



256 Brook Street  
Oregon, Wisconsin 53575  
[www.oregonpubliclibrary.org](http://www.oregonpubliclibrary.org)  
(608) 835-3656

## Oregon Public Library Board MEETING MINUTES

Wednesday, August 11, 2021 at 5:00 p.m.

1. **Call to Order** Jenny Nelson called the meeting to order at 5:01 p.m.
2. **Roll Call** Present were: President – Jenny Nelson (left at 5:38), Vice-President – Carrie Schudda, Treasurer – Laura Shtaida, Secretary – Leslie Bergstrom (School Board Rep), Carlene Bechen (Village Board Rep), Kyle Severson, Library Director – Jennifer Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (digital recorder). Not Present: Coral Goplin
3. **Adopt/Amend Agenda** Shtaida made the motion to adopt the agenda as written. Bergstrom seconded. Motion carried 6-0.
4. **Community Input** There were no comments.
5. **Discussion and possible action items**
  - a. Library Staffing Plan – Way examined DPI statistics from 2019 comparing the Oregon Public Library to other libraries in Dane County with similar populations and Oregon staff levels are much lower than the other libraries. We are on the right track by increasing staff levels following the Step Plan that has already been in place. With this plan in mind and preparing for the new building, Way recommends increasing the staff by one 20-hour circulation assistant in 2022. Schudda made the motion to approve the Amended Staffing Step Plan which includes the request to increase the library's staff by one 20-hour per week Circulation Assistant in 2022. Bechen seconded. Motion carried 6-0.
  - b. 2022 Library Budget Request – For the 203 fund, Way discussed the three driving factors of the budget this year are the decrease in County Revenue from adjacent counties, a decrease of fine revenue, and the request for an additional part-time circulation assistant. The 202 fund consists mostly of anticipated new building construction costs. Bechen made the motion to approve the 2022 Library Budget request. Shtaida seconded. Motion carried 6-0.
  - c. Contract for Architectural Services – The Owner's Representative has vetted the Architectural Services Contract. The Village Attorney is reviewing the contract and the contract will be presented to the Village Board as soon as possible.
  - d. Next Steps for New Library Project & Update on Plan Commission Meeting – The Planning Commission met last week and voted to approve the parking amendment of one stall per 350 square feet which equals approximately 110 stalls. The Planning Commission also included a clause that a "Parking Needs Analysis" Parking Study could be done to determine the beneficial parking size for the community. The Village Board will vote on this item at the next meeting on 8/16/2021. Nelson mentioned the Owner's Representative has been officially hired and has been working very hard on the library's behalf.
  - e. Dane County Library Service Agreement for Extension of Library Services – Way reported that the DCLS amount for 2022 is the same as 2021 which is wonderful. Schudda recommended accepting the Dane County Library Service Agreement for Extension of Library Services. Bechen seconded. Motion carried 6-0.
  - f. Mask Requirement for Staff & COVID-19 Policy – The mask requirements currently in effect are working well for patrons and staff. The library has limited seating, limited capacity, and curbside pick-up is available. The library has child and adult sized masks available for patrons. This item will be discussed again at the next meeting. Schudda made the motion to continue the Mask Requirement for Staff & COVID-19 Policy as it is while also adding visible signage at the library from the latest recommendation from the Public Health Madison and Dane County. Bergstrom seconded. Motion carried 6-0.
  - g. September Meeting Location – Because there is no meeting space currently available at the library and the Board would prefer virtual meetings at this time, it was determined to meet virtually for the September meeting.
  - h. Amend Photography and Filming Policy – Amendments to update the Photography and Filming Policy were presented in accordance with the Village Attorney's recommendations. Bergstrom made the motion to approve the changes recommended by the Village Attorney in addition to Severson's suggestion to change the title of the policy to "Photography and Video Recording Policy". Shtaida seconded. Motion carried 5-0.
6. **Consent Agenda**
  - a. Amend/Approve Minutes from July 14, 2021: Severson made the motion to approve the Minutes from July 14, 2021. Shtaida seconded. Motion carried 4-0, with Schudda abstaining because of her absence from the meeting.

- b. Amend/Approve Minutes from Special Meeting July 28, 2021: Because of absences from the meeting, there is not enough people to vote on this item and it will be added to the next agenda.
- c. Review and Payment of available Bills: Shtaida made the motion to approve the payment of Bills. Bergstrom seconded. Motion carried 5-0.
- d. Review/Accept Financial Report(s) currently available: Bergstrom made the motion to approve the Financial Report. Bechen seconded. Motion carried 5-0.

## 7. Information Items

- a. Committee Reports
  - i. Personnel Committee – there has been no Personnel Committee meeting.
  - ii. Building Committee – there has been no Building Committee meeting.
- b. Library Director's Report – Way discussed the Trustee Training Week 2021 registration. Claire Peterson, a summer page, has accepted a year-round page position and we are happy to have her continue with us; the Youth Services intern, Sam, has completed her time at the library, and another intern, Monica, will join us for the fall as a Youth Services intern with an interest in teen services. The server for our computer system was recently upgraded by our library system and the staff has done an excellent job of responding to the hiccups that have gone along with this upgrade. Volunteers started back at the library at the end of July; in September we plan to resume use of the microfilm reader and test proctoring services; the number of patron computers available has increased to six; effective 7/12/2021, the library returned to full pre-pandemic hours with curbside pickup available. Storytime in the Park will return 8/14; the library participated in the National Night Out 8/3. The management team will participate in an Equity in Action professional development series presented by Library Journal this fall offered free through grant funding. Dane County staff will talk about the Ripple Project and social service resources at the 8/23 staff meeting. The weekly staff meetings will conclude 8/30. Management Team is meeting on a bi-weekly basis. The Youth Services & Community Engagement Report was submitted by Kelly Allen – there are 619 Summer Library Program participants via Beanstack; We Read We Wiggle has had 16 sessions with a total of 394 kids and adults attending; Local Artist Desere Mayo led an Art Club at the Oregon Youth Center with 14 attended that was partially funded by the Libraries Transforming Communities Grant; the library hosted the MMOCA Art Cart Extra! which handed out art kits to make at home. Through the partnership with the Oregon Nature Alliance, Youth Services created two storywalks at Alpine Keller Meadows Park this summer.
- c. Communications
  - i. Library Buzz Newsletter – [July 19](#) and [August 2](#)
  - ii. Village Board announcements – Bechen had nothing to report and mentioned the public feedback the Village Board is receiving about the parking lot at the new building site includes concerns for senior citizens to have convenient parking. Way mentioned families with small children have also shared these concerns and all of this feedback will be considered.
  - iii. School District announcements – Bergstrom reported the schools are gearing up for fall and the theme is “Back Together 2021-2022”. Desere Mayo has added her diverse art collections in the school libraries so all of the students will see themselves reflected in the artwork.

## 8. Closing and Future Agendas

- a. Joint Meeting with Village Board: Monday, August 16, 2021 (Pending Availability of Board & Architect Contract)
- b. Next meeting: Wednesday, September 8 at 5 PM via Zoom
- c. Request for future agenda items - none

## 9. Adjournment

Severson moved to adjourn at 5:59 pm, second by Bechen. Motion approved 5-0.