

Oregon Public Library Board MEETING MINUTES

Wednesday, April 12, 2023
Oregon Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** Jenny Nelson called the meeting to order at 5:02 PM.
2. **Roll Call:** Present were: President – Jenny Nelson, 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: Vice President – Laura Shtaida, Treasurer – Coral Goplin, Secretary – Carlene Bechen (Village Board Rep).
3. **Adopt/Amend Agenda:** Reese made the motion to adopt the agenda as written. Bonsett-Veal seconded. Motion carried 4-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
 - a. **Amend/Approve Minutes from March 2023 Meeting:** Bergstrom made the motion to Approve the Minutes from March 8, 2023. Bonsett-Veal seconded. Motion carried 4-0.
 - b. **Review and Payment of available Bills:** Motion made to Approve the Payment of Bills by Bergstrom. Reese seconded. Way clarified two changes to the expense report – the additional line item for Barking Dog Storywalk Solutions and the updated amount for M3 Insurance. Bergstrom made an amendment to her motion to include the two changes. Reese seconded the amended motion. Motion carried 4-0.
 - c. **Review/Accept Financial Report(s) currently available:** Motion made to approve Financial Reports in 5b.
 - d. **Building Project Change Order #2:** The Change Order dated 3/31/2023 for \$32,398.40 would be paid for out of the contingency line for the new library project and has been reviewed by the Owner's Representative and the Architect. Thank you to Crowley Masonry who offered a generous In Kind Donation lowering our costs of the brick blend. Bergstrom made the motion to Approve Change Order #2 and authorize the Library Board President to sign. Bonsett-Veal seconded. Motion carried 4-0.
6. **Information Items**
 - a. **Committee Reports:** On behalf of the Nominating Committee, Reese thanked the Board for their prompt feedback. Voting on the Slate of Nominees will be in June. Way said there is nothing new to report for the Personnel Committee and a meeting will be scheduled soon. The Building Committee has not met.
 - b. **2023 YTD Statistics Report:** Way highlighted the 2023 Year-To-Date Statistics report that shows the library is rebounding to pre-pandemic numbers in all categories.
 - c. **Board Continuing Education**
 - i. **ALA Freedom to View Statement:** The American Library Association (ALA) Freedom to View Statement is endorsed by the Oregon Public Library Board as part of our Collection Development policy. This is an information item only as Way wants to be proactive in communication.
 - d. **Library Director's Report & Quarterly Management Team Report:** To honor National Volunteer Week April 16-22, 2023, Way wanted to thank everyone who volunteered for our library! We are thankful for all of our current and past library volunteers especially our Friends and those on Boards involved with our New Library Project! The Friends of the Library booksale is April 15th at the Oregon Youth Center from 9-3. Our new self-checks were installed April 3rd to allow staff and patrons to adjust to the new equipment before the move to the new library. Thank you to Alicia for taking the lead on this project! The library will be closed on April 18th until 1:00 for a staff inservice at the Oregon Youth Center. Laura coordinated an opportunity for patrons to provide feedback on their favorite lounge chairs based on comfort. With over 250 participants, the top two chairs will be included in the new library furniture options. Aerial drone footage of the construction site from 3/24/2023 is available on YouTube courtesy of Tri-North.

- i. **Update on Senator Baldwin Congressionally Directed Spending (CDS) Funding Grant:** After Way reached out multiple times to determine the next steps for receiving the CDS grand funding, she was contacted by the USDA on March 16, 2023 regarding our funding which was applied for on April 8, 2022. They consider the funding status as “designated, but not obligated” at this time. For the funding to be obligated, we have to complete the USDA’s additional application and requirement process. There are two requirements including BABAA, which went into effect in February 2023 which could be barriers. This challenge is being experienced by other CDS funding grant awardees also. We will wait to make any announcement about funding until the funding is received.

e. **Communications**

- i. **Village Board announcements:** Elections were held April 4th and Phil Van Kampen will be the incoming Village President and the Trustees elected include Carlene Bechen, Jason Mahnke, and Derek Below.
- ii. **School District announcements:** Bergstrom reported there are lots of great things happening in the District including the School Board passing a resolution to Support Public School Funding while continuing to be a unified voice to speak up for what our schools need from the state budget.

7. **Discussion and possible action items**

- a. **JSD Proposal for Required Documentation for CDS Funding:** Bergstrom made the motion to Approve the Proposal from JSD to complete the required documentation related to the CDS funding to meet USDA grant requirements (item 12b on the Grant Application Checklist). Bonsett-Veal seconded. Motion carried 4-0.
- b. **Authorization for SCLS to Submit Adjacent County Reimbursement:** Bonsett-Veal made the motion to Authorize SCLS to Submit the Adjacent County Reimbursement Requests as presented. Reese seconded. Motion carried 4-0.
- c. **Declaration of Surplus Property (Self-Checks Kiosks):** Reese made the motion to Declare the 2 Obsolete Self-Check Kiosks as Surplus. Bonsett-Veal seconded. Motion carried 4-0.
- d. **Summer Page LTE Positions & Hours:** Bonsett-Veal made the motion to Authorize the Library Director to Fill the Limited Term Employment Summer Hours (320 hours) budgeted for summer 2023 by hiring 2 LTE Pages to split the hours or hiring 1 LTE Page and reallocating the remaining hours to other Pages. Reese seconded. Motion carried 4-0.
- e. **Library Services & Hours May 27 & May 30 Due to South Central Library System Temporarily Suspending Network Services:** Bergstrom made the motion to Authorize the Library to Close to the Public on Saturday May 27 and Tuesday May 30 for part or all of the day due to the technology outage; Library Staff would be scheduled to work and the Library may choose to reopen on Tuesday May 30 if network services were to become available early and staffing levels allow. Reese seconded. Motion carried 4-0. Way mentioned that the network outage affects all of the libraries in SCLS but other libraries might have internet available from another source or be able to be open in some capacities.
- f. **Naming Opportunities and Sponsorship Agreement(s):** Reese made the motion to Approve the Sponsorship Agreement with the Donor for their Naming Opportunity. Bergstrom seconded. Motion carried 4-0.
- g. **Preliminary Design Concepts for New Library Graphics & Donor Recognition Signage:** Way shared Thyse’s preliminary ideas for the lobby donor wall, children’s area graphics, and room signage. The board loved the ideas so Thyse will continue working on the drafts. Nelson said Thyse is a great partner to work with.

8. **Closing and Future Agendas**

- a. **Next meeting: Wednesday, May 10, 2023**
- b. **Request for future agenda items:** None

9. **Adjournment:** Bonsett-Veal made the motion to adjourn at 5:56 PM. Reese seconded. Motion carried 4-0.