



256 Brook Street
Oregon, Wisconsin 53575
www.oregonpubliclibrary.org
(608) 835-3656

Oregon Public Library Board MEETING MINUTES

Wednesday, May 10, 2023
5:00 PM

Oregon Area Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** President Jenny Nelson called the meeting to order at 5:00 PM.
2. **Roll Call:** Present were: President – Jenny Nelson, Vice President – Laura Shtaida (dismissed at 5:45), Treasurer – Coral Goplin (arrived at 5:02), Secretary – Carlene Bechen (via conference call) (dismissed at 5:46), John Bonsett-Veal, Laura Reese, Brett Rottinghaus – OPN Architects, Library Director – Jennifer Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder). Not present: Dr. Leslie Bergstrom (School Board Rep).
3. **Adopt/Amend Agenda:** Shtaida made the motion to Adopt the Agenda as Written. Reese seconded. Motion carried 5-0.
4. **Public Meeting Regarding the Oregon Public Library Project:**
 - a. **Presentation on Oregon Public Library Construction Project (Village of Oregon) by Brett Rottinghaus (OPN Architects):** Nelson introduced Brett Rottinghaus from OPN Architects to lead the Public Meeting Presenting the Oregon Public Library Construction Project. Rottinghaus summarized the overall project including site plan, floor plan, renderings and model fly-through. With illustrated renderings and the floor plans, Rottinghaus summarized the overall project's design including the elements that were included in each part of the building and outside. He highlighted special features including the feature wall at the entrance to the Children's Area, the Children's Reading Nook and the Donor Wall, the Teen's signature space next to the Maker Space, the Community Room, the second-story Information Desk, and the Quiet Reading Room. Rottinghaus did a computer-generated "fly-through" of the inside of the library and "fly-around" outside the library showing the street views and where the building is in relation to the neighborhood and conservancy. Rottinghaus discussed the status of the construction schedule as on track with exterior walls being finished, framing beginning on inside walls, and roof installation and the geo-thermal system underway soon. Rough grading has been completed around the building and one can see how the building is sitting nicely in the landscape. Rottinghaus visited the construction site and expressed that the views out the windows of the Children's Area are stunning and he's excited to see the perspectives from the second floor. The views are exactly what OPN envisioned they would be. Rottinghaus believes the library, along with the walking path around the library, are going to be great places for the community to enjoy.
 - b. **Questions from Community Members Regarding the Project:** Nelson asked if there were any questions from the community. One member asked where the elevator would be and Rottinghaus pointed it out on the floor plans, located off the prefuction space near the front doors. There were no additional questions from the public. With no further questions, Bonsett-Veal expressed appreciation from the Board to Rottinghaus and OPN Architects for all of their hard work and dedication. Rottinghaus, on behalf of OPN, stated they are excited to be at this stage of the journey with this project and be able to give the community a library they will love.
5. **Community Input:** A community member complimented that while walking on the path on the back side of the trees in the conservancy, the library isn't visible. Rottinghaus was happy to hear that because that was one of OPN's goals. .
6. **Consent Agenda**
 - a. **Amend/Approve Minutes from April 2023 Meeting:** Bonsett-Veal made the motion to approve the Minutes from April 12, 2023. Reese seconded. Motion carried 4-0 with Goplin and Shtaida abstaining.
 - b. **Review and Payment of available Bills:** Motion made 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 5b.
 - d. **Building Project Change Order – None**

7. Information Items

a. Committee Reports

i. **Nominating Committee:** Reese presented the Slate of Candidates as follows: President – Laura Shtaida, Vice-President – Jenny Nelson, Secretary – Carlene Bechen, and Treasurer – Coral Goplin. The next Election of Officers will take place at the Annual Meeting in June.

ii. **Personnel Committee:** Way said the Committee is scheduled to meet Monday to discuss the Director's annual review and increasing staff levels in anticipation of needs for the new library.

b. **Building Report:** Nelson had nothing to add to the information given by Rottinghaus in the Construction Project Presentation.

c. **Library Director's Report:** Way highlighted some of the items from her report including: the Library will be closed Saturday 5/27 and Tuesday 5/30 due to expected SCLS network outages affecting services. Thank you to the Senior Center for letting our staff visit on 5/30 to use their internet! Our five Management Team members have completed the Village's Nehemiah Black History for a New Day 9-week, 2 hours/week training course. A staff inservice was held April 18 from 8-1 with Lieutenant Chad Schaub from the Oregon Police Department and Tony Antoniewicz from the Oregon Area Fire and EMS as guest presenters. Our summer LTE Page position has been posted with an application deadline of 5/15. The library is participating in the Essential Items Drive for the Oregon Area Food Pantry as part of the Oregon Area Wellness Coalition initiative. The Village Hall is closed for moving 5/8-5/12 and will be open 5/15 at their new location on Alpine Parkway. We look forward to being neighbors again soon! The updated Village Employee Handbook was approved by the Village Board on Monday and the Library Board will be discussing it at the next meeting.

i. **Senator Baldwin Congressionally Directed Spending Funding:** Way updated the Board on the CDS funding mentioning that 10 of the 13 items are completed on the checklist and 2 items are near completion. The final item to be completed is to provide documentation of cost sharing which needs to be done after the Village completes the final borrowing in June. Way is working hard to complete all of the components and appreciates the ongoing support from Senator Baldwin's office and assistance from the USDA-RD team.

d. **Friends Book Sale Report:** Way discussed the report submitted from the Friends of the Oregon Library which included 118.20 volunteer hours devoted to the April 2023 Book Sale between November 2022 and the date of the sale. The sale raised \$1608 for Library Programming! Way appreciates the Friends' hard work and is looking forward to sharing a dedicated space with them in the new library!

e. Continuing Education

i. **Trustee Essential #23:** Way included "Dealing with Challenges to Materials and Policies" as proactive information for the Board.

f. Communications

i. **Village Board announcements:** Bechen discussed the new comprehensive Employee Handbook, the DEI Committee is planning the next steps after the successful Black History for a New Day Course and thanked everyone who participated, the Board determined the process for deciding the new appointees for the two open trustee seats, and the 249/267 N Main proposal decision will wait until the two seats are filled.

ii. **School District announcements:** Nelson mentioned it is busy May for the district's students, teachers, and families!

8. Discussion and possible action items

a. **Agreement to Participate in SCLS Technology Services:** Way noted that this is an annual authorization needed to participate in SCLS Technology Services. Reese made the motion to approve the Agreement as stated. Goplin seconded. Motion carried 5-0.

b. **2024 Village Budget Schedule & 10 Year Capital Improvement Plan Budget Requests:** Way included the CIP worksheets for the Board that will need to be submitted to Finance Director Novinska by Friday June 23rd.

c. **Omni Technologies Proposal for Surveillance:** Goplin made the motion to Approve the proposal by Omni Technologies for the CCTV/Security Camera System for the New Oregon Public Library and to accept the Corresponding Credit from Tri-North's Contract to offset costs. Bonsett-Veal seconded. Motion carried 4-0.

d. **Thysse Proposal for Services:** Funds were set aside in the new library project budget for graphic and/or feature walls in the new library. Thysse is able to provide services from design to fabrication to installation. Goplin made the motion to Approve the Thysse Proposals for Services for the Children's Area, Donor Wall, and OPL Logo Wall of the New Library. Bonsett-Veal seconded. Motion carried 4-0.

- e. **Annual Bylaw Review:** Each year, our library board reviews bylaws for possible amendments. Way noted that the bylaws were last amended in 2022 and at this time there are no proposed bylaw amendments.
 - f. **Dane County Standards:** Way reported the Oregon Public Library is in compliance with the Dane County Standards as we exceed the benchmark standards. Dane County is in the process of reviewing and proposing changes to the standards that would possibly go into effect in 2025.
 - g. **Naming Opportunities and Sponsorship Agreement:** Way discussed the current list of Naming Opportunities including opportunities that have been selected and those that are still available. A Donor (Donor D) would like to select the Window Seating Area in the lobby for their gift of \$60,000. This is currently not on the list and would be a new opportunity. Goplin made the motion to Approve Donor D's Request to Add the Lobby Window Seating Area as a Naming Opportunity and to Update the Naming Opportunities List as Recommended by Way. Reese seconded. Motion carried 4-0. A donor (Donor C) has made a pledge commitment of \$100,000 and has requested the Board consider making the Community Room be available for their Naming Opportunity. Goplin made the motion to Approve Donor C's Request to Select the Naming Opportunity of the Community Room at their Donation Level and to approve the sponsorship agreement with that donor. Reese seconded. Motion carried 4-0.
9. **Closing and Future Agendas**
- a. **Next meeting: Wednesday, June 14, 2023**
 - b. **Request for future agenda items:** Nelson would like to discuss the Sue Ames Room being honored in the new library and Goplin would like to discuss the questionnaires to be sent out for Way's annual review.
10. **Adjournment:** Bonsett-Veal made the motion to Adjourn at 6:24 PM. Reese seconded. Motion carried 4-0.