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Oregon Public Library Board MEETING MINUTES

Wednesday, August 16, 2023
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, Dr. Leslie Bergstrom (School Board Rep), John Bonsett-Veal, Laura Reese, Geoff Vine – Owner’s Representative (arrived at 5:09), Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not present: Secretary – Carlene Bechen (Village Board Rep).
3. **Adopt/Amend Agenda:** Nelson made the motion to adopt the agenda as written. Goplin seconded. Motion carried 6-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
 - a. **Amend/Approve Minutes from July Meeting:** Reese made the motion to Approve the Minutes from July 12, 2023. Bonsett-Veal seconded. Motion carried 6-0.
 - b. **Review and Payment of available Bills:** Motion made to Approve the Payment of Bills by Nelson. 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 #5:** Way explained there were miscellaneous minor adjustments to the project as part of change orders and that these are covered within the contingency budget. Nelson made the motion to approve the Building Project Change Order #5. Goplin seconded. Motion carried 6-0.
6. **Information Items**
 - a. **Building Project Report (Geoff Vine, Owner’s Representative):** Vine gave a summary of the schedule and progress of the building project. The drywall and masonry are underway and the curbs and gutters will be poured soon. The electrical schedule has been moved back a few weeks due to expected delays, but everything else is on schedule to date.
 - b. **Committee Reports:**
 - i. **Building Committee:** Nelson reported the Building Committee met and was able to tour the new library site. They provided feedback on the direction of the children’s area wall graphics. Decisions on the furniture have also been completed.
 - ii. **Personnel Committee:** Goplin will be scheduling a meeting with Way to discuss her review.
 - c. **Library Director’s Report:** Way noted that there are many wonderful things happening at the library including the excitement with the Summer Reading Program, a partnership with the Nature Alliance to plant a native garden at the Oregon Village Hall with over 40 volunteers on 8/5, and the Lego Creations Expo 8/17 with celebrity judges. In partnership with Madison Community Foundation (MCF), we are once again able to accept stock donations through our partnership with them. Previously, the Oregon Community Resource Network (OCRN) supported us in this way, but they have recently dissolved. Two donors have chosen to donate to stock to the library through MCF since mid-June. Emily Rusch was promoted to the position of Reference Assistant and we are sad to say goodbye to Claire Peterson, Leah Mauldin, and Cindy Bentz. Interviews for two Circulation positions are underway and applications are being accepted for two page positions. Thank you to everyone who was able to attend the Sneak Peak Tour of the new library on 7/31! Sixteen people attended including Village Board, Library Board, and the Steering Committee for Fundraising. Nelson led the tour and OPN’s team provided a glimpse of the new space via augmented reality headsets. We are holding visits for the library staff in late August. Shtaida thanked the entire staff for helping to keep the library running smoothly this summer.
 - i. **Senator Baldwin Congressionally Directed Spending Funding Status:** Funds have been transferred to the National USDA Office from the Office of Management and Budget. A final review and issue of the Letter of Conditions and the obligation of funds papers should be happening soon, according to our contact at USDA.

d. **Communications**

- i. **Village Board announcements:** In Bechen's absence, Way noted the Village will be focusing on the budget for 2024.
- ii. **School District announcements:** Bergstrom reported that school athletics have started, school registration begins next week, and it is exciting to have the kids return soon for the school year!

7. **Discussion and possible action items**

- a. **Proposal for Required Sprinkler Inspections for 200 N. Alpine:** The new library will have a sprinkler system, which the current library does not have and there are requirements for regular inspections. The proposal for the required inspections has been reviewed by Vine and Nelson. Bonsett-Veal made the motion for Approval of Ahern proposal for sprinkler inspection services at the new library. Nelson seconded. Motion carried 6-0.
- b. **Proposal for Commissioning Services:** During initial planning for the new library, the Library Board had lengthy discussions about the value of engaging a commissioning agent in the project at the recommendation of Trustee Nelson. The Village Board had expressed concern about past municipal construction projects having ongoing costly time-consuming issues with mechanical systems. The Library Board budgeted for hiring a commissioning agent as part of the project budget that was approved by the Library Board. This is not something that has been utilized on past municipal projects and both the library and future Village projects will benefit from Trustee Nelson's expertise regarding commissioning services. Vine explained that the commissioning service makes sure the Mechanical, Electrical, and Plumbing systems are operating exactly as designed and are functioning optimally. Nelson has worked with HGA for the Forest Edge Elementary School project and recommends their services. Goplin made the motion to re-affirm/approve the HGA proposal for commissioning services for the new Oregon Public Library. Bergstrom seconded. Motion carried 6-0.
- c. **Proposal from Field & Stream Restorations for Professional Services:** It is very important to the library and the community that the prairie around the library be restored. Vine explained that we going to restore the prairie making it even better than it was originally. Because it takes 3-4 years of management to produce an amazing prairie that is easy to maintain, the services of a professional ecological service will be engaged. Bergstrom mentioned the school district tried to maintain the prairie between Netherwood and Prairie View Schools on their own and it was very difficult so she is glad the library is hiring professionals. Goplin made the motion to Approve the Field & Stream Restorations proposal of additional services from 2024-2026 to best maintain and support the establishment of native landscape during the critical three years as part of the new library project budget. Bergstrom seconded. Motion carried 6-0.
- d. **Proposal for Exterior Signage & Interior Room Signage:** It is important to have attractive and clear signage for the new library. Ryan Signs is a reputable provider of professional sign services. Nelson, Bonsett-Veal, and Vine have used Ryan Signs many times and highly recommend the company. Bonsett-Veal made the motion to Approve the Ryan Signs proposal to provide both the exterior signage and interior room signage for the new library as outlined in the proposal. Nelson seconded. Motion carried 6-0.
- e. **Proposal for Circle Wall Production:** The circle wall will be a feature in the children's area of the new library with seating and a walk through entrance just for the kids. The Building Committee chose to proceed with the orange squirrel concept for the circle wall to tie in with the nature theme in the space. This feature is made possible due to generous community donations. Bonsett-Veal made the motion for Approval of Thyse's proposal for the Circle Wall Production and installation of the orange graphic concept. Goplin seconded. Motion carried 6-0.
- f. **Proposal for Office Task Chairs & Magis Chair:** Task chairs are one of the few items of furniture that the library has recently purchased. The library will move all of the chairs that are in good condition to the new library. However, additional task chairs are required. Bergstrom made the motion to Approve the Interior Investments proposal for task chairs and magis chair for the youth department. Goplin seconded. Motion carried 6-0.
- g. **Library Staffing Need/Priority for New Library:** Way reviewed the library's plan for stepping up the staffing levels on a gradual basis to be ready for the additional space of the new library. At this time, we have two key staffing priorities: a full-time Teen Librarian position and a Shared Full-time Janitor position that would be split with the Village. Kelly Allen submitted the "Investing in the Library and Teens in Our Community" report for the Board. It explains why hiring a Teen Librarian is critical to the success of the entire library. Our current Youth Services department of Kelly and Wendy Borden are amazing, and the amount of programs and services they provide matches many libraries with bigger budgets and more staff, but this is not sustainable while continuing to provide the level of service we want for our community. Way explained that this position was originally approved and requested with the 2023 budget but was postponed because of the timing of the building project and the Village budget priority of employee compensation for 2023. This position was submitted and evaluated as part of the compensation study so is already included on the Village wage schedule. For the Janitor position, Vine explained there will be a lot more overall building maintenance with the new library. Way stated that we are investing in a new library and it is important to maintain it properly. Way discussed the opportunity for sharing a Janitor position with the Village would be mutually beneficial. If this position is

not selected, the library would continue the current model of using a cleaning service but those costs will increase due to the expanded facility size.

- h. Position Description for Teen Librarian Position:** Bonsett-Veal made the motion to Approve the Teen Librarian Position Description as presented. Bergstrom seconded. Motion carried 6-0.
- i. 2024 Library Budget Request:** Way discussed the 2024 Library Budget Request. This request includes the Village Employee Compensation Plan, increased staffing, and new building costs. Way deferred requesting funds for library programming until 2025. Shtaida thanked Way for all of her work to present a thoughtful and responsible budget that is considerate of the entire village. Bonsett-Veal noted he was impressed with the well-crafted budget. Goplin made the motion to approve the Library's 2024 budget request including the following: 1. Library employee wages and fringes to be updated in accordance with the Village's 2024 compensation plan. 2. Include new full-time Teen Librarian position and corresponding benefits for the entire year beginning January 1, 2024. (This position has been placed at a Grade 9 in the Village Compensation Plan by Carlson Dettman's compensation study work.) 3. Include shared full-time janitor position shared with Village to clean new library space. Budgeted funds from the current cleaning contract (currently budgeted in 203-55111-290 as a placeholder) will be available to apply towards costs, if this direction is pursued. Minimum of 20 hours/week is desired, but 25 is preferred. Nelson seconded. Motion carried 6-0.

8. Closing and Future Agendas

- a. Special August Meeting: Wednesday, August 30, 2023 at 5 PM at Oregon Area Senior Center**
 - b. Next meeting: Wednesday, September 13, 2023**
 - c. Request for future agenda items: none**
- 9. Adjournment:** Goplin made the motion to adjourn at 6:10 PM. Bonsett-Veal seconded. Motion carried 6-0.