

Oregon Public Library Board Annual Meeting Minutes

Wednesday, June 12, 2024 at 5:15pm

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

(608) 835-3656 - OregonPublicLibrary.org



1. **Call to Order:** Laura Shtaida called the meeting to order at 5:15pm.
2. **Roll Call:** Present were: President – Laura Shtaida, Vice President – Jenny Nelson, Treasurer – Coral Goplin, Secretary – Carlene Bechen (Village Board Rep), Dr. Leslie Bergstrom (School Board Rep), John Bonsett-Veal, Laura Reese, Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder).
3. **Adopt/Amend Agenda:** Nelson made the motion to adopt the agenda as written. Bechen seconded. Motion carried 7-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
 - a. **Amend/Approve Minutes from May Meeting:** Reese made the motion to Approve the Minutes from May 8, 2024. Goplin seconded. Motion carried 6-0 with Bergstrom abstaining.
 - b. **Review and Payment of available Bills:** Motion made to Approve the Payment of Bills by Nelson. Bergstrom seconded. Motion carried 7-0.
 - c. **Review/Accept Financial Report(s) currently available:** Motion made to approve Financial Reports in 5b.
6. **Information Items**
 - a. **Summer Reading Program Handout:** Way said the Summer Library Program began June 3rd and the library has been busy! There are great programs and fun activities scheduled for all ages at the library and at off-site locations. We are using the on-line Beanstack app to gather statistics and track reading progress. There are paper sheets available to document progress but we are asking patrons to input their information to Beanstack before the end of the Program to be qualified for the Grand Prize Drawings.
 - b. **Library Director's Report & Village Memo Re: CDS Grant Funding:** With sadness, Way announced Vicki Cothroll, former Library Director of the Oregon Public Library passed away on June 3, 2024. Vicki was the Library Director for about 13 years and retired in January 2009. Our condolences to her husband, Ed, and her family. We appreciate all of the work that she had done to make the library what it is today and her legacy will continue. A memo was provided to the Village Board officially announcing that the Village of Oregon and the Oregon Public Library are the recipient of \$1,000,000 FY23 grant for construction of the new Oregon Public Library made possible through the Congressionally Directed Spending grant program! Our Public Art – Burr Oak sculpture by artist Tim Adams was installed on 6/4 and will be on display at the library for about a year. We are appreciative of the Public Art Committee and the artist for sharing their beautiful piece with us and Public Works did a great job with the installation. The library's patio doors opened last week and when all of the furniture is available, we will announce the opening more publicly. It is a great spot to spend time outside. An online auction was held to sell some of the surplus items in good condition at the old library and a total of \$430.13 was raised! Thanks to Laura Dewey for making the auction possible and to Alex Flum for his help! Laura is now working with a library find a new home for the remaining shelving. Staff has completed their first full pay period using miPay instead of paper time sheets and they have adjusted to one more change incredibly well! Thanks to Laura Dewey for her leadership on creating instructions and coordinating the miPay transition with the Village to go smoothly for library staff. We received a Focus on Energy Grant of \$8240 for our solar panels thanks to our commissioning agent, Michael Barnett. The artwork we have ordered so far has been installed and there are opportunities to add more art to the library in the future. We are still waiting for LFI to complete their shelving punchlist. Thank you to Humberto Arias and Al Bausch for helping clean while our janitor was out for medical reasons.
 - c. **Library Statistics:** Way discussed the continued strong numbers the library is experiencing. The self-check machines are very popular with 82% of checkouts at the self-checks in May, which frees up the circulation staff to help other patrons and reduces wait times. Our study and meeting room use and library cards issued numbers are impressive to date. Shtaida is impressed that the monthly door count average looks to be more than the population of the Village!

- d. **Committee Reports:**
 - a. **Personnel Committee & Director Evaluation:** Goplin reported that the next meeting has been scheduled to discuss the Director's Evaluation. It will be shared with the Board at the July meeting.
 - b. **Nominating Committee:** Reese will discuss at 7a.
- e. **Communications**
 - a. **League of Municipalities – Libraries FAQ (June 2024):** Way shared the document as an informational item only for review of relationships between the Library Board and Village Board.
 - b. **Village Board announcements:** Bechen discussed the excitement of the CDS Grant received by the Library especially when municipal budgets are tight! Bechen summarized other Board business including the swearing in of a new police officer, the Village continues to receive input from the community for the new Senior Center and downtown master plan, and the tough decision to go to referendum in April 2025 to cover the anticipated budget deficit.
 - c. **School District announcements:** Bergstrom shared the district celebrated smooth and joyful High School Graduation and 8th Grade Moving On Ceremonies! Summer school begins July 8th.

7. Discussion and possible action items

- a. **Election of Officers:** The slate of candidates presented by the nominating committee is President – Laura Shtaida, Vice-President – Jenny Nelson, Treasurer – Coral Goplin, and Secretary Laura Reese. The motion to appoint Laura Shtaida – President was made by Bonsett-Veal. Second by Bechen. Motion carried 7-0. The motion to appoint Jenny Nelson- Vice President was made by Shtaida. Second by Reese. Motion carried 7-0. The motion to appoint Coral Goplin - Treasurer was made by Reese. Second by Bechen. Motion carried 7-0. The motion to appoint Laura Reese - Secretary was made by Bechen. Second by Bonsett-Veal. Motion carried 7-0.
- b. **Designation of Authorized Signers for Bank Accounts:** The motion to designate the Library Board President Laura Shtaida, Treasurer Coral Goplin, and Jennifer Way, Library Director, as authorized signers for the library bank accounts was made by Nelson and seconded by Bechen. Motion carried 7-0.
- c. **Annual Review of Bylaws:** Each year, our library board reviews bylaws for possible amendments. Way noted that the bylaws were last amended in 2022 and at this time there are no proposed bylaw amendments.
- d. **Perennials from 256 Brook St.:** Way explained that during the library's time at Brook Street, the Friends of the Library generously provided volunteer labor and many perennial plants to make the library feel welcome and attractive. With the Library's move, Way has been in discussions with the Friends about their role in gardening at the new library. This year is a year of transition as much of the landscaping is still being worked on by the subcontractor so is not ready for volunteer work until subcontractor work is complete. One question and opportunity that came up was the future of the perennials at the old library. With the Senior Center planning process moving forward, now is a good time to discuss this topic. The possibility of a sale of these perennials as a fundraising opportunity was suggested and would be a way to constructively use the plants while they remain in good condition. We anticipate the Friends will have until the end of summer 2025 to do so, but will update them on any changes to this time frame should we learn of them. The Public Works Director and the Administrative Director have no issues with this. Bonsett-Veal made the motion to allow the Friends of the Library permission to remove any perennial flowers and plants from the 256 Brook Street property. Bechen seconded. Motion carried 7-0.
- e. **2025 Budget Schedule & Preliminary Budget Considerations Including Village Board Resolution #24-15 Direction for the 2025 Draft Budget:** Way explained that the 2025 Budget will be due to the Village Board in July per usual. Because this is a transitional year to our new building, it is a challenging time to accurately budget and plan for the future when so much has changed over the past six months. The highlights for the 2025 budget include: an anticipated increase in revenue from Dane County; staff wages will be budgeted at the level suggested by the Village; Building Cost lines will need to be adjusted to more accurately reflect expected costs; Service Calls will need to have a budget line; per the Village directive, we will not be requesting any additional staff but this remains an important need; and because historically library programming was funded entirely by Friends of the Library donations, it was a goal of the Board to include some budget funds to ensure this core service can be included in our operations each year, and the nominal amount from 2024 will need to be increased. As always, Way will do her best to submit a responsible budget knowing funds are at a premium and every department has challenges,

and this will not be simple with only six months of building data to make educated estimates. Shtaida thanked Way for organizing all of the information and the thoughtfulness of the library's budget requests.

- f. **Potential Referendum and Staffing Needs Request:** Way explained that because the Village is considering going to referendum in April of 2025, the Village has engaged the services of a consultant to navigate the referendum options, gather community feedback, analyze needs of all of the departments, and make sure the community members are receiving as much information as they need to make an educated decision. As part of this time frame, the library needs to give the Village our requests and priorities for the next ten years by the end of July 2024.

8. Closing and Future Agendas

- a. **Next meeting: Wednesday, July 10, 2024, 5:15 pm**
- b. **Request for future agenda items:** none

- 9. Adjournment:** Bechen made the motion to adjourn at 5:56 pm. Reese seconded. Motion carried 7-0.