

# Oregon Public Library Board Minutes

Wednesday, April 10, 2024 at 5:15pm

200 N Alpine Pkwy, Oregon, WI 53575 (Conference Room)

(608) 835-3656 - [OregonPublicLibrary.org](http://OregonPublicLibrary.org)



(609) **Call to Order:** Laura Shtaida called the meeting to order at 5:15 PM.

(610) **Roll Call:** Present were: President – Laura Shtaida, Vice President – Jenny Nelson (via conference call), Treasurer – Coral Goplin, Secretary – Carlene Bechen (Village Board Rep) (arrived at 5:16), 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.

(611) **Adopt/Amend Agenda:** Bechen made the motion to adopt the agenda as written. Goplin seconded. Motion carried 6-0. (Note item 3 discussed after 5c)

(612) **Community Input:** There were no comments.

(613) **Consent Agenda**

- a. **Amend/Approve Minutes from March Meeting:** Goplin made the motion to Approve the Minutes from March 13, 2024. Reese seconded. Motion carried 5-0.
- b. **Review and Payment of available Bills:** Motion made to Approve the Payment of Bills by Bergstrom. Reese seconded. Motion carried 6-0.
- c. **Review/Accept Financial Report(s) currently available:** Motion made to approve Financial Reports in 5b.

(614) **Discussion and possible action items**

- a. **A802 Amendment to Professional Services Agreement with OPN for Additional Geothermal Services:** Way explained that as a clarifying bookkeeping item, this is an amendment to the Village/Library contract with OPN for an additional \$14,000 for OPN to contract with IMEG for the required engineering services to proceed and fully design our geothermal system. These costs were incurred prior to going to bid when the project costs were being significantly cut and a decision had to be made to proceed with either a traditional HVAC system or geothermal. Because the Village Board designated funding specifically for solar and geothermal, we were able to proceed with geothermal. Owner's Representative Geoff Vine approves the payment of the services and adequate funds are available to cover the costs. Bechen made the motion to approve the Amendment to Professional Services Agreement with OPN for Additional Geothermal Services in the amount of \$14,000. Goplin seconded. Motion carried 6-0.
- b. **2023 Dane County Standards:** Way reported our statistics from the Annual Report show we are in very good standing in all categories except for Minimum Hours Open in which we will need to request a provisional exemption due to our closure for the move in December. Way explained this is standard procedure for libraries and if we hadn't closed for our move we would be in 100% compliance in all categories.
- c. **Provisional Exemption to Dane County Standards Annual Hours Due to Temporary Closure for Relocation:** Bergstrom made the motion to Approve the Request for Provisional Exemption to Dane County Standards for Annual Hours Due to our Temporary Closure for Relocation. Bechen seconded. Motion carried 6-0.
- d. **Village Volunteer Policy and Waiver and Release of Liability Form:** Way said the Village did a great job updating the Volunteer Policy and we want to take advantage of the Village's expertise and implement the policy at the Library. It was noted we would request existing volunteers sign the new form and we will revisit the library specific policy to determine if it is still needed. Goplin made the motion to adopt the Village Volunteer Policy. Reese seconded. Motion carried 6-0.
- e. **Naming Opportunity & Consider Changing Name of Makerspace to The/the Creative Space:** Way summarized the Library Board's Approval in March of a donor request to allow "In celebration of" on the donor recognition sign along with the Approval of the \$75,000 gift for the Makerspace naming opportunity to also include two outside benches. The donor's family has requested a name change which they believe would better encapsulate the variety of events and programs that will take place in that space. Goplin made the motion to approve the name change of Makerspace to Creative Space. Nelson seconded. Goplin added a friendly amendment to change the wording of the motion to approve the name change of Makerspace to Creative Space contingent upon the donor's financial support of the naming opportunity. Nelson seconded. Motion carried 6-0.

- f. **Closing Capital Campaign/Unselected Naming Opportunities:** Way explained the Library has been engaging in fundraising activities for the new library ever since the feasibility study was conducted in the fall of 2018. The campaign Steering Committee was organized in February 2019 to formally organize the capital campaign. A capital campaign was established and fundraising was actively being pursued even after the Steering Committee finished meeting in February 2021. Once the project budget was finalized, fundraising has continued on a more passive bases with significant new donations being received as recently as our grand opening January 4, 2024. Now that the new library has opened and the project is wrapping up, Way recommends the Library Board officially close the capital campaign and any unselected naming opportunities. Way believes having these naming opportunities available may assist future staff and Board Members as they conduct fundraising for possible expansion or remodeling. Goplin made the motion to approve officially ending the capital campaign and terminate any unselected naming opportunities, except for the Makerspace/Bench Opportunity as the library is actively involved in discussions about this space with a donor. Bechen seconded. Motion carried 6-0.
- g. **Short-Term Loan Repayment:** Bergstrom made the motion to authorize the Village Finance Director to pay off the remaining principle balance of the short term loan in the amount of \$57,068.19. Bechen seconded. Motion carried 6-0.
- h. **Proposal from Energy Savers for IRA Incentive Assistance:** This item will be tabled until the May meeting when more information is available.
- i. **OPN Proposal for Additional Services – Maintenance List:** Way requested a fee proposal from OPN for professional additional services for developing a high-level maintenance list for the new Oregon Public Library so there is a clear building maintenance plan moving forward. Goplin made the motion to approve the OPN proposal for the additional services for a Maintenance List. Bechen seconded. Motion carried 6-0.

## 7. Information Items

- a. **Committee Reports**
  - a. **Personnel Committee:** Way said there is a meeting scheduled for April 23<sup>rd</sup> to discuss the annual director evaluation.
  - b. **Nominating Committee:** Reese reported a survey was sent to the Board and they are waiting for all of the responses before proceeding.
- b. **Library Statistics – March 2024:** Way highlighted a few key statistics including that the March circulation was the highest it has been since the summer of 2019! So far this year, Oregon has the 10<sup>th</sup> highest circulation of all LINKcat branches, which is up from 15<sup>th</sup> at the end of 2023! We have issued more library cards in three months (704) than we did in the entire years of 2020 (234) and 2021 (419) combined! The Taylor Swift party hosted by the Youth Services Team was a huge success with over 500 patrons visiting that day!
- c. **Library Management Team Department Quarterly Reports:** Way said the staff is doing a tremendous job of getting settled in the new library while supporting each other and the rest of the staff!
- d. **Library Director’s Report:** Way reported Patricia Bugalski will be retiring from her Page Position on May 4<sup>th</sup>. We are happy for her next chapter but will miss her greatly! Congratulations to Patricia! Alex Flum started at the library as a full time janitor on 3/18/2024. He will be taking care of cleaning the library for the majority of his hours with the balance of his time spent cleaning at Village Hall. We are really lucky to have Alex on our team! Friends of the Library will be hosting their book sale at the new library for the first time Friday April 19<sup>th</sup> 4-7 and Saturday April 20<sup>th</sup> 9-3. The “Daily Reporter” recently announced its 2023 Top Project honorees and we are proud to say that the Oregon Public Library made the list of 50 honorees of top construction projects in Wisconsin and there will be a special event in May. The building punchlist work continues with multiple subs onsite most days. We are still waiting for LFI to complete the shelving punchlist. The village election was held on April 2<sup>nd</sup> and the library was a polling place for the first time and had many Village residents stop by and sign up for Library Cards while they were here voting. We benefitted from the library design and used the gate to close the Community Room off from the rest of the library before library hours which worked wonderfully! Village Administrator, Martin Shanks, will be stopping by each Village Department and will be at the library on Wednesday April 17<sup>th</sup> from 1:30 – 4:30 for “on-site office hours” and welcomes any staff member to say hello, ask a question, or provide feedback.
- e. **Communications**
  - a. **Village Board announcements:** Bechen discussed the April Village Board election results with all three incumbents re-elected, the Art Committee will be receiving four pieces of art on loan for a year, and the Sustainability Committee is implementing a composting service for the community.
  - b. **School District announcements:** Bergstrom reported the recent eclipse event was a huge success in the district. Thanks to a donation of eclipse glasses, all teachers and students were able to participate in viewing the eclipse!

**8. Closing and Future Agendas**

a. **Next meeting: Wednesday, May 8, 2024**

b. **Request for future agenda items:** none. Nelson mentioned that she will be speaking about the Library Project's sustainability elements at the Oregon Earth Day Festival event on April 20<sup>th</sup> at 2:00.

**9. Adjournment:** Bergstrom made the motion to adjourn at 5:58 PM. Reese seconded. Motion carried 6-0.