



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

## Oregon Public Library Board MEETING MINUTES

Wednesday, October 12, 2022 at 5:00 PM  
Oregon Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** Jenny Nelson called the meeting to order at 5:00 PM
2. **Roll Call:** Present were: President – Jenny Nelson, Vice President – Laura Shtaida, Treasurer – Coral Goplin, Secretary – Carlene Bechen (Village Board Rep), Dr. Leslie Bergstrom (School Board Rep), John Bonsett-Veal, Laura Reese, Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder).
3. **Adopt/Amend Agenda:** Shtaida made the motion to adopt the agenda as written. Bechen seconded. Motion carried 7-0.
4. **Community Input** There were no comments
5. **Consent Agenda**
  - a. Amend/Approve Minutes from September Meetings: Shtaida made the motion to Approve the Minutes from the September 8, 2022 Special Meeting and the September 14, 2022 Meeting. Bergstrom seconded. Motion carried 6-0 with Goplin abstaining.
  - b. Review and Payment of available Bills: Motion made to approve the payment of Bills by Shtaida. Goplin seconded. Motion carried 7-0.
  - c. Motion made to approve financial Reports in 6b.
6. **Information Items**
  - a. Committee Reports
    - i. Personnel Committee: There have been no meetings since the last Library Board meeting.
    - ii. Building Committee: There have been no meetings since the last Library Board meeting.
  - b. Library Director's Report: Way's highlights from the Report included a new staff member, Cindy Bentz, starts as a Page tonight, The Friends of the Library Book Sale is scheduled for Saturday October 15th which we are very grateful for because their fundraising supports almost all of the library programming, a Library Staff In-Service is scheduled for the morning of October 25<sup>th</sup> at the Youth Center, the Carlson Dettman Compensation Study Presentation will be at the 10/17 Village Board Meeting, a big thank you to Kieran at Public Works for doing a great job of fixing our fence and thanks as always to Public Works for all of their support. The Department Highlights and October Calendar are included in the packet. Nelson noted the impressive number of 500 books handed out to Children and Teens for completing the Summer Library Program!
  - c. Communications
    - i. Village Board announcements: Bechen said the next Village Board Meeting will include discussion regarding the 249 N Main Street site and information for the Village Diversity, Equity & Inclusion Training. All Village Staff will be required to participate in the Nehemiah training and Board and Committee Members will be encouraged to participate.
    - ii. School District announcements: Bergstrom reported on the busy first month and a half of the school year. It was a very successful Homecoming Week with 1000 attendees at the Homecoming Dance. The district continues to provide information at every opportunity regarding the upcoming referendum. The OHS Acapella Group is opening for the Rockapella Show on Friday.
7. **Discussion and possible action items**
  - a. 2023 Library Budget Request: Way explained these numbers are accounting modifications due to having updated calculations. Goplin made the Motion to Approve Updating the Budget Request to Reflect the Updated Numbers for the Personnel-Related Costs. Bonsett-Veal seconded. Motion carried 7-0.
  - b. Library Closure 12/31/2022: Bonsett-Veal made the Motion to Approve Closing the Library on New Year's Eve whenever it falls on a Saturday. Goplin seconded. Motion carried 7-0.

- c. Compensation for Time Worked on Village Paid Holidays: Way explained that the Library should be equitable with the other departments in the village. Bonsett-Veal made the Motion to Compensate Library Employees Time and a Half Rate for Actual Hours they are Required to Work on a Recognized Paid Holiday or the Day the Holiday is Observed. Goplin seconded. Motion carried 7-0.
- d. Declaration of Surplus Items: Shtaida made the Motion to Declare Two Office Chairs and Two Carts as Surplus. Bechen seconded. Motion carried 7-0.
- e. Naming Opportunities: Way explained that because we now have more detailed library plans available, we have the opportunity to update library naming opportunities. The changes to the list need to be done thoughtfully to ensure we are honoring the vision and commitment to the donors who have already given. Goplin made the Motion to Approve the Recommended Changes and Additions to the Naming Opportunities for the New Building. Shtaida seconded. Motion carried 7-0.
- f. New Library Project Update: Way discussed the Bid Opening will take place October 13<sup>th</sup> at 1:00. At the October 17<sup>th</sup> Village Board Meeting, the bid results will be shared and if there are any qualified bids within our budget, the Board will be asked to complete the next steps of the Memorandum of Understanding which are to adopt a resolution authorizing the Library Board to award the construction contract and to adopt an initial resolution to proceed with the final project borrowing. The Library Board will meet for a Special Meeting on October 18<sup>th</sup> to review the bid results with possible recommendations of alternates and award the contract that will give the library user the best library experience within our budget.

**8. Closing and Future Agendas**

- a. Special Meeting: Tuesday, October 18, 2022 at 5:00 PM at the Oregon Senior Center
- b. Next Regular Meeting: November 9, 2022
- c. Request for future agenda items: None. Way was happy to announce that Jenny Nelson has been selected as the Wisconsin Library Association Trustee of the Year! She will be recognized formally in the beginning of November. Nelson appreciated the nomination and said it is a testament to everyone involved at the library!

**9. Adjournment:** Bechen made the motion to adjourn at 5:50 PM. Goplin seconded. Motion carried 7-0.