

Oregon Public Library Board MEETING MINUTES

Wednesday, March 9, 2022 at 5:00 p.m.
Teleconference Meeting

1. **Call to Order** Jenny Nelson called the meeting to order at 5:03 p.m.
2. **Roll Call** Present were: President – Jenny Nelson, Vice President – Carrie Schudda; Treasurer – Laura Shtaida, Secretary - Dr. Leslie Bergstrom (School Board Rep), Coral Goplin, Theresa Nelson – Oregon Nature Alliance, Owner’s Representative – Geoff Vine, Library Director – Jennifer Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not present: Carlene Bechen (Village Board Rep), Kyle Severson
3. **Adopt/Amend Agenda** Shtaida made the motion to adopt the agenda as written. Bergstrom seconded. Motion carried 5-0.
4. **Public Appearances**
 - a. Presentation from Theresa Nelson from Oregon Nature Alliance: Theresa Nelson discussed Oregon Nature Alliance’s summary for the greater Keller Alpine Meadows Park Area, regarding the ecological assessment and restoration recommendations for the new library. The Library Board thanked Nelson for the outstanding report, acknowledged the amount of work put into the project, and the importance of continuing to keep the lines of communication open as the Alliance is a valuable resource. Way also thanked Nelson and noted that the report was shared with all of the design professionals that are working on the library project. Jenny Nelson asked that the Alliance reach out if they have anything to share because they want this library project to be transparent, integrative, and cooperative. Theresa Nelson thanked the board for their time and said the Alliance is happy to help in any way needed.
5. **Community Input** There were no comments
6. **Consent Agenda**
 - a. Amend/Approve Special Meeting Minutes – January 26, 2022: Goplin made the motion to approve the minutes from January 26, 2022. Shtaida seconded. Motion carried 5-0.
 - b. Amend/Approve Minutes from February Meeting: Shtaida made the motion to approve the minutes from February 9, 2022. Goplin seconded. Motion carried 5-0.
 - c. Review and Payment of available Bills: Motion made to approve the payment of Bills by Shtaida. Goplin seconded. Motion carried 5-0.
7. **Discussion and possible action items**
 - a. Amend Memorandum of Understanding (Approved by Village Board 2/21/2022): Shtaida made the motion to amend the Memorandum of Understanding as written. Goplin seconded. Motion carried 5-0.
 - b. AIA Agreement with OPN (Approved by Village Board 2/21/2022): Schudda made the motion to approve the AIA B101 Agreement, except removing article 13.2.2 to remove AIA-E203. Bergstrom seconded. Motion carried 5-0.
 - c. Professional Surveying Services & Certified Survey Map (CSM) for New Library Site: Goplin made the motion to approve the proposal from JSD Professional Services for professional services required to develop a CSM for the new library site. Bergstrom seconded. Motion carried 5-0.
 - d. Cost Estimating Services for the New Library Building Project: Shtaida made the motion to approve the proposal from MCC Consulting and Contracting for cost estimating services for the new library construction project. Goplin seconded. Motion carried 5-0.
 - e. Change Order to Extend Owner’s Representative Services Thru 12/2023 due to Site Selection Time: Bergstrom made the motion to approve the change order to Extend Owner’s Representative Services Through 12/31/2023 due to Site Selection Time. Goplin seconded. Motion carried 5-0.
 - f. Next Steps for New Library Project: Vine summarized the next steps including the Building Committee discussing the architect’s designs on March 15th, the timelines for the CSM, and the goal of having all of the construction documents done by October 2022.
 - g. Correction of Program Statistics for Library Annual Report: Shtaida made the motion to approve the corrected program statistics for 2021 DPI Annual Report. Schudda seconded. Motion carried 5-0.

- h. Establish Nominating Committee (per bylaws): Nelson made the motion to appoint Severson and Schudda to the Nominating Committee. Shtaida seconded. Motion carried 5-0.
- i. Masking Requirement for Staff: Because the library has historically mirrored the mask policies of Oregon School District and the Public Health Department, it was discussed that masks should not be mandatory for staff at this time. The library staff will continue to be respectful and compassionate of their coworkers' mask comfort levels. Shtaida made the motion to remove the masking requirement for staff. Schudda seconded. Motion carried 5-0.
- j. Amend COVID-19 Policy: Goplin made a motion to approve the amendments to the COVID-19 Policy to reflect the masking requirements for staff in effect as a result of the previous agenda item. Bergstrom seconded. Motion carried 5-0.
- k. Meeting Location for Next Meeting: The Library Board will meet in person for the April meeting. OCA will be invited to record and live stream. Location to be determined.

8. Information Items

- a. Committee Reports
 - i. Building Committee: Scheduled to meet Tuesday 3/15. There will be frequent meetings the first few months as the design process continues. Way mentioned the committee is a great group with a lot of professional and personal expertise.
- b. Library Director's Report: Marie Messinger's last day as a Page was March 2nd. Two new Pages started this week and a third Page position will be receiving an offer soon. Alicia has done a fantastic job of ensuring all of the tasks are done and the shifts are covered. The entire staff has been generous in helping one another through the staff shortage challenges. We continue to get many requests for use of our meeting room, which is currently being used as a staff work area. We have no answers yet for how to accommodate all of the needs for the space. There will be some rearranging done in the library as we continue to phase back to pre-pandemic library use. The hold shelf will move back to its previous location to allow the Children's Area to have its original space again. Kara received a Wildflower Grant and has many great programs scheduled this spring. The winter reading program was a success and many families spent time in the parks enjoying the event. Laura received her Notary so now all of the management staff along with the Info Desk staff are Notaries and can help patrons with their requests. Open Gym started again and Kelly has lots of fun events scheduled for April and May.
- c. Communications
 - i. Village Board announcements: Nelson reported the MOU and other contracts have been approved by the Village Board. The Village Board began discussion of the future use of the remaining village-owned property on Alpine Parkway and whether it should be designated as a conservancy. This matter was referred to the Parks Board for their input and will be discuss at the Park Board meeting in April.
 - ii. School District announcements: Bergstrom reported there was a successful Community Engagement Event on Monday night and it was great to discuss the students and teachers and not have the focus be about COVID.

9. Closing and Future Agendas

- a. Next meeting: Wednesday, April 13, 2022 at 5 PM in person, location TBD
- b. Request for future agenda items: none

10. Adjournment

Shtaida made the motion to adjourn at 6:00. Schudda seconded. Motion carried 5-0.