

Oregon Public Library Board MEETING MINUTES

Wednesday, May 11, 2022 at 5:00 p.m.
Oregon Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** Jenny Nelson called the meeting to order at 5:00 p.m.
2. **Roll Call** Present were: President – Jenny Nelson, Treasurer – Laura Shtaida, Secretary - Dr. Leslie Bergstrom (School Board Rep), Carlene Bechen (Village Board Rep), Coral Goplin, Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not present: Vice President – Carrie Schudda, Kyle Severson.
3. **Adopt/Amend Agenda:** Goplin made the motion to adopt the agenda as written. Shtaida seconded. Motion carried 5-0.
4. **Community Input** There were no comments.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from Previous Meeting: Bechen made the motion to Approve the Minutes from April 13, 2022. Goplin seconded. Motion carried 5-0.
 - b. Review and Payment of available Bills: Motion made to approve the payment of Bills by Bechen. Goplin seconded. Motion carried 5-0.
 - c. Review/Accept Financial Report(s) currently available: Motion made to approve Financial Reports in 5b.
6. **Information Items**
 - a. Committee Reports
 - i. Personnel Committee: Way reported the next meeting will be May 23rd to discuss the Director's Evaluation and future staffing considerations.
 - ii. Nominating Committee: The nominating committee will present a slate of officers for consideration by the Library Board at the June meeting. Nominations may also be made from the floor.
 - iii. Building Committee: There have been no meetings since the last Library Board meeting.
 - b. Library Director's Report & Statistics: Way reported that the first of the series of three staff in-service conversations about our vision and core values went well and the second one is scheduled for the morning of May 20: so the library will be opening at 1:00 that day. The staff is attending a mandatory Village-wide safety training either May 5 or June 7. Kara Ripley has been busy partnering with many community organizations for events and activities using the #plantwildflowers Grant funding. Three grants were submitted in April and Way thanked all of the people that submitted letters of recommendation, including Dr. Leslie Bergstrom and Randy Glysch. Kelly Allen received a \$500 Grant from the Madison South Rotary Club to put towards the purchase of a Book Bike in partnership with the Friends. The Friends of the Library had a very successful book sale that raised more than \$1500. Way thanked the wonderful Friends for all of their hard work! The Friends generously donated \$450 to the library to help offset the cost of library attire for staff including t-shirts which is much appreciated! The Village of Oregon has engaged the services of Carlson Dettmann, a consulting firm completing a compensation study for the Village of Oregon. Staff is in the process of completing their Job Documentation Questionnaires to go along with their position descriptions to reflect the work that they do. Laura Dewey started an iSchool class on management skills and the Tech Services department processed over 400 items in April. Thank you to Public Works for moving the fundraiser thermometer to Brook Street!
 - c. Communications
 - i. Oregon Area Historical Society Letter – 5/03/2022
 - ii. Village Board announcements: Bechen reported the compensation study is underway, listening sessions are possible for the 249 Main Street site, there has been a lot of correspondence about the Jaycee Park, and the Senior Center will soon be using already-borrowed funding to do preliminary studies for a new building.
 - iii. School District announcements: Bergstrom mentioned it is concert and field trip season and lots of sports events are happening as they begin the last month of the school year!

7. Discussion and possible action items

- a. **Amend Collection Development Policy and Request for Reconsideration Form:** Way discussed that the recommended amendments are based on the updates from the Village Attorney. Goplin made the motion to Approve the Amendments to the Collection Development Policy and Request for Reconsideration Form. Bechen seconded. Motion carried 5-0.
- b. **Adoption of Village Restricted Duty Policy:** Way stated that this is a policy the Village Board adopted for Village employees and Way recommends the Library Board adopt the same policy to ensure consistency with other Village Departments. Shtaida made the motion to Adopt the Village's Restricted Duty Policy for the library. Bergstrom seconded. Motion carried 5-0.
- c. **Amend Library Board Bylaws:** Proposed changes to the bylaws were presented. The existing language about term limits is contradictory; a variety of options for language that could address this was provided. A discussion about about term limits for Officer positions took place. Existing language (Article IX, Section 2) in the Library Board Bylaws permits exceptions to bylaws of the board provided 2/3 of the members of the Board are present and 2/3 of those present vote to approve. Bechen mentioned that the Village Board is looking at whether or not to set term limits for committee appointments. Shtaida made the motion to Approve the Amendments to the bylaws and for the term limit section to amend the language regarding Officer positions to state "Board members may hold the same office a maximum of three consecutive one year terms; the vice-president is excluded from this limit when that individual is the longest serving Board member per Article 3, Section 1." Bechen seconded. Motion carried 5-0.
- d. **Proposal for Geothermal Boring:** Geothermal borings are necessary to determine if the site is conducive to geothermal. Bechen made the motion to approve the Proposal for Geothermal Boring. Goplin seconded. Motion carried 5-0.
- e. **2023 Municipal Budget Schedule, New 10 Year Capital Planning Process & Capital Needs:** Way explained that the Village has changed from a 5 Year to a 10 Year Capital Improvement Plan period. She will provide the project worksheet and summary worksheet for the anticipated library capital needs for review at the June meeting. Goplin noted that a 10 year plan is very challenging and is impressed with Way's organization to think that far in advance. Nelson thanked Way for her work on the project.

8. Closing and Future Agendas

- a. Next meeting: June 8, 2022 at 5 PM at the Senior Center. The Senior Center has graciously offered to reserve their room for all Library Board meetings until we have a new building. Thank you, Senior Center!
- b. Request for future agenda items – Bechen requested the addition of a discussion about feedback on the possibility of term limits for committee appointments.
- c. Future Agenda Items – Additional Naming Opportunities

9. Adjournment

Shtaida made the motion to adjourn at 5:45. Bechen seconded. Motion carried 5-0.