

Oregon Public Library Board MEETING MINUTES

Wednesday, February 8, 2023
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, Secretary – Carlene Bechen (Village Board Rep), John Bonsett-Veal, Laura Reese (via Conference Call), 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. Shtaida seconded. Motion carried 6-0.
4. **Community Input:** There were no comments
5. **Consent Agenda**
 - a. **Amend/Approve Minutes from January 2023 Meeting:** Shtaida made the motion to Approve the Minutes from January 11, 2023. Bechen seconded. Motion carried 6-0.
 - b. **Review and Payment of available Bills:** Motion made to approve the payment of Bills by Shtaida. Bechen 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 Order #1:** Way explained Change Order #1 is a reduction in contract costs of \$10,815.40 from the original contract. This savings will be used to offset the costs of other future Change Orders that will be paid for out of the contingency line of the project budget. Goplin made the motion to approve the Building Project Change Order #1 and Authorize the Library Board President to sign. Bonsett-Veal seconded. Motion carried 6-0.
6. **Information Items**
 - a. **Committee Reports:** None
 - b. **Library Director's Report:** Way highlighted items from her Director's Report including library staff participated in 156.75 hours of professional development in 2022 and it is our goal in 2023 that every staff member participates in continuing education opportunities. The tentative installation date for replacement self-check machines is the first week of April and special thanks to Alicia for taking the lead on this project. Wendy had 50 attendees at Story Time on Tuesday! The building project continues to be on schedule and the foundations for the two-story section will begin to be poured the first week of February. Nelson mentioned she was asked to speak about the library at the People's United Methodist Church this week and she shared end of year statistics and the new library building information.
 - c. **Communications**
 - i. **Village Board announcements:** Bechen summarized the many projects the Village Board is working on and the primary election is in two weeks.
 - ii. **School District announcements:** none
7. **Discussion and possible action items**
 - a. **2022 Department of Public Instruction Annual Report:** Each year, Wisconsin Public Libraries are required to complete and submit an annual report to the Wisconsin Department of Public Instruction. Way summarized the annual report and thanked Kara, Kelly, Alicia and Laura for their contributions of statistics and data for the report and to Lisa and John from Village Hall for providing the financial reports. The Board was impressed by the statistics and Way mentioned that these numbers will continue to grow with our new building. Bonsett-Veal made the motion to approve the 2022 DPI Annual Report and the System Statement of Effectiveness to Indicate the South Central Library System Did Provide Effective Leadership and Adequately Met the Needs of the Oregon Public Library in 2022. Goplin seconded. Motion carried 6-0.
 - b. **2022 Statement of Library System Effectiveness:** Motion made to approve in 7a.
 - c. **Declaration of Surplus Property:** Shtaida made the motion to declare the library cart as surplus. Bechen seconded. Motion carried 6-0.
 - d. **Library Calendar Proposal:** Way discussed the importance of having meeting room management software in preparation for the new library. Way and Kara Ripley evaluated four different vendors and the product they recommend is the most cost effective and provides the best functionality, flexibility, and ease of use for our library. It

integrates with our web calendaring and marketing, so those steps will coordinate in with our room reservation system, eliminating additional work. Costs for the annual subscription fee were included in our 2023 budget request and the one-time implementation fee can come out of 2023 funds if the budget allows but may need to come out of contingency. Bechen made the motion to approve the Proposal from LibraryMarket for LibraryCalendar for both the implementation and annual subscription fee and to approve the use of contingency funds, if needed, to cover the one-time implementation fee. Bonsett-Veal seconded. Motion carried 6-0. After further review, Goplin requested follow up information on a few details. Bonsett-Veal made the motion to amend the motion previously adopted to now read: Approve the Proposal from LibraryMarket for LibraryCalendar for both the implementation and annual subscription fee and to approve the use of contingency funds, if needed, to cover the one-time implementation fee and to allow for suspension of this decision for a maximum of one month dependent upon follow up information. Bechen seconded and the amended motion carried 6-0.

- e. **Insurance Proposal:** Way explained that Builder's risk coverage is required by our contract documents with Tri-North. Three quotes/proposals were received and Geoff Vine did a thorough analysis of the proposals. The recommended proposal is the lowest premium cost, provides the best coverage, and includes the fewest contingencies. Bonsett-Veal made the motion to reaffirm/approve the Acceptance of the Proposal from M3 Insurance for Builder's Risk Insurance Coverage through Hanover. (Including the declination of the optional terrorism premium). Bechen seconded. Motion carried 6-0.
- f. **Recognition Standards:** Way stated the generosity of community donors has been instrumental in making a new Oregon Public Library possible. Donor recognition is an important part of expressing gratitude for the role of community donors in this important community project. Way and Nelson worked on standardizing the language formats to be equitable and consistent. Shtaida made the motion to approve the Donor Recognition Standards for the New Library as Presented. Bechen seconded. Motion carried 6-0.

8. Closing and Future Agendas

a. **Next meeting: Wednesday, March 8, 2023**

b. **Request for future agenda items:** If needed, the LibraryCalendar Proposal will be on the next agenda.

9. **Adjournment:** Bechen made the motion to adjourn at 6:04 PM. Bonsett-Veal seconded. Motion carried 6-0.