

Oregon Public Library Board MINUTES

Wednesday, November 8, 2023

5:15 PM

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

1. **Call to Order:** Shtaida called the meeting to order at 5:15 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 (arrived at 5:21), Geoff Vine – Owner’s Representative (dismissed at 5:35), 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:** Goplin made the motion to adopt the agenda as written. Nelson seconded. Motion carried 5-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
 - a. **Amend/Approve Minutes from October Meeting:** Nelson made the motion to Approve the Minutes from October 11, 2023. Goplin seconded. Motion carried 5-0.
 - b. **Review and Payment of available Bills:** Motion made to Approve the Payment of Bills by Nelson. Goplin seconded. Motion carried 5-0.
 - c. **Review/Accept Financial Report(s) currently available:** Motion made to approve Financial Reports in 5b.
 - d. **Building Project Change Order #7:** Vine discussed the details of the Change Order including the roof ridge vent modification, elimination of the elevator room, door change, and the custom extension for the drive-up book drop. Bergstrom made the motion to approve the Building Project Change Order #7. Bonsett-Veal seconded. Motion carried 5-0.
6. **Information Items**
 - a. **Building Project Report & Schedule (Geoff Vine, Owner’s Representative):** Vine outlined the progress of the building project reporting the electrical service is done, the elevator will be done soon, the critical exterior is completed, landscaping is almost finished, flooring is being worked on. Tri-North is working hard on getting their portion completed by the end of November and the punch list will be continue to be completed in December. Vine said the window views are fantastic and the Board will be very happy with the results of the building project. Once the building passes all of the necessary inspections, the library will be ready for occupancy. Shtaida thanked Vine for all of his hard work and dedication on this project!
 - b. **Library Director’s Report:** Way highlighted her report including the Teen Librarian position posting on 10/31/2023 with a deadline of 11/21/2023. Jeff Rau is coordinating the posting of the potential shared janitorial position. The Friends of the Library board will tour the new library on Wednesday November 15th. Laura Shtaida, Jennifer Way, and Laura Dewey will meet with them following to discuss new library-related matters to make sure everyone is on the same page. The entire Management Team has been working hard on moving-related projects and Way thanks them for going the extra mile and supporting our staff during this exciting but demanding transition! Because so many of our staff were interested in attending, the library was closed from 11:15 to 1:45 so staff could attend the annual Village Employee Appreciation Luncheon on November 8th. Final adoption of the Village Budget is scheduled for 11/20/2023. Rachel Brickner, the Senior Center Director, will include an invitation in their November Newsletter for any Seniors concerned about transportation to the new library to contact either the Senior Center or the Library so we can understand their needs. Kara has created bookmarks available at the library for any patrons with this concern.
 - i. **Update on CDS Grant Funding and 11/06/2023 Village Board Meeting:** Way reported that she found out today that the funds are now obligated to the Oregon Public Library but more navigation will be needed through the process along with the possibility of a Federal Government shut-down in the near future. Way explained that after ongoing discussions with Administrator Martin Shanks and Finance Director Lisa Novinska regarding the Village conducting short-term borrowing for the final \$1 million that the Village had committed to borrow, this has been identified as the best solution while we navigate the final steps of the CDS funding process. Way wanted to thank Lisa and Martin for their continued helpfulness.

