

Oregon Public Library Board SPECIAL MEETING MINUTES

Wednesday, August 30, 2023

5:00 PM

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

1. **Call to Order:** Laura Shtaida called the special 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, Library Director – Jennifer Endres Way, Circulation Supervisor – Alicia Fisher (recorder). Not present: Carlene Bechen (Village Board Rep)
3. **Adopt/Amend Agenda:** Goplin made the motion to adopt the agenda as written. Bonsett-Veal seconded. Motion carried 6-0.
4. **Community Input:** There were no comments
5. **Discussion and possible action items**
 - a. **2024 Library Budget Request:** Way reported that she and President Shtaida met with Village Administrator Martin Shanks and Village Finance Director Lisa Novinska on 8/24/2023 to discuss the Library's budget request. Currently included in the budget is a full-time janitor position split with the Village with 25 hours (62.5%) for the library. The Village understands the Library's need for a full-time Teen Librarian and anticipates being able to fund that position for 6 months in 2024. The Library's fund balance, which is currently \$141,280.31 and has not been used since 2018, could be used to bridge the gap and allow for this important position to be in place for the full year. This possibility will be discussed further at the September Library Board meeting. Way also pointed out that due to special revenue sources and changes in shared revenue, 2023 and 2024 were atypical years; in future years the budget will again be more challenging with levy limits continuing. The Village asked all departments to look at possible revenue sources moving forward; for the Library revenue is limited due to the nature of the library. However, this may include evaluating the charge for copies (the copier lease up for renewal in for 2024) and the possibility of a rental room fee for the community room after hours.
 - b. **General Furniture Bid Package:**
 - i. Way shared that items were selected based on needs and preferences of library and that 4 reputable furniture vendors in the area (Alstad Inc., Demco, Emmons Business Interiors, and Interior Investments) were asked to provide pricing on the furniture bid package. Alstad declined to submit pricing due to time and staffing limitations. Demco was also asked to provide pricing for 2 display units that are proprietary so there are only vendor for this bid item. Way also expressed appreciation for the help of the furniture selection group members and the South Central Library System Building Consultant, Deb Haeffner, for their assistance in the furniture selection process. Bonsett-Veal made the motion to approve proceeding with purchasing the furniture groups from the vendor that was the low bid for that furniture group and to authorize a down payment of up to 50%, as required by the vendor as follows: Emmons Business Interiors \$121,061.26, Demco \$1245.54, and Interior Investments \$62,624.44. Nelson seconded. Motion carried 6-0.
 - ii. Way reported that overall the total furniture costs are expected to exceed original budget amounts. This is not surprising given the construction climate and the fact that the original furniture budget was decreased as part of our cost savings efforts. However since the budget was set we have received significant additional donations that will allow us to fund the purchase of these items beyond the original budget amount. This helped to inform the selection of furniture. Goplin made the motion to approve the use of donated funds to pay for the Emmons Business Interiors (EBI) \$121,061.26 portion of the general furniture package costs. Reese seconded. Motion carried 6-0.
 - c. **Proposal for Computer Tables:** Way shared that computer tables are needed for the lobby, 2nd floor computer workstations, and the microfilm reader. Goplin made the motion for approval of the Duet Resource Group proposal with price quote of \$29,547.00 for computer tables and required 50% down payment. Bonsett-Veal seconded. Motion carried 6-0.

- d. **Proposal for LinkCat Tables:** Way said that custom tables are needed for patron LinkCat stations in order to maximize shelving space and work around the support columns without impacting aisle space. After researching multiple options this one seemed to best meet the Library's needs in a cost-effective manner. Bonsett-Veal made the motion for Approval of LFI proposal for custom LinkCat computer tables with price quote of \$2,658.00 and required 50% down payment from the furniture budget for the project. Reese seconded. Motion carried 6-0.
- e. **Proposal for Additional Hon Furniture:** Way reported that Hon furniture planned for many items in the children's area, staff break room, and the teen area are sold by EBI, but not other local furniture vendors. Bergstrom made the motion for approval of EBI proposal with a price quote of \$17,612.19 for additional Hon furniture pieces from the furniture budget for the project and required down payment. Goplin seconded. Motion carried 6-0.
- f. **Proposal for Room Scheduler Software:** Way shared that OMNI is providing display screens for the 1st and 2nd floor. To display event slides, promotions, and room schedules on these screens a room scheduler software is needed. There is not an annual license fee for this software. Bergstrom made the motion for approval of OMNI proposal of \$3,447.00 for Room Scheduler Software for the display screens and downpayment as needed from the audiovisual line item of the project budget. Bonsett-Veal seconded. Motion carried 6-0.
- g. **Declaration of Surplus:** Way stated the 2 spinners and 3 dividers are no longer being used and won't be used in the new building. Once declared as surplus, these items will be offered to other public libraries and Village departments. Goplin made the motion to declare the 2 spinners and 3 dividers as surplus. Reese seconded. Motion carried 6-0.
- h. **Donor Recognition Standards for Naming Signage & Recognition Booklet:** Way said that in order to be equitable to donors and provide appealing and complementary signage standards are needed for donor recognition in the naming signage and recognition booklet. The Board had previously decided that logos and images would not be included in the signage. Donors who provided support at the naming opportunity level could be allotted up to one page in the donor recognition book that would allow for special texting and to be able to include their business logo, biography, photo, etc. Reese made the motion that donor recognition signage may include up to two lines of text for their names and honorees in a standard size and font, and that donors who supported a naming opportunity level be allowed up to one page in donor recognition book for special information on the donor and/or their honoree, if desired. Business logos and/or one photo may be included per donor recognition listing. Bonsett-Veal seconded. Motion carried 6-0.
- i. **Appliances Order from Tri-County Appliance:** Way reported that Laura Dewey, Technical Services Supervisor and Administrative Assistant, has been working with Tri-County to identify models of appliances to be used in the community room kitchen, staff break room, and janitor's closet that will best meet the library's needs and preferences. Appliances needed are 2 ADA height dishwashers, 2 refrigerators, a stacked washer and dryer, a microwave, and applicable installation. Cost will be paid from the furniture budget. Several board members commented that they appreciate that this is a local business and that they have had positive experiences with them in the past. Bonsett-Veal made the motion to approve the appliance purchase locally from Tri-County Appliance with the final appliance selection to be made at the discretion of staff provided the cost of purchase/installation doesn't exceed \$8000. Goplin seconded. Motion carried 6-0.
- j. **Proposal for Professional Moving Services:** Three professional moving services submitted proposals for moving the library to the new location. Based on the cost, duration of move, and experience with library moves, Way recommended that the proposal from Yerges Van Liners be accepted. Way has worked with them previously, along with others providing proposals, and this company comes highly recommended by other libraries. We will have the option to have staff and volunteers assist with the move which could result in cost savings. Nelson made the motion to approve Yerges Van Liners as the professional moving service at proposed cost range of \$28,412.00-\$31,509.50 to help move to the new library building and the required downpayment of 50% with costs to be paid for by the moving line item from the project budget. Bonsett-Veal seconded. Motion carried 6-0.
- k. **Donor Wall and Graphic Wall Update** Way provided updated graphics from Thyse with the proposed images for the Donor Wall and Graphic Wall. Bonsett-Veal moved to approve the updated donor wall design with the flexibility for minor layout adjustments and corrections at the discretion of staff. Reese seconded. Motion carried 6-0.

6. Closing and Future Agendas

- a. **Next meeting: Wednesday, September 13, 2023**
- b. **Request for future agenda items:** none

7. Adjournment: Goplin made the motion to adjourn at 5:30pm. Bonsett-Veal seconded. Motion carried 6-0.