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Oregon Public Library Board MINUTES

Wednesday, September 13, 2023
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) (via conference call), Dr. Leslie Bergstrom (School Board Rep), John Bonsett-Veal, Laura Reese (arrived at 5:22), Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder).
3. **Adopt/Amend Agenda:** Goplin made the motion to amend the agenda to move item 7h to before 7a. Nelson seconded. Motion carried 6-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
 - a. **Amend/Approve Minutes from August Regular Meeting:** Nelson made the motion to Approve the Minutes from August 16, 2023. Bergstrom seconded. Motion carried 6-0.
 - b. **Amend/Approve Minutes from August Special Meeting:** Goplin made the motion to Approve the Minutes from the Special Meeting August 30, 2023. Bergstrom seconded. Motion carried 6-0.
 - c. **Review and Payment of available Bills:** Motion made to Approve the Payment of Bills by Nelson. Goplin seconded. Motion carried 6-0.
 - d. **Review/Accept Financial Report(s) currently available:** Motion made to approve Financial Reports in 5c.
6. **Information Items**
 - a. **Library Director's Report – August Highlights:** Way discussed the CDS Grant funding status for the \$1 million and hopes of notification of an update regarding the final review in the next few weeks. Funds have been transferred to the Federal USDA office. Way's director report highlights included: two new Circulation Library Assistants, Lynda Lofgren and Andrea Parmentier, will start in September; recruitment continues for the two open Library Page positions; and kudos to our entire staff, especially Alicia – our Circulation Supervisor – for continuing to provide outstanding service while operating short four team members during a busy time of year! Our Summer Reading program wrapped up in August and was a great success!
 - b. **Event Calendar:** The Monarch Festival September 9th at the NKE/PVE Outdoor Classroom was a great event with lots of community interaction. We are hosting a Live Stream Global Conversation Event October 3rd with Award-Winning Author Jacqueline Woodson.
 - c. **Communications**
 - i. **Village Board announcements:** Bechen discussed many of the items the Village Board are busy working on including Strategic Planning, Budget Planning, and discussions on items to include on an agenda.
 - ii. **School District announcements:** Bergstrom is excited that the school year has started! The kids and staff are having lots of fun and the year is off to a great start. Bergstrom said it was wonderful to see the kids come back last week! It is Youth Sports Night at Friday's High School Football game, which will be a fun-filled event.
7. **Discussion and possible action items**
 - h. **Donor Agreements for Naming Opportunities:** (Item Moved to before 7a). Way discussed that Donor Agreements were established as part of our project, but have evolved as circumstances have changed. Originally, the establishment of these agreements was in part intended to clarify the donation commitment and to set forth expectations for donations to be made at a future date as well as to protect the donor if the project were not to occur. This was not implemented as originally intended because of our project's unique journey. We are now seeking to sign donor agreements with the remaining donors who have selected a Naming Opportunity and at this point have already fulfilled their donation commitment. Way explained there is a standardized template given to every donor. Bonsett-Veal made the motion to Approve the standard donor agreement and authorize the execution of this agreement with any donors who have selected a Naming Opportunity and have already paid their donation commitment in full. (This

means these agreements would be signed and considered approved with eligible donors, but would not be individually presented to the Library Board for approval.) Bergstrom seconded. Motion carried 6-0.

- a. **Resolution Approving Amendment to Dane County Standards for Public Libraries:** Way explained that Dane County is seeking to amend the Library Standards which apply to public libraries in Dane County. In order to amend the standards, the proposed changes must be agreed to by the Library Boards of at least 50% of participating municipalities and 80% of the population of participating municipalities. The Board previously reviewed and discussed these changes at the June 2023 Board Meeting. Bonsett-Veal made the motion to Approve the Resolution Approving Amendment to Dane County Standards for Public Libraries. Goplin seconded. Motion carried 6-0.
- b. **Final Graphic Wall Design:** Way said the professional services of Thyse were engaged to create graphics for the children's area in the new library. These designs have included input from various individuals including the architect, design team, Youth Services staff, Library Board, and the Building Committee. Nelson made the motion to Approve Thyse wall graphics as presented in the final elevations. Bechen seconded. Motion carried 6-0. The Board is very excited with how wonderful the final designs look!
- c. **2024 Library Budget Request:** Way reviewed the 2024 Library Board Budget request. President Shtaida and Jennifer met on 8/24/2023 with Lisa Novinska (Village Finance Director) and Martin Shanks (Village Administrator). Budget needs were discussed and modifications to the budget were discussed. While they understand the importance of the new Teen Librarian position, due to budget limitations they anticipate only being able to fund 6 months of the position. This position is important to have for the full year because of the move to the new library. Because we want to be a good partner with the Village and show our good faith effort of balancing the budget, Way recommends using the library fund balance to fund up to six-months of the new Teen Librarian position, if necessary, which would still allow this critical position to be created at the beginning of the year. Trustee Reese arrived during discussion of this item. Goplin said this option is financially responsible problem solving. Bonsett-Veal made the motion to Approve changes to the 2024 Library Budget request as follows: Increase revenue for temporary investments from \$3,000 to \$5,000; Eliminate line item 203-55111-331 Mileage/Travel for building \$25; and Approve use of library fund balance, if necessary, to fund up to the six-months of the new full-time Teen Librarian position including wages/benefits to facilitate having this critical position in place for the full year of 2024 with the request that the Village Administrator and Finance Director consider recommending to the Village Board funding of this position for as much of the 2024 fiscal year as possible and fund at least 50% of the 2024 cost. (The estimated cost for 50% is \$41,464 based on a full-time position assuming family health insurance coverage). Bergstrom seconded. Motion carried 7-0.
- d. **Computer Magic Proposal for Phone System:** Goplin made the motion to Approve the purchase from Computer Magic of required phone system items and optional phone items at the prices provided with the quantity for optional items to be determined at the discretion of the Library Director and to authorize the required prepayment for these items from the Computers/IT line of the building project budget. Nelson seconded. Motion carried 7-0.
- e. **Purchase of Miscellaneous Computer/IT and FFE Items within Project Budget:** Way explained that the new library budget includes \$60,000 for Computer/IT related items including computers, monitors, printers, barcode scanners, and label printers. The Furniture, Fixtures & Equipment budget is \$750,000 and we are now entering the phase where we will begin to make a number of small purchases including amenities for the Children's Play Area and Sensory Room, along with book carts, rugs, mats, and other amenities. Way would appreciate it if the Library Board would authorize Way to use the remaining budgeted funds within the budget parameters, similar to how the operating budget is handled for these smaller purchases. Bonsett-Veal made the motion to Authorize Library Director to make purchases from new library project budget for Computer/IT and miscellaneous Furniture, Fixtures, and Equipment items, within the parameters of the project budget for those line items. Reese seconded. Motion carried 7-0.
- f. **Proposal for Hightower True Love Seating:** Way shared that the library is working on the selection of outdoor seating, including seating for the back patio. Because of timing and limited quantities, Way would like to get pre-approval for this kid-friendly, eco-friendly item if it should make the final selection. Bechen asked about security of the item. For flexibility, patio furniture will not be bolted down.. If this item does not make the final selection, this purchase will not be made. Bergstrom made the motion to Approve EBI quote for outside seating items. Goplin seconded. Motion carried 7-0.
- g. **Regular Meeting Date/Time:** After a brief discussion, to better accommodate all Trustee's schedules, Goplin made the Motion to Approve changing the start time of the Library Board meetings from 5:00 PM to 5:15 PM beginning next month and revisit this schedule at the end of the school year. Bonsett-Veal seconded. Motion carried 7-0.

8. Closing and Future Agendas

- a. **Next meeting: Wednesday, October 11, 2023 at 5:15 PM**
- b. **Request for future agenda items:** none

9. **Adjournment:** Bergstrom made the motion to adjourn at 5:41 PM. Reese seconded. Motion carried 7-0.