

## Oregon Public Library Board MINUTES

Wednesday, July 12, 2023 at 5:00 PM  
Oregon Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** Laura Shtaida called the meeting to order at 5:00 PM.
2. **Roll Call:** Present were: President Laura Shtaida, Vice President – Jenny Nelson, Treasurer – Coral Goplin, Secretary – Carlene Bechen (Village Board Rep), Dr. Leslie Bergstrom (School Board Rep), Laura Reese, Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder).  
Not present: John Bonsett-Veal.
3. **Adopt/Amend Agenda:** Nelson made the motion to adopt the agenda as written. Bergstrom seconded. Motion carried 6-0.
4. **Community Input:** The Board recognized Jennifer Way for her Five Year Anniversary at Oregon Public Library! Shtaida and the Board appreciate everything Way does for the Library and the Community.
5. **Consent Agenda**
  - a. **Amend/Approve Minutes from May 2023 Meeting:** Noting the clerical error of May 2023 Minutes corrected to June 2023, Goplin made the motion to Approve the Minutes from June 14, 2023. Bechen seconded. Motion carried 6-0.
  - b. **Review and Payment of available Bills:** With the additional line items of Alliant Energy, and Transformations and LFI if approved at Agenda Items 7b and 7c, Nelson made the Motion to Approve the Payment of Bills. Bechen seconded. Motion carried 6-0.
  - c. **Review/Accept Financial Report(s) currently available:** Motion made to approve Financial Reports in 5b.
6. **Information Items**
  - a. **Committee Reports**
    - i. **Personnel Committee:** Goplin reported the Director's Performance Review is ready to be presented to the Board in closed session at Agenda Item 7h.
    - ii. **Building Committee:** Nelson reported the Building Committee was able to tour the new library last evening. The meeting focused on the Donor Wall area and the direction of the graphics for the Children's Area. The committee was very excited to see the building and is looking forward to seeing all of the designs in the library.
  - b. **Library Director's Report & Management Team Reports:** Way discussed the deadline for donations of over \$1000 to the new library to be included on the donor wall is July 20<sup>th</sup>. All gifts will be included in a donor booklet. Summer Library Program kicked off on July 9<sup>th</sup> with programs for all ages, including Read to Me, Children, Teens, and Adults. It has been the busiest summer we have had in a long time with many wonderful volunteers! The Quarterly Management Team reports show the staff's priorities of the Summer Reading Program and preparations for the New Library.
    - i. **Senator Baldwin - Congressionally Directed Spending Grant Funding Status:** Way continues to work closely with the USDA on the \$1M Congressionally Directed Spending Funding Grant through Senator Baldwin's office. The BABA waiver was approved for CDS applicants and the library was asked to provide additional documentation to demonstrate eligibility for the waiver. Candie Jones at the Village helped Jennifer to provide significant documentation on short-notice. The USDA submitted our project to request the OMB transfer funds to the federal USDA office. If the letter of award is not received by August it may be necessary to initiate the Village borrowing to ensure adequate funding in hand to pay the bills.
  - c. **Communications**
    - i. **Village Board announcements:** Bechen discussed the ongoing process of the 249 N. Main Street project, the Adoption of the Sustainability Goals Transitioning to Carbon Neutrality and 100% Renewable Energy by 2050, and the approval of authorizing the DEI committee to issue a letter to state representatives regarding diversity, equity, and inclusion programs and efforts on the University of Wisconsin campuses.
    - ii. **School District announcements:** Bergstrom reported the Summer Semester is going well and the High School is filled with excited young people navigating the halls!
7. **Discussion and possible action items**

- a. **Committee Appointments:** Way pointed out the bylaws don't delineate a clear process for revisiting appointments to a standing committees. Currently Ad Hoc Committees serve until the work is completed and Standing Committees serve until they notify the Board they are not interested in serving on the committee any longer. The Board agreed no change is necessary and will continue operating with the status quo.
- b. **Proposal for Office Furniture:** Way and the Management Team have been working with Deb Haeffner, the Building Consultant for the South Central Library System, to identify needs for office furniture for offices and staff workspaces, along with tables for the conference and community room, and community room chairs. Individual offices were designed in collaboration with the employee and open office/department workspaces were designed based on the preferences of the Department Supervisor to best meet workflow needs for each department. Goplin made the Motion to Approve the Emmons Business Interiors quote for office furniture, to authorize staff to work with EBI to make any additional adjustments to the order provided these adjustments do not exceed an increase of \$5000, and to approve payment of 50% down payment. Bechen seconded. Motion carried 6-0. Bergstrom made the motion to Approve the Transformations quote for Eva lounge chairs and approval of the payment of 50% down payment deposit. Nelson seconded. Motion carried 6-0.
- c. **Proposal for Library Shelving:** Way has been working with Deb Haeffner on shelving needs for the new library. Haeffner has coordinated a plan for shelving that is based on current and projected collection size, OPN's design for the new library and preliminary shelving layout, and available shelving solutions. Because square footage was cut from the library, we have less space than needed for the collections long-term. Haeffner has balanced the seating needs with the shelving necessities resulting in a modified layout and shelving heights to optimize collection space. Nelson made the Motion for Approval of the LFI, LLC quote #3522 for library shelving and payment of 50% down. Goplin seconded. Motion carried 6-0.
- d. **Schedule 2<sup>nd</sup> August Meeting Date (if needed):** Way will contact the Board with possible meeting dates if needed.
- e. **Amend Fine & Fee Schedule:** Way recommends a few minor changes to the Fine & Fee Schedule. Bechen made the motion to Approve the Fee Schedule as presented. Goplin seconded. Motion carried 6-0.
- f. **Annual Review of Organizational Chart:** The library organizational chart is reviewed annually. Way mentioned ongoing efforts for increasing our staffing levels to be prepared for the new library's additional staffing demands with the focus on a Full-Time Teen Librarian for 2023.
- g. **2024 Library Budget Request:** Way explained the complexity of composing the 2024 budget for a building we haven't moved into yet. Way is analyzing information to get the best numbers possible. The most critical parts of the operating budget include a Full-Time Teen Librarian, Building Maintenance, Property Insurance, Electrical Costs, Contract Costs including Snow Removal, Costs of Maintenance and Inspections, and Network Services with SCLS. The Board recognizes that the budget is very fiscally responsible considering the new building is three times larger than the current building. The Budget Request draft will be presented at the August meeting for the Board's consideration.
- h. **Convene in Closed Session pursuant to Chap. 19.95(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director Evaluation):** Roll Call Vote: Shtaida – Yes, Nelson – Yes, Goplin – Yes, Bechen – Yes, Bergstrom – Yes, Reese – Yes. Bechen made the motion to Approve the Director's Evaluation as presented. Nelson seconded. Motion carried 6-0.
- i. **Adjournment from Closed Session:** Nelson made the motion to adjourn from closed session at 6:10 PM. Goplin seconded. Motion carried 6-0.

## 8. Closing and Future Agendas

- a. **Next meeting: Wednesday, August 9, 2023**
- b. **Request for future agenda items:** none