

## Oregon Public Library Board MINUTES

Wednesday, October 11, 2023  
5:15 PM

Oregon Senior Center, 219 Park St., Oregon, WI 53575

1. **Call to Order:** Laura Shtaida called the meeting to order at 5:15 PM.
2. **Roll Call:** Present were: President – Laura Shtaida, Vice President – Jenny Nelson, Treasurer – Coral Goplin, John Bonsett-Veal, Laura Reese, Geoff Vine (Owner’s Rep) (via Conference Call 5:20 – 5:45), Beth Larimer (Friends of the Library President) (dismissed at 5:35), Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not present: Secretary – Carlene Bechen (Village Board Rep), Dr. Leslie Bergstrom (School Board Rep).
3. **Adopt/Amend Agenda:** Goplin made the motion to adopt the agenda as written. Reese seconded. Motion carried 5-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
  - a. **Amend/Approve Minutes from September Meeting:** Nelson made the motion to Approve the Minutes from September 13, 2023. Reese seconded. Motion carried 5-0.
  - b. **Review and Payment of available Bills:** Motion made to Approve the Payment of Bills by Nelson. Reese seconded. Motion carried 5-0.
  - c. **Review/Accept Financial Report(s) currently available:** Motion made to approve Financial Reports in 5b.
  - d. **Building Project Change Order #6:** Way outlined the Change Order items including the extended blended prairie, drywall upgrade in two areas, and the reimbursements for Alliant Energy and water bills. Way reported this Change Order does fall within the contingency budget. Goplin made the motion to approve the Building Project Change Order #6. Bonsett-Veal seconded. Motion carried 5-0.
6. **Presentations**
  - e. **Building Project Progress Report (Geoff Vine, Owner’s Representative):** Vine reported the progress of the new library is going very well. The delivery challenges have been resolved and the electrical gear for permanent power arrived last Thursday and the elevator is scheduled for delivery on Monday. Next will be completing the finishes, casework, tile, doors, and flooring. Tri-North expects to have occupancy available around mid-November to begin the finishes on the owner’s side. Way mentioned the first layer of parking lot pavement was applied today, which is a great milestone to reach. Way reported that the movers are scheduled for six to eight days in mid-December and we will publicize the official dates as soon as we have them.
  - f. **Friends of the Library Report (Beth Larimer, President of Friends of the Library):** Larimer presented a Friends of the Library report covering the history of the organization, meetings and membership costs, fundraisers and expenses, and requests/questions. Larimer reported on many of the hardships the group has had to endure to host the book sales through the years. The Friends’ dedicated space in the new library will eliminate most of these issues. Way will be meeting with the Friends soon to discuss the requests/questions and logistics of the new space. Every January, the Friends donate all of the money they earn the previous year to the library, minus expenses. For 2023, this amount was \$6,353.13. In addition, the Friends have generously given \$15,685.16 toward the new library! Way and Shtaida thanked Larimer and all of the Friends for their wonderful dedication to the library and are excited to move forward with our continued partnership.
7. **Discussion and possible action items**
  - a. **Purchase of Patio Furniture:** Way discussed the nice outdoor patio area the new library will have and wanting to provide outdoor furniture a variety of patrons will enjoy. It will be a wonderful spot to sit, take in the view, and enjoy the outdoors. Nelson made the motion to approve purchase of patio furniture to include the Landscape Forms (\$16,117.21), Interra (\$2,010.44) and Nest (\$1,336.50) items. Reese seconded. Motion carried 5-0.
  - b. **Purchase of Aesthetic and Signage Amenities for the New Library:** Way explained that the library needs to purchase purposeful and thoughtful aesthetics amenities for the new library spaces. Goplin made the motion to approve the purchase of artwork items within budget parameters and to approve the purchase of donor signage and

end panel signage up to \$20,000 total from the Specialty Design and Material budget line item. Bonsett-Veal seconded. Motion carried 5-0.

- c. **2024 Library Budget Request:** Way updated the Board on the status of the library's 2024 budget request. The draft of the budget presented to the Village Board by Administrator Shanks includes funding of a full-time Teen Librarian for the entire year as the Village understands this is an essential position for the new library and the fiscal situation allowed them to do so. The budget discussions will continue and the final vote is expected at the November 20<sup>th</sup> Village Board meeting. Way appreciates the Village's support of the library. Shtaida thanked Way for her work and thanked the Village Board for the funding presented in the draft.
- d. **Library Cleaning Services:** The library currently contracts with Environment Control to clean the library. This company has been providing cleaning services to the library for over five years. As part of the budget process, the Village is considering a shared janitorial position that would be split between the library and other Village Departments. Should this position be approved, the start date would be uncertain due to the hiring process and the library move. In the meantime, it is critical that arrangements are made to ensure there is no gap in service and cleaning services are completed at the new library. The Environment Control contract requires a 60 day notice by either party to terminate the agreement, so if a Village janitor position is hired, cancellation of the cleaning services could be made at that time. Goplin made the motion to approve Environment Control contract for cleaning services at the new library to include the Monday – Friday option for general cleaning services. Nelson seconded. Motion carried 5-0.
- e. **Rescind Library Emergency Closing Policy (Superseded by Village Employee Handbook):** Because Emergency Closures are now addressed in Section 6.04 of the Village Handbook, the Library's policy is no longer applicable. Bonsett-Veal made to motion to rescind the Library's separate Emergency Closing policy as the updated Village Employee Handbook now addresses this matter. Reese seconded. Motion carried 5-0.
- f. **Rescind COVID-19 Policy:** The Library developed a COVID-19 policy to respond to the pandemic. This was amended as circumstances changed and was always intended to be a temporary policy. Goplin made the motion to rescind the Library's COVID-19 policy for patrons. Reese seconded. Motion carried 5-0.
- g. **Amend Library Policies to Reflect New Address After Move:** The Library has a number of policies which include the library's address. These policies will need to be updated to reflect the current library address upon moving. Reese made the motion to approve amending any library policies including the library address to reflect the new address (200 N. Alpine Pkwy) effective when the library moves. Bonsett-Veal seconded. Motion carried 5-0.

## 8. Information Items

- a. **Library Director's Report:** Way announced that Dane County recognized the new Oregon Public Library project as one of its 2023 Climate Champions! Village President Phil Van Kampen, Library Board President Laura Shtaida, and Library Director Jennifer Way attended the recognition event. The Annual Village Employee Appreciation Luncheon is November 8 at 11:30 AM. Congratulations to Library employees who are being recognized for reaching the following milestones this year: Laura Dewey (15 years), Patricia Bugalski (5 years), Kara Ripley (5 years), Sam Canney (5 years), and Jennifer Way (5 years)! Katie Pitts and Chris Page joined our team in late September as Library Pages so we are currently back to full staff. Kara Ripley and Way met with Senior Center Director Rachel Brickner to discuss our partnership on serving Seniors and the status of grant funding for rides provided through the Senior Center and the possibility of rides to the library being part of this program. Way wants to make sure everyone has access to the library. If individuals have access or transportation concerns related to their own ability to visit the library and/or get library services, they should contact Jennifer.
  - a. **CDS Grant Funding Status for the Village of Oregon Library Project:** Way discussed the most recent update from the USDA regarding the status of the \$1 million CDS funding grant through Senator Baldwin's office. The anticipated timeline for the completion of our expected final review has once again passed without this being completed. Way met with Shanks and Novinska to proactively discuss how we can make sure to meet our financial obligations until this process is completed. Way appreciated the Village staff and their continued helpfulness with this project.
- b. **Quarterly Management Team and Strategic Plan Report (July/August/September):** Way noted there are many amazing things happening in the library and the report highlights the special events and projects the staff are working on. Shtaida appreciates that the report's information ties back to the Strategic Plan, which is what the library is all about.
- c. **Communications**
  - a. **Village Board announcements:** Way said the Village Board is working hard on the budget.
  - b. **School District announcements:** Nelson reported that it is Homecoming Week!

## 9. Closing and Future Agendas

- a. **Next meeting: Wednesday, November 8, 2023 at 5:15 PM**
- b. **Request for future agenda items:** none

10. **Adjournment:** Nelson made the motion to adjourn at 6:07 PM. Bonsett-Veal seconded. Motion carried 5-0.