

Oregon Public Library Board Minutes

Wednesday, February 14, 2024 at 5:15pm

200 N Alpine Pkwy, Oregon, WI 53575 – Conference Rm (2nd floor)

(608) 835-3656 - OregonPublicLibrary.org



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, Secretary - Carlene Bechen (Village Board Rep) (arrived at 5:16), Dr. Leslie Bergstrom (School Board Rep), John Bonsett-Veal, Laura Reese, Owner's Representative - Geoff Vine (dismissed at 5:22), Library Director - Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant - Laura Dewey (recorder), OCA Media (recorder).
3. **Adopt/Amend Agenda:** Nelson made the motion to adopt the agenda as written. Bergstrom seconded. Motion carried 6-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
 - a. **Amend/Approve Minutes from January Meeting:** Goplin made the motion to Approve the Minutes from January 10, 2024. Reese seconded. Motion carried 6-0.
 - b. **Review and Payment of available Bills:** Motion to Approve the Payment of Bills by Nelson. Goplin seconded. Motion carried 7-0.
 - c. **Review/Accept Financial Report(s) currently available:** Motion made to approve Financial Reports in 5b.
6. **Discussion and possible action items**
 - a. **Building Project & Punchlist Report (Geoff Vine):** Vine reported that the contractors are working on the final punchlist and building corrections. He had hoped for this process to be done by mid-January but it has taken longer than expected. Because the project continues to be in progress, there are still weekly meetings with Tri-North and OPN. The monetary costs attributed to the additional time will be off-set by Tri-North. The final Change Order is complete and we are still under budget with the final numbers yet to be reconciled. Nelson thanked Vine on behalf of the Board and told him that we couldn't have done the project without him!
 - b. **Building Project Change Order #8:** Bonsett-Veal made the motion to Approve Building Project Change Order #8. Bechen seconded. Motion carried 7-0. Way mentioned that the project coming in under budget is a testament to Vine and the great work he did for the library.
 - c. **Construction Bulletin #19 Re: OPN Additional Services:** Way explained this additional service is due to the continued services needed to complete the punchlist and is covered by the credit from Tri-North noted by Vine. Bonsett-Veal made the motion to Approve Construction Bulletin #19 for Additional OPN Services. Goplin seconded. Motion carried 7-0.
 - d. **Vine Consulting Change Order #3:** Way stated that this change order is also due to the continued work to complete the punchlist reported by Vine. In the future, Vine will be available as needed on an hourly basis. Goplin made the motion to Approve Vine Consulting Change Order #3. Bergstrom seconded. Motion carried 7-0.
 - e. **Sunset Library Building Committee and Campaign Steering Committee:** Way explained the Library Building Committee and Steering Committee were established to assist with the library building project. The work of the Building Committee was essential to the design of the library we have today. The work of the Steering Committee was fundamental in raising the necessary funds and support to help make the project possible. The current library would not be possible without the dedication and work of these committee members. We are grateful for the dedication, expertise, and commitment of the following members who gave generously of their time and talents to help us realize the new library: Library Building Committee – Jenny Nelson (Library Board Member), John Bonsett-Veal (Library Board Member), Amanda Peterson (Village Board Member), Jenna Jacobson (Village Board Member), John Bieno, Amanda Heath, Lindsey Honeyager, Brent Teske, and former members Kyle Severson and Megwyn Sanders-Andrews; Steering Committee Members: Jenny Nelson (Library Board), Jeanne Carpenter (Library Board), Randy Glysch, Mark Miller, Cynthia DiCamelli, Bob Head, Arlan Kay, Jason Mahnke, and Aaron Zitzelsberger. Nelson made the motion to officially sunset both the Library Building Committee and Steering

Committees. Goplin seconded. Motion carried 7-0. Bonsett-Veal said he is grateful for the opportunity to serve on the Building Committee working with amazing people to build a fabulous building! Way stated that the community raised over \$2.7 million in donations plus received a \$1 million grant which says a lot about Oregon! Shtaida gave a heartfelt thank you to each person serving on the Building, Campaign Steering, and the Library Boards!

- f. **Donation Offer from Julie Empey:** Way explained a local artist generously offered to donate a piece of her artwork to be displayed at the library. Bergstrom made the motion to accept the donation from Empey. Goplin seconded. Nelson suggested implementing a formal policy for all incoming artwork that states that the art piece will be in a rotation for display with the understanding that the art piece isn't guaranteed to be part of the library's collection indefinitely. Bonsett-Veal asked about policies for reviewing rotation collections. Way explained that was something we had hoped to have in place but there hasn't been time to devote to the project. We are in the process of adding art rails in the Community Room and the Reading Room. Way is hoping to have a policy for the Board to approve next month. After the policy is in place, we would like to have a "Call to Art" inviting artists to submit applications to display pieces in the library. Way wants to make sure we have a plan moving forward that chooses artwork thoughtfully and respectfully to both the artists and the spaces. Bergstrom made a friendly amendment to her motion to include "with the understanding this donation is subject to future guidelines and policies". Goplin seconded. Motion carried 7-0. Shtaida thanked Empey for the beautiful art!
- g. **LTE Youth Services Assistant Position & Position Description:** Way stated that as we expected, the library is very busy! The Teen Librarian position that has been added has been instrumental to the success of the library and we appreciate the Board's efforts to make that full time position possible. Our staff has done a really great job of adjusting work schedules and managing work flows as we adjust to having three desks instead of one large desk. Saturdays especially have been much busier than they have been historically. Looking ahead to the summer, our busiest time of the year, we would like to be as prepared as possible with the unknowns of the coming months. The Youth Services Department is very busy preparing for the summer with programming, school visits, and groups touring the library. We also need to balance the busy summer with staff vacation requests. Way recommends we hire an LTE Youth Services Assistant to help during the busy summer months. Because of the staff selections of health care, we do have available funds making this option budget neutral. Bonsett-Veal made the motion to Approve the Hiring of an LTE Youth Services Assistant Position for 20 hours per week for 16 weeks starting in mid-May along with Approving the Position Description for the LTE Youth Services Assistant. Reese seconded. Motion carried 7-0.
- h. **2023 Department of Public Instruction Annual Report & Statement of Library System Effectiveness:** Each year, Wisconsin Public Libraries are required to complete and submit an annual report to the Wisconsin Department of Public Instruction. Way summarized the annual report which includes total circulation, reference transactions, library visits, programming, and funding revenues, reimbursements, and spending. Nelson thanked Way for putting all of the information together. Shtaida is excited to see the 2024 numbers after a year in our new building! Goplin made the motion to Approve the Annual Report and Statement of Library System effectiveness. Bonsett-Veal seconded. Motion carried 7-0.
- i. **Inflation Reduction Act Incentive Application and Assistance:** Way noted this is an informational item only which might be on a future agenda. The Inflation Reduction Act passed around August of 2022 – right around the same time we were going out to bid for the new library. This is an Act for Solar and Geothermal incentives for municipal projects. The guidelines weren't known at that time but we knew we would like to apply if we were eligible. The process had some delays and has just opened up to receive applications. The application process is complicated and not in Way's wheelhouse of expertise but it would be beneficial for the library to submit an application. Our Commissioning Agent, HGA, said they would be able to help to some extent but HGA is unclear what items would be considered eligible. Way received three quotes from accounting firms for assistance with the application as there is much ambiguity of the guidelines with new construction. A 990-T form would need to be submitted. The incentive is refund-based and could be a substantial amount for the library. Way will be attending a workshop in March and the deadline for submittals is mid-May with possible time extensions. Way will give her report from the workshop at the next board meeting.

7. Information Items

- a. **Senior Center Transportation Pilot:** Way shared the Senior Center Transportation Pilot memo that was in the Village Board packet. Way said the Senior Center is very pro-active and is a great partner to work with. We appreciate the Senior Center for making transportation arrangements for library visits in cooperation with their established Food Pantry transportation schedule. Way said that every person who reached out to the library with transportation concerns has been contacted. We are excited to have this opportunity for Seniors and Thank You to the Senior Center!
- b. **New Library Pedestrian & Exit Signage Plans:** In response to Goplin's agenda request from the January meeting, Way shared the items that Public Works has been exploring to make the intersection as safe as possible. They have pro-actively installed "Right of Island" signs on the median and "Pedestrian Crossing" signs on the crosswalks with more improvements scheduled. If there are any further ideas, please let Way know.
- c. **Village Municipal Code Update – Chapter 1.09 Library Board:** Way said the Village is doing a great job updating their codes and she wanted to share the up-to-date information that is relevant to the library board. The changes were to clean up language to match the statutes.
- d. **Library Statistics – January 2024:** Way said the staff is happy to see all of the many patrons visiting the new library and wanted to share the impressive January statistics – the library visits doubled from last January, our study rooms were used 181 times, we had over 300 new library cards, over 1000 reference questions, and 22,039 items checked out! We are very excited about the community's positive and supportive response as they enjoy the library!
- e. **Management Team Quarterly Reports:** Way noted that each department stepped up in their own way in the 4th Quarter while preparing to move to the new library and she appreciates all of the staff's hard work.
- f. **Library Director's Report:** Way summarized her report including the wonderful addition of our Teen Librarian, Abby Seymour, in January who has hit the ground running and has already been doing successful teen programming; we are hosting a great practicum student from iSchool who is assisting with the Teen & Tween events; in partnership with sponsorship from the Lions Club, 1000 books before Kindergarten celebration event is scheduled for March 2nd; our Conference Room is now available for reservations making all of the reservable rooms available for patrons; Thank you to the Senior Center for loaning us a walker and a wheelchair to determine if these are items patrons would appreciate having access to; as a special class project, a group from Prairie View Elementary School made fun book marks for patrons to take and they can be found at the Youth Services Desk; the BFF Bookclub made some wonderful bags that were handed out at the Youth Services Desk for Storytime Week and they were a huge success; Thank You to Oregon Frozen Yogurt for a nice donation - they hosted a promotion event to give back 20% to the Oregon Public Library; Friends of the Library has moved all of their storage locker items into their Booksale Room and we are excited to have them in the building; we hadn't anticipated all of the media opportunities we have had over the last several weeks and are grateful for Kara's nice interview with Channel 15 in January, In Business feature in February, and OCA has done a great job of helping to promote our Teen Librarian and tour the new library in January; after a pause for our move, Youth and Adult Programming is back with lots of amazing events scheduled!
 - a. **Senator Baldwin CDS Grant Report:** Way reported we submitted our first request for reimbursement for the Federal Grant earlier this week along with the annual paperwork in January and she is hopeful we will have our first reimbursement check very soon. A few more steps need to be completed before we can request the final draw.
- g. **Communications**
 - a. **Village Board announcements:** Bechen had nothing to report. Way mentioned the upcoming Village Board election with six candidates for three seats and the Library is fortunate to have the Community Room as a polling place for that April election.

