carried 6-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
  - a. Amend/Approve Minutes from October Special Meeting & November Regular Meeting: Bonsett-Veal made the motion to Approve the Minutes from October 18, 2022 and November 9, 2022. Shtaida seconded. Motion carried 6-0.
  - b. Review and Payment of available Bills: Motion to Approve the Payment of Bills by Shtaida. Goplin seconded. Motion carried 6-0.
  - c. Review/Accept Financial Report(s) currently available: Motion made to approve Financial Reports in 6b.
6. **Information Items**
  - a. **Committee Reports**
    - i. Building Committee: There have been no meetings since the last Library Board meeting. The Ground Breaking on 11/15/22 was very exciting and Nelson thanked all of the people who attended! Way is busy working on the interior layouts of shelving and work spaces.
  - b. **Library Director's Report:** The Village held their annual Employee Appreciation Luncheon on 12/08/22 and three of our staff members were recognized for a combined total of 55 years of service: Wendy Borden (Youth Services Assistant) – 20 years, Kelly Allen (Youth Services and Community Engagement Librarian) – 15 years, and Sue Tierman (Circulation Library Assistant) – 10 years. Congratulations and thank you to Wendy, Kelly, and Sue! The library will be closed 12/23-12/26, 12/31, and 1/2/2023 for the holidays; Kara coordinated the transition to a new and improved wireless printing app for patrons; in honor of the groundbreaking, Laura coordinated the opportunity for each staff member to take a hard hat and shovel photo at the new site; Thank you to all of the community and Board members who were able to attend the Ground Breaking Ceremony on 11/15/22 with a special thank you to Nelson and Shtaida for helping plan, host, and providing refreshments for the approximately 78 attendees. Thank you to OCA Media for recording the event! The Village Board approved adding Juneteenth and Martin Luther King Jr Day as paid Village holidays.
  - c. **Communications**
    - i. Village Board announcements: Bechen was not in attendance and there were no announcements.
    - ii. School District announcements: Bergstrom reported the addition of a weekly podcast in the district and the next episode discusses non-screen activities during winter break interviewing School Librarian Mark Lee and Oregon Public Library's Kelly Allen!
7. **Discussion and possible action items**
  - a. **2023 Employee Wage Schedule and Set 2023 Wages for Employees:** A Village Compensation study was conducted in 2022 with a goal of ensuring Village employees are compensated appropriately and competitively within the parameters of the Village budget. The Village Board adopted a 2023 wage scale setting grades and wages for Village positions along with adopting a budget to provide the funding for the wage adjustments. The library is unique as the Library Board has the legal responsibility for establishing staff duties and compensation, which means Library Board approval is also required. Way highly recommends the Library Board approve these recommendations as they meet the Library Board goal of ensuring compensation that helps to retain and recruit quality employees and is more competitive with the market – all library employees will receive a minimum pay increase of 4% or more with a minimum of \$15.79 per hour. Since the recommendations are part of the Village compensation study, this helps to

ensure that library positions are being treated equitably with other Village positions. The Village has allocated the needed amount of funding to personnel wages and fringes to accommodate these wage adjustments. Way encourages the Board to thank the Village Administrator and Village Board members for their commitment to improving compensation for employees. Bergstrom made the Motion to Adopt the 2023 Employee Wage Schedule for Library Employees and 2023 wages for current employees. Bonsett-Veal seconded. Motion carried 6-0. Goplin made the Motion to Hire Any New Employees at Step 1 For the Position They Are Hired For. Shtaida seconded. Motion carried 6-0. The Library Board has had this goal for a long time and Nelson thanked the Village Board for helping move this forward.

- b. **Adopt Final 2023 Library Budget:** The 2023 Village Budget approved by the Village Board included the funds previously requested by the Library Board and the additional funds for wage and fringe line items needed for the library to fully implement the compensation study at the same level as all other Village Departments. This budget will allow us to provide the increased wages and provides the necessary funding to do so. Special thanks to the Village Board, Village Administrator, and the Finance Director for working to make this possible. Shtaida made the Motion to Approve the Final 2023 Library Budget as Presented. Reese seconded. Motion carried 6-0.
- c. **Construction Testing Services:** CGC will be completing testing of sub-grade soils and concrete materials on the library's behalf. This is a continuation of CGC's services, as they were the firm that did the original soil borings and investigation for us during design. Their proposal is based on targeted/expected site visits and testing anticipated in consultation with our Owner's Representative. Bergstrom made the Motion to Approve the CGC Proposal and Authorize Additional Testing, as needed at the hourly rates, up to \$10,000. Reese seconded. Motion carried 6-0.
- d. **Donor Recognition Wall Services:** The Donor Recognition Wall is planned to be located just off the lobby and will recognize donors who contributed to the new library project at a giving level totaling \$1000 or more. Way mentioned that Thyse creates amazing donor walls and this item is already in the existing budget. Bonsett-Veal made the Motion to Approve the Thyse Proposal for the Donor Recognition Wall Services for the New Library. Goplin seconded. Motion carried 6-0.
- e. **Sponsorship Agreement:** Due to the unexpected journey of our project, the agreement previously drafted by the Village Attorney and approved by the Library Board needs to be updated to reflect the new address and a few other minor tweaks. The Agreement is intended to only be used with donors who have reserved naming opportunities. Shtaida made the Motion to Approve the Updated Sponsorship Agreement. Reese seconded. Motion carried 6-0. Way discussed a specific donor that is interested in the opportunity to sponsor the patio area and permanent story walk. Bonsett-Veal made the motion to approve the Sponsorship Agreement for the Patio and Storywalk Naming Opportunity with the donor. Reese seconded. Motion carried 6-0.
- f. **Change Order Approval Process:** Way wants to have a clear and transparent system for modifications in the construction costs while approving them in a timely manner to not delay construction. Way proposed an approval process where change orders may be executed by Geoff Vine, Owner's Representative, for the Library with approval by Jennifer Way and/or Jenny Nelson; each month the change orders signed will be submitted to the Library Board for approval and Nelson's signature along with the balance of the contingency budget for change orders for the Library Board review; and when circumstances allow and/or change orders are discretionary or not time-sensitive, they may be presented to the Library Board prior to being executed. Nelson mentioned Vine is very diligent in reviewing all of the documents that are presented to him. Bonsett-Veal said it is a great to appropriately word the approval process to not delay construction. Goplin made the motion to approve the change order process as noted. Reese seconded. Motion carried 6-0.
- g. **Building Project Change Order(s):** The first change order was not yet available and should be ready for the January meeting.

## 8. Closing and Future Agendas

- a. Next meeting: Wednesday, January 11, 2023
- b. Request for future agenda items: none

## 9. Adjournment: Shtaida made the motion to adjourn at 5:32 PM. Reese seconded. Motion carried 6-0.