

## **Oregon Public Library Board ANNUAL MEETING MINUTES**

Wednesday, June 9, 2021 at 5:00 p.m.

1. **Call to Order** Jenny Nelson called the meeting to order at 5:01 pm.
2. **Roll Call** Present were: President - Jenny Nelson, Treasurer – Laura Shtaida, Secretary – Coral Goplin, Village Board Rep – Carlene Bechen, School District Rep – Dr. Leslie Bergstrom, Kyle Severson. Also attending were Village Administrator – Martin Shanks, Library Director - Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant - Laura Dewey (recorder), Paul from OCA media (recorder). Not present: Vice President – Carrie Schudda.
3. **Adopt/Amend Agenda** Goplin made a motion to amend the agenda to proceed to item 7a after 4a and then continue with item 5. Bechen seconded. Motion carried 6-0.
4. **Public Comment:** There were no comments.
  - a. Introduction of Village Administrator – Martin Shanks: Way introduced Shanks and welcomed him to the meeting. Shanks started his new position May 3<sup>rd</sup> and has an extensive local government background including the Village Administrator position in Poynette and the Assistant Village Administrator in Monroe.
5. **Consent Agenda**
  - a. Amend/Approve Minutes from May 12, 2021: Goplin made the motion to approve the minutes from May 12, 2021. Bechen seconded. Motion carried 6-0.
  - b. Review and Payment of available bills: Bechen made the motion to approve the payment of bills with the removal of the duplicate line item of 4.23.2021 for Quill of \$39.65 that was previously paid. Bergstrom seconded. Motion carried 6-0.
  - c. Review/Accept Financial Report(s) currently available: Motion made to accept in line 5b. Way explained the library purchased a replacement shelving drawer for the music CDs, the campaign signage was for an updated patch for the fundraising sign on the new library site, purchasing has begun using the ALA Grant that Kelly was awarded, donations continue to come in for the new library, and the impact fee revenue continues to be steady.
6. **Information Items**
  - a. Committee Reports
    - i. Personnel Committee: Bergstrom reported the committee met last week to discuss the Director's evaluation. They wrote welcome cards to the new summer staff.
    - ii. Building Committee: Nelson summarized that the meeting on Monday discussed parking and other new library site constraints. Way mentioned it was a good opportunity to build relationships with the Building Committee members and their wishlists for the new library plans were discussed.
  - b. Library Director's Report: Way is very appreciative of the Friends of the Library and all of their mulching and weeding work, especially for going above and beyond by working in areas that they aren't responsible for. All of the gardens and landscaping look incredible. Way reported there may be a July 4<sup>th</sup> Fundraiser at the Firefly for the Library – the Firefly is usually closed for the holiday, but they have offered to partner with the library to sell cups and have self-serve coffee. A bake sale and pottery sale might be included in the event. The summer pages have started, a new Circulation Library Assistant will be hired soon, the library opening is going really well, the library hours will be slightly changing June 28<sup>th</sup> and the plan is to be back to normal service hours with curbside service still available within a month or so. There is a new LinkCat Mobile App that has some great new features, the Summer Reading Program began June 7<sup>th</sup>, programming highlights include We Read We Wiggle partnership with OSD Community Ed & Rec and the Finding Your Voice Teen Book Club funded by the Libraries Transforming Communities: a Special Grant Opportunity for Small and Rural Libraries by American Library Association. Our staff continues to meet on a weekly basis via Zoom and the Management Team is beginning to meet in person on a weekly basis as schedules allow.
  - c. Library Statistics: In person visits continue to increase and curbside pickup demand has dropped considerably as patrons are excited to be able to be back in the library.
  - d. Communications
    - i. Email from Patron re: 5/01 program
    - ii. Library Buzz Newsletter – [5/10/2021](#) and [5/17/2021](#)

- iii. Village Board announcements: Nothing to report.
- iv. School District announcements: Bergstrom reported the last day of school for the district was June 4<sup>th</sup> and graduation will be June 13<sup>th</sup>. Nelson thanked Bergstrom for all her dedicated work to get the district through the difficult school year.

## 7. Discussion and possible action items

- a. Joint Village Board Meeting and Next Steps for New Library Project: Summarizing the joint Village Board and Library Board meeting on Monday June 7, 2021, Shanks believes the draft of the Zoning Text Amendment will be ready to be presented to the Planning Commission at their June 30, 2021 meeting and the Library Board can release the architects to begin working in July, with possible August zoning text approval. If the zoning text amendment is approved and is within the range of what the library needs for parking numbers, we might not need to approach the school in regards to use of their parking lot. The tentative schedule (subject to beginning architectural services) is Early 2022 – project out to bid, Spring 2022 – begin construction, and Spring 2023 – construction complete/move in. Nelson thanked Shanks for his time and for all of his help with the Library Board.
- b. Election of Officers: The slate of candidates presented by the nominating committee is President – Jenny Nelson, Vice-President – Carrie Santulli Schudda, Treasurer- Laura Shtaida, and Secretary – Leslie Bergstrom. Motion to appoint the new officers was made by Goplin and seconded by Severson. Motion carried 6-0.
- c. Designation of Authorized Signers for Bank Accounts: The motion to designate the Library Board President – Jenny Nelson, the Treasurer – Laura Shtaida, and Library Director – Jennifer Way as authorized signers for the library bank accounts was made by Goplin, seconded by Severson, and the motion carried 6-0.
- d. Annual Review of Bylaws: there were no questions or comments.
- e. Library Services & Phased Reopening Update: The library continues with the in-person browsing hours of Mon-Fri 11-6 with 25% capacity limits. Holds pick up, computer use, copier use, notary services, limited seating areas, and curbside pick-up are all available. The meeting room use, larger seating areas, test proctoring, and microfilm research are not yet available. June 28<sup>th</sup> will be the start of additional in-person browsing hours of 9-11 Mon-Fri and 9-12 on Saturdays. We are hoping to expand to full pre-pandemic hours in July. Having the public back in the building has been very rewarding for staff. It has been wonderful to hear activity and laughter and children's voices in the library!
- f. Mask Requirement Status: Because the library has been following the Public Health Madison Dane County guidelines and the mask order has been lifted, the library's mask requirements need to be reviewed. The staff and patrons have various comfort levels and preferences for masks. Patrons have the opportunity to choose what level of library service is appropriate for their family. The library wants a strong comfort level for patrons and wants staff to model proper behavior. Based on weighing all of the factors, Way's three recommended mask guidances: masks are recommended but not required for library visitors and attendees at outdoor library programs, staff are required to wear masks at all times in the library with a few exceptions, and staff will wear a mask for outdoor programming for any programs targeted at audiences ages 0-11 years of age. The motion to approve the recommendation was given by Goplin, seconded by Bechen, and carried 6-0.
- g. Amendment of COVID-19 Policy: The new mask policies approved need to be reflected in an updated policy. The motion to amend the COVID-19 Policy was made by Shtaida, seconded by Bechen, motion carried 6-0.
- h. Library Director Evaluation Questions & Timeline: Suggested evaluation questions were presented to the board. The questions reflect the expectations and goals of the Director. Bechen made a motion to approve the questions, Severson seconded, and the motion carried 6-0. The committee will provide the questions to the staff, Goplin will compile the feedback for the committee which will be reviewed at the 7/12/21 meeting in closed session. The Library Board will review the information at the 7/14/21 meeting in closed session and discussed with Way after the meeting.
- i. Reallocation of Staff Hours & Position (Recommendations from Personnel Committee): With the changes falling within the budget parameters, the Personnel Committee recommended two staff changes: to change the open 8-hour per week Circulation Library Assistant position to a 10-hour per week Page position and to change the 18-hour Reference Assistant position to 20-hours. The motion was made by Bechen, seconded by Severson, and carried 6-0.
- j. Preliminary 2022 Budget Considerations: The projected revenue decrease of \$13,400 is due to lower County Reimbursements because of 2020 closures and from decrease in revenue if the library chooses to go fine-free permanently. The expected expenses for 2022 has decreased by a projected \$11,950 because of changes in benefits selected by staff and the telephone service. For 2021, the actual revenue for copies was much lower than the \$5000 budgeted, but this was offset by the unused expenses for training of \$3000 and mileage of \$1200 due to the pandemic. The anticipated budget for 2022 will be back to pre-pandemic levels for these line items. Nelson expressed their gratitude to Way for keeping close control on the budget.
- k. Letter from Dane County Library Service re: 2022 Operational and Facility Reimbursements to Dane County Libraries: The reimbursements for 2022 will be based on the funding from 2021 which is great news.

- I. Owner's Representative Proposals & Selection: Board members were given the 8 submitted proposals last week. It was decided the board members would vote on their top 3 choices anonymously and included considerations such as, looking at cost ranges vs. reimbursables not listed, expertise with libraries, did the proposal include what was requested, and personal connections. The votes were tallied and the top three proposals are Huffman Facility Development, Vine Consulting, and Cadence Consulting. The next steps will be to request interviews and contact references.

**8. Closing and Future Agendas**

- a. Joint Meeting with Village Board: Monday, June 7 at 5 PM via Zoom
- b. Next meeting: Wednesday, July 14 at 5 PM via Zoom
- c. Request for future agenda items – Depending on the progress on the decision on the hiring of the Owner's Rep, a special meeting may be called before the July 14<sup>th</sup> meeting.

**9. Adjournment** Meeting adjourned at 6:20pm on a motion made by Shtaida, seconded by Bechen, motion carried 6-0.