

## Oregon Public Library Board MEETING MINUTES

Wednesday, January 11, 2023  
Oregon Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** Jenny Nelson called the meeting to order at 5:03 PM.
2. **Roll Call:** Present were: President – Jenny Nelson, Vice President – Laura Shtaida, Treasurer – Coral Goplin, Secretary – Carlene Bechen (Village Board Rep), Dr. Leslie Bergstrom (School Board Rep) (arrived at 5:18), John Bonsett-Veal, Laura Reese, Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder).
3. **Adopt/Amend Agenda:** Goplin made the motion to adopt the agenda as written. Shtaida seconded. Motion carried 6-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
  - a. **Amend/Approve Minutes from December 2022 Meeting:** Shtaida made the motion to Approve the Minutes from December 14, 2022. Goplin seconded. Motion carried 6-0.
  - b. **Review and Payment of available Bills:** Motion made to approve the payment of Bills by Bonsett-Veal. Reese 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:** None
  - b. **Library Director's Report & Management Team Reports:** Way reported Katie Schofield has accepted the position of part-time Circulation Library Assistant and will start 1/10/23. Two employees will be on FMLA leave for part of January so programming in January will be limited for this reason. Our annual employee evaluation and feedback process is in progress which is a great opportunity to both give and receive input. The Friends will be submitting their final group of Bill's receipts for the Bill's Support Oregon program before Bill's closes 1/29. Special thanks to the Faust family and Bill's for giving back to the community in this way since 1996! A big thank you to Sandi Holcomb who has meticulously totaled the droves of receipts over the years, especially the past month since Bill's announced their closing resulting in high volumes of receipts. We appreciate the Friends coordination of this program and all of the community members who saved their receipts to support the library. This will impact our programming moving forward as it is funded 100% by Friends funding, a large portion of which came from the Bill's receipt program. In Management Team reports: Laura, Kelly, and Kara completed the online workshop series "How to Build LGBTQIA+ Centered Spaces, Programs, and Services"; Alicia and Kara completed the "Disney's Approach to Quality Service" online course; Kelly and Wendy attended the WLA Conference in Lake Geneva; Tech Services and Circulation have begun the project of adding additional labels to picture books in preparation of forward-facing display shelves in the new library; Laura purchased and installed organizational bins for the Supply Cabinets to be used now and in the new building; Kara completed the Website transition to Drupal 9 and introduced the new wi-fi printing software ePrintIt; Kara partnered with Oregon Nature Alliance to add 6 new native plant varieties to the seed library; Adult Services is working on weeding collections to be ready for the new library; Alicia attended Self-check/RFID/ILS and Circulation User group meetings, worked with bibliotheca and SCLS to trouble-shoot hardware issues, researched cash-handling options for the new library, and coordinated the updated the software license for our security camera system. From October to December 2022, Kelly and Wendy had 1980 people attend 71 in-person/live-virtual programs and 430 people participated in 10 self-directed activities. The Community End of Year Party returned after a 3-year hiatus and was a huge success with 220 people attending to enjoy the crafts, photo booth, scavenger hunt and balloon drop! The library enjoyed visits from Oregon Preschool Inc, Netherwood Knoll 1<sup>st</sup> and 2<sup>nd</sup> grade classes, and Kelly visited three 4K sites monthly for storytime and the Oregon Youth Center semi-weekly for activities. The planning for 2023 is well under way! Bonsett-Veal mentioned he is amazed and impressed with the amount and quality of the library's programming. Nelson and the Board agreed that the library staff is amazing!

- i. **Senator Baldwin Congressionally Directed Spending Request:** Senator Baldwin's office has emailed an update on the status of the congressionally directed spending funding for the Oregon Public Library in the amount of \$1 million. The bill was signed into law by President Biden on 1/29/23 and there are a few steps remaining before funding would be awarded. The library will wait to pursue any announcement of this until after we again hear from Senator Baldwin's office. It is important to note that this funding will not change the total project budget. Instead, this funding will eliminate the need for the Village Board to reallocate funds from the CIP to cover the additional bid costs. This results in the Village commitment returns to the original contribution of \$10 million plus \$600,000 for solar/geothermal. Way wanted to give a special thank you to Dr. Bergstrom, Randy Glysch, Judy Knutson and Tom Linfield for writing letters of support. Way also appreciates Martin Shanks, Elise Cruz, Randy Glysch and Jenny Nelson for their important contributions. Way extends a very special thank you to Senator Baldwin and her team for selecting this project in her Congressionally Directed Spending requests and for all their work in getting it included in the FY23 Appropriations Bill.
  - ii. **Building Project & Change Orders:** Way reported that there are no change orders at this time. The project is going well and Tri-North expects to pour footings and foundations in late January. Alliant Energy expects to be installing permanent power to the site by the end of the month which will eliminate the need for a generator onsite.
- c. **Communications**
- i. **Village Board announcements:** Bechen reported that there will be a primary election for the Village Board with 7 candidates for 3 seats. The DEI Committee's recommendation of honoring Martin Luther King Jr Day resulted in Village Buildings being closed for business and no meetings scheduled for Monday January 16. In regards to 249 Main Street, Vandewalle has been hired for consultation and this process is underway.
  - ii. **School District announcements:** Bergstrom announced the decision at the last School Board Meeting of the inclusion of ½ credit of financial literacy and ½ credit of political science as graduation requirements. This aligns the district with state standards and will make a significant positive impact for our students.

## 7. Discussion and possible action items

- a. **Replacement Purchase of Self-Check Machines:** Our current self-check machines are overdue for replacement. Patron use of the self-checks helps to optimize use of staff time and provides a quick, self-serve option for those who choose to use it. We anticipate the location of these in the new library will make it more convenient and more appealing for patrons to use. Because this impacts staff and patrons alike, we would like to replace our two current models no less than 6 months in advance of our move. This will allow us to troubleshoot any issues and provide time for everyone to adjust and get comfortable with the new model prior to the library's move. Way's goal in doing so is that this will result in one less change for patrons right after we move, since there will already be many changes for people to adjust to. Bonsett-Veal made the motion for the Approval of Purchase of Two Countertop Self-check Units per Enclosed Quotation from Envisionware for a Total of up to \$14,040 with Expenses to be Paid from 202-55110-820 out of the New Library Building Project Budget. Bechen seconded. Motion carried 7-0.
- b. **Amendment of Staff Status Policy:** Way explained that the library continues to work through the reviewing and updating our policies. Changes to the Staff Status policy are very minimal and mostly for clarity to outline expectations as a staff member in addition to addressing that fines have been eliminated. Goplin made the motion to Approve the Amended Staff Status Policy as Proposed. Shtaida seconded. Motion carried 7-0.

## 8. Closing and Future Agendas

- a. Next meeting: Wednesday, February 8, 2023
- b. Request for future agenda items: none

## 9. Adjournment:

Bechen made the motion to adjourn at 5:54 PM. Shtaida seconded. Motion carried 7-0.