

Oregon Public Library Board Meeting Minutes

Wednesday, April 14, 2021 at 5:00 p.m.

Location: *Please note: This is a teleconference meeting

1. **Call to Order** Jenny Nelson called the meeting to order at 5:01pm.
2. **Roll Call:** Present were: Jenny Nelson, President, Carrie Santulli Schudda, Vice President, Laura Shtaida, Treasurer, Coral Goplin, Secretary, Dr. Leslie Bergstrom, School District Rep (arrived at 5:17 pm), Randy Glysch, Village Board Rep, Kyle Severson. Also attending were Jennifer Endres Way, Library Director, Kelly Allen, Youth Services Librarian (recorder).
3. **Adopt/Amend Agenda** - Goplin made the motion to adopt the agenda as presented, Schudda seconded. Motion carried 7-0.
4. **Public Comment:**
 - a. Jeanne Carpenter, Village President – Thanked the Library Board for all their work and dedication to the new library. The Board also thanked Carpenter for her work.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from March 10, 2021- Glysch made the motion to approve the minutes as amended with revision to add “in-person” to line 7.h. Schudda seconded. Motion carried 6-0.
 - b. Review and Payment of available Bills – Goplin made the motion to approve payment of available Bills and accept Financial Reports currently available. Severson seconded. Motion carried 6-0. Expenses totaled were \$18,864.86 and included an extra phone to help with curbside service, HVAC issues.
 - c. Review/Accept Financial Report(s) currently available – Motion made to accept in line 5.b. Way stated that most expenses are where we expect. There are lower expenses for professional development due to lack of travel. Received over \$40,000 in donations to the new library this past month.
6. **Information Items**
 - a. Welcome to Laura Dewey, Technical Services Supervisor and Administrative Assistant – not able to attend.
 - b. Committee Reports
 - i. Personnel Committee – Did not meet last month. Will meet soon to discuss Mary Davidson’s exit interview.
 - ii. Building Committee – Lindsey Honeyager has been selected to serve on Board. Glysch is recommending reappointment of Amanda Peterson and Jenna Jacobson.
 - c. Library Director’s Report
 - i. Technical Services Assistant is vacant and currently recruiting. Page Position recruitment is wrapping up.
 - ii. Daniel Tiger visited the Library and was part of social media campaign to highlight library services.
 - iii. Martin Shanks is the new Village Administrator and will begin 5/3. Mike Gracz is retiring and his last day is 5/3. Gracz has been supportive of the new library.
 - iv. Library Capacity counter installed to help with reopening.
 - v. Getting space ready for library to reopen building as space was adjust.
 - vi. Employee performance evaluations completed. Director evaluation will be done in the coming months.
 - vii. Library Statistics - Similar to past months. Holds filled in March is higher than previous three years. Use of OverDrive (downloadable eBooks, audiobooks, and magazines) is also higher than previous three years.
 - d. Communications
 - i. Library Buzz Newsletter – 3/15 and 4/05 – Informational item
 - ii. Village Board announcements – Glysch’s term as Village President begins on Tuesday 4/20. A new Village Board member will be assigned to the Library Board. Three new board members added to Village Board. Way thanked Glysch for his work on the Library Board and Library Capital Campaign
 - iii. School District announcements – More children are in the school buildings.
7. **Discussion and possible action items**
 - a. Declaration of Items as Surplus – Eliminating furniture due to COVID precautions and not going to new library. Severson made motion to declare the following items as surplus: lounge chairs (4), café chair (1), connected row of 3 chairs, and coffee table (1). Glysch seconded. Motion carried 7-0.
 - b. Extend Suspension of Library Fines Through August 31, 2021 – Shtaida made the motion to extend suspension of library fines through August 31, 2021. Goplin seconded. Motion carried 7-0. Way stated that lost revenue has been offset by temporarily reduced personnel costs. It is ideal for us to eliminate fines permanently as a most Dane County libraries are now fine-free.
 - c. Temporary Change of LTE Page Position and Possible Reallocation of Hours for 2021 – Goplin made motion to approve reallocation of 2021 LTE Page hours to allow for combining hours into one LTE position (instead of 2), to reallocate hours to other employees, or a combination thereof, not to exceed budgeted amounts as possible alternatives to filling positions as budgeted. Severson seconded. Motion carried 7-0. Goplin made a motion to

approve hiring any LTE page for summer 2021 at the same starting wage as the regular page position. Schudda seconded. Motion carried 7-0.

- d. Letter to the Editor Thanking Library Steering Committee and Campaign Cabinet Members –Schudda made a motion to send letter to Observer with revisions as discussed. Bergstrom seconded. Motion carried 7-0.
- e. Proclamation Honoring Community Volunteers in Recognition of Their Contributions to the Capital Campaign – Goplin made a motion to approve proclamation. Severson seconded. Motioned carried 7-0.
- f. Available Naming Opportunities and Gift Levels – After discussion, this was tabled until more certainty about the rooms is known.
- g. Library Services and Phased Reopening – Schudda made a motion to allow public to visit the library for browsing, holds pickup and limited reference service (in addition to computer and photocopier use by appointment beginning May 17, 2021. Goplin seconded. Motion carried 7-0. Shtaida made a motion to allow photocopier use by appointment effective 4/15/2021 (Note: curbside copy services will be continued to be offered as an option). Bergstrom seconded. Motion carried 7-0. Village Hall still closed. Senior Center has limited in-person programming. OPD lobby is open. Most Dane County libraries are now opening or planning to reopen for limited with limited capacity between April 12 and mid-May. The Management Team has been creating a plan to expand services beginning Mar7 or after. New capacity counter is installed to allow us to start our capacity low and adjust as needed to the limits permitted by the Public Health Order as we move forward. Due to lack of space in library and COVID precautions, Kelly is working on off-site, outdoor programming.
- h. Joint Village Board Meeting and Next Steps for New Library Project – Next meeting is tentatively scheduled for 6/07/2021. Contract with architect is key next step.
- i. Amendment of Memorandum of Understanding with Village Relating to the Construction of a New Municipal Library – MOU needs to be amended to reflect the increase in the Village contribution and the change in the borrowing schedule for the Village to happen over 3 years. This will be available after meeting with Attorney and Village.
- j. Preliminary Draft Project Schedule Example Provided by OPN (Subject to change)- Highlights include going out to bid in early 2022, possible beginning of construction in spring 2023, and 1 year for construction.
- k. Review of OPN Budget Square Foot Analysis (8/13/19) – The Board reviewed the preliminary project budget provided by OPN. The budget does not reflect any costs for commissioning agent, owner’s representative, cost consultant, or geothermal/solar which would also need to come out of the project budget. Updating the budget will be a priority once architectural services are resumed.
- l. Authorizing Request for Proposals for Owner’s Representative and/or Construction Manager Services –Glysch made a motions to authorize putting out RFP for Owner’s Representative. Schudda seconded. Motioned carried 7-0. Owner’s Rep can help with cost analysis.
- m. Designation of Project Funds for Commissioning Agent Services – Shtaida motioned to designate up to \$50,000 in new library project budget for possible commissioning agent services. Costs will depend on systems selected. This can be contracted at a later date. Goplin seconded. Motion carried 7-0.
- n. OPN Proposals for Professional Services & Preliminary Schedule – Way met with Village staff to review the proposals. Two of the bullet points on the site proposal have already been addressed by Village Planner, Elise Cruz. At this point, the Board will wait on the proposals to allow time to explore key site considerations including getting feedback from Plan Commission and possible property acquisitions. The following proposals were included in the packet and were discussed.
 - i. Professional Service Proposal – Site Design
 - ii. Professional Service Estimate for New Library Project
 - iii. Cost Consultant Fee Proposal
- o. The Board may convene in Closed Session pursuant to Chap. 1985 (1) (e) for competitive or bargaining reasons (Negotiation Strategy for Professional Services for New Library Project). The Board may adjourn from closed session. – The Board did not adjourn into closed session.

8. Closing and Future Agendas

- a. Next meeting: Wednesday, May 12 at 5 PM via Zoom
- b. Joint Meeting with Village Board: Tentatively Monday, June 7, 2021 at 5 PM

9. Adjournment – Schudda motioned to adjourn. 2nd by Goplin. Meeting adjourned at 6:14 PM.