

Oregon Public Library Board Meeting Minutes

Wednesday, May 12, 2021 at 5:00 p.m.

Location: This is a teleconference meeting

1. Call to Order: Jenny Nelson called the meeting to order at 5:01 pm.

2. Roll Call: Present were: President - Jenny Nelson, Vice-President - Carrie Schudda, Treasurer - Laura Shtaida, Secretary - Coral Goplin, Village Board Rep -Carlene Bechen (arrived at 5:07 pm), School District Rep - Dr. Leslie Bergstrom (arrived at 5:02 pm), Kyle Severson. Also attending were Jennifer Endres Way, Library Director, Laura Dewey, Technical Services Supervisor and Administrative Assistant (recorder), Paul from OCA Media (recorder).

3. Welcome to Carlene Bechen, New Library Board Trustee/Village Board Representative

4. Welcome to Laura Dewey, Technical Services Supervisor and Administrative Assistant

5. Adopt/Amend Agenda: Severson made the motion to adopt, Shtaida seconded. Motion carried 7-0.

6. Public Comment: There was none.

7. Consent Agenda

a. Amend/Approve Minutes from April 14, 2021 – Schudda made the motion to approve the minutes, Severson seconded. Motion carried 7-0.

b. Review and Payment of available Bills – Bechen made the motion to approve, Severson seconded. Motion carried 7-0.

c. Review/Accept Financial Report(s) currently available – Motion made to accept. In line 5b. Way pointed out that the report has been updated to list the vendor expenses by account to streamline the process and it is easier to see how the funds were dispersed. Expenses totaled were \$14,284.09 including Bulk Bookstore which will be reimbursed by a grant. Receipts totaled \$13,046.01 with fine revenue low as expected with no fines being charged at this time. Copier/Printer revenue will continue to increase as we open for browsing and more computer appointments.

8. Information Items

a. Open Meetings Law – Memo by Matt Dregne – Distributed by the Village Board and it is a good review, especially “Walking quorum” and “Email” policies.

b. Wisconsin Open Meetings Law – The Municipality – Also distributed by the Village Board and is good practice to review.

c. Committee Reports

i. Nominating Committee: Severson and Schudda recommended officer nominees to be voted on at the June annual meeting. Jenny Nelson - President, Carrie Schudda - Vice-President, Laura Shtaida – Treasurer, Leslie Bergstrom – Secretary.

ii. Personnel Committee: Bergstrom reported the committee met 4/28/2021 and discussed the information received at the exit interview of an employee, Role of the Personnel Committee, and Library Director's Review. Bechen suggested the library advertise for open employment positions in ways that would reach a diverse audience. Way requested any suggestions be brought to her.

iii. Building Committee: Nelson reported the committee met to get everyone up to speed on the issues with the new library site including water and parking. The project was presented at the Planning Commission meeting to gather information. OCA Media recorded the Planning Commission meeting and the link is available for viewing.

iv. Plan Commission Report – 5/06/21 – Way reported there are 3 possible alternatives to the parking issue. The parking zoning code has not been reviewed in 15-20 years so it needs to be looked at, there is possible off-site parking available during certain times, and the Village Board is considering if acquiring more property would be a solution for both the village and the neighborhood.

d. Library Director's Report – Way announced Melissa Juvinall is the new page, Sarah Werner has been promoted to Technical Services Assistant, and the summer page LTE and Circulation Library Assistant spots are currently open. Pat Wyman has retired and will be greatly missed as she has worked at the library for many years. Martin Shanks, the new Village Administrator, came to meet with Way and toured the library on 5/7/21. With the neighborhood's approval, the village is using the new library site for construction equipment during the road construction on Main Street. The fundraising thermometer sign on the new site has been updated to reflect the funds available. The library has made many changes in preparation of welcoming patrons back in the building for browsing 5/17/21 and getting ready for the Summer Reading Program. A new and improved LINKcat Mobile App will be available 6/1/21.

i. Build America's Libraries Act – While it is uncertain if our library would qualify, the Act is a wonderful opportunity for library infrastructure funding.

e. Communications

i. Patron Feedback – May 1 Program – Way appreciated the constructive phone conversations she had with patrons respectfully expressing their concerns about the program. Goplin shared she was very proud of the library and Bechen appreciated the library's leadership in the community. Way was thankful for the board's continued support of LGBTQIA identities and the library's efforts to make everyone feel welcome.

ii. Library Buzz Newsletter – 4/19/2021 and 5/03/2021

iii. Village Board announcements: Bechen is brand new to both Village Board and Library Board and is happy to be a part of this board.

iv. School District announcements: Bergstrom mentioned the Library and 4K partnership program was a wonderful success. Two books were read and the participants were able to have a copy of one of the books. The books were read in both English and Spanish. After the story time was finished, the care givers had a good conversation about racial differences. The program was recorded for those that could not attend.

9. Discussion and possible action items

a. Amendment of Memorandum of Understanding with Village Relating to the Construction of a New Municipal Library – The amended version of the MOU was approved by the Village Board on 5/03/2021. The MOU needed to be amended to reflect the increase in the Village contribution to the new library project from \$6 million to \$10 million. Because the Village will be conducting the borrowing over multiple years, required the addition of 3b. and the reordering of some steps (especially steps 6, 7 & 8) because some of the borrowing will

take place before the project is publicly bid to best fit the Village's needs. Motion to Approve the amended Memorandum of Understanding with the Village was made by Schudda, Seconded by Severson. Motion carried 7-0.

b. Review of 2021 Dane County Standards: The Oregon Public Library is currently in compliance for all 2021 Dane County Library Standards which is based on 2020 service data. A library is considered compliant if the percent listed in either the "top min" or "top max" columns exceeds 100%; only one of these columns must be at 100% to comply with the standard. Some standards are capped (e.g. library hours). Note: The Library Hours standard is waived for 2020 service data due to the pandemic.

c. Joint Village Board Meeting and Next Steps for New Library Project - The next Joint meeting is tentatively scheduled for 6/07/2021. Plan Commission met 5/06/2021 to review site considerations. Village Board will meet on 5/17/2021 to discuss if there is Village Board interest in additional property acquisition. The RFP for Owner's Rep will be put out in the next week. The Architect contract will be pursued once Owner's Rep is on Board and property considerations progress. Goal to have architect on board by end of June. Tentative schedule (subject to beginning architectural services) - Early 2022: Project out to bid - Spring 2022: Begin Construction - Spring 2023: Construction Complete/Move-in. It is a tentative timeline as it is more important to get everything right with the project.

d. Hiring of Owner's Representative - Deadline for Owner's Rep RFPs will be prior to the June Library Board meeting. It was decided each member will review the proposals and list their top 2-3. Discussion will follow depending on if more than one Owner's Rep is favored. The role of the Owner's Rep is to act on the library's behalf at all construction meetings. Goplin requested a rubric for determining the top candidates. Nelson will put one together and distribute it.

e. Library Services and Phased Reopening Plan - Beginning May 17, the library will be offering in-person services with limited hours, services and capacity, publicly announced May 10. The browsing hours will be Monday-Friday between 11-6 PM to begin. Facemasks are required and 15-20 minutes in the building will be suggested for patrons to allow for more patrons to browse. Curbside services will continue. The newly installed capacity counter will allow us to start our capacity low and adjust our capacity as needed within the limits permitted by the Public Health Order. We will be adjusting the capacity as we move forward and as staffing/volume/space allows. Kelly Allen has partnered with the schools for some programming.

f. COVID-19 Policy - Motion for Approval of COVID-19 Policy was made by Goplin, seconded by Bechen. Motion carried 7-0. Bergstrom noted that Dane County is doing great with keeping the COVID-19 case numbers low and there can be another discussion about the policy when county orders and the mask mandate are changed. The policy will be reviewed and updated as needed. The board's focus is staff safety and comfort level while being thoughtful of patron's needs and safety.

10. Closing and Future Agendas

a. Joint Meeting with Village Board: Monday, June 7 at 5 PM (Tentatively)

b. Next meeting: Wednesday, June 9 at 5 PM (Annual Meeting)

c. Request for future agenda items – Goplin requested to add Reviewing Questions for the Director Evaluation as an action item or an informational item. The purpose is to make sure the questions asked are tied to the expectations set of the Director. This may be done at the Personnel Committee level.

11. Adjournment – Motion to adjourn by Schudda and Seconded by Severson. Meeting adjourned at 6:02 pm.