

Oregon Public Library Board MEETING MINUTES

Wednesday, July 14, 2021 at 5:00 p.m.

1. **Call to Order** Jenny Nelson called the meeting to order at 5:02 p.m.
2. **Roll Call** Present were: President – Jenny Nelson, Treasurer – Laura Shtaida, Secretary – Leslie Bergstrom (School Board Rep), Carlene Bechen (Village Board Rep), Coral Goplin, Kyle Severson, Library Director – Jennifer Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not Present: Vice-President – Carrie Schudda
3. **Adopt/Amend Agenda** Shtaida made the motion to adopt the agenda as written. Bergstrom seconded. Motion carried 6-0.
4. **Community Input** There were no comments. Way pointed out that the language in the agenda item of Community Input has been updated to reflect the changes the Village Board made to their agenda item.
5. **Consent Agenda**
 - a. Amend/Approve Minutes from June 16, 2021: Bechen made the motion to approve the minutes from June 16, 2021. Shtaida seconded. Motion carried 6-0.
 - b. Review and Payment of available Bills: Shtaida made the motion to approve the payment of bills. Bergstrom seconded. Way discussed all of the accounts being on track. Motion carried 6-0.
 - c. Review/Accept Financial Report(s) currently available: Motion made to accept in line 5b.
6. **Information Items**
 - a. **Committee Reports**
 - i. Personnel Committee: Bergstrom reported the draft of Way's review was completed and will be discussed in closed session later in the meeting.
 - ii. Building Committee: There was no committee meeting. The next meeting will be in August.
 - b. **Library Director's Report & Reopening Update:** Way let the Board know about upcoming Trustee Trainings available. The library has a new circulation assistant, Monica Meldrum, who is a great addition to the staff. Paula Symons has resigned from her Page position effective 7/12/2021. Curbside pickups have continued to significantly decrease as we have returned to full pre-pandemic hours. Thank you to the Firefly for the successful "Give What You Can" 4th of July fundraiser where \$1500 was raised for the new library! Thank you to Jeanne and Uriah Carpenter, Cynthia DiCamelli, Leslie Bergstrom, Jenny and Sylvia Nelson who volunteered their time and Carrie Schudda, Carlene Bechen and the Nelsons for baked goods. The current total is now \$2.09 million raised for the new library! Kelly Allen has been partnering with the Oregon Nature Alliance for storywalks at Keller Alpine Meadows Park.
 - c. **Summer Reading & Youth Services Report:** Kelly Allen, the Youth Services and Community Engagement Librarian, submitted a summarized report: 553 patrons of all ages are registered for the Summer Reading Program through the online app Beanstack. The "We Read We Wiggle" storytimes have had eight sessions with a total of 210 attendees. This collaboration with Community Ed & Rec has been very successful and Allen would love to continue this type of programming in the future. There was a "Name the Library Lion and Tiger Contest" – suggested names were submitted by patrons and with 183 patron's votes, Leo and Stripes are the winning names. On the 1st and 3rd Monday of each month, the Youth Department has new activity bags available for patrons to take and make at home.
 - d. **Library Statistics:** The door counts continue to rise and the curbside demand has significantly decreased. All of the circulation numbers are rebounding! Public Computer Use is still lower due to the social distance policies in the building but the wifi use numbers are up, as the wifi is available and being used outside of the library building. The number of new library card requests has almost quadrupled from last month!
 - e. **Communications**
 - i. Village Board announcements: Bechen didn't have any announcements to report but wanted to share that she is hearing feedback from seniors that they are concerned there won't be enough parking spots at the new library and they might have a lengthy walk from the street in slippery conditions in the winter.
 - ii. School District announcements: Bergstrom shared there are over 1800 students participating in summer school. The focus of summer school is to continue to build the level of learning while having fun!
7. **Discussion and possible action items**

- a. **Selection of Owner's Representative:** All of the interviewed firms were asked to provide a draft agreement for their services. Nelson, Shtaida, and Way interviewed three Owner's Rep candidates. Severson, Bechen and Goplin provided the reference checks. Way reported that the candidates interviewed were impressive and that the library would do well to hire any of the three as they each have specific assets and areas of expertise. Vine Consulting and Cadence Consulting are the top two after the interview process. Comparing the companies, one has more building construction experience and the other has more experience with architecture design. There is also a price difference. Shtaida made the motion to hire Vine Consulting as the Owner's Representative for the Oregon Public Library project. Bechen seconded and the motion carried 6-0. Way will notify Vine Consulting of the decision and request a contract.
- b. **Agreement for Owner's Representative:** The Owner's Rep agreement requires approval by the Library Board, but not the Village Board per the MOU and confirmed by Village Administrator Martin Shanks. Way will ask the Village Attorney to review the contract. A special Board meeting may be scheduled for approval. If Board members have any feedback on the draft contract, they can forward it to Way. It was explained to the Owner's Reps during the interviews that hiring an architect is the first priority. The hiring of the architect needs to be done correctly and then the project will continue to move forward.
- c. **Next Steps for New Library Project & Update on Plan Commission Discussion Regarding Parking Requirements:** The Plan Commission looked at overall parking requirements and needs in the village and decided to pursue amendments some of the zoning requirements. The library parking requirements might be amended to be "One space per 350 square feet of gross floor area, plus one space per employee on the largest work shift." Martin Shanks provided rough calculations for the estimated parking needs based on estimates of a 33,000 square foot building with 15 staff at the largest work shift: $(33,000/350) + 15 = 109$ spaces. Shanks explained the next steps for the parking amendments are the Plan Commission meeting on August 5 and then August 16 Village Board meeting for possible final action. Shanks offered to discuss any details with the Library Board if that would be helpful. When the architect is hired, the first order of business will be to discuss the parking and site considerations/requirements.
- d. **Amendment of Mask Requirement for Staff & COVID-19 Policy:** The Youth Services Department leads storytimes outside but their voices are hard to hear for the audience plus it is nice for the kids to see their faces. Way recommended the Mask Requirement change to: "For outdoor programming, staff will wear a mask for any programs targeted at audiences ages 0-11 years of age when they are within six feet of program attendees." Nelson made the motion to approve the recommendation. Goplin seconded and the motion carried 6-0. Discussing the staff mask recommendations for inside the building, it was discussed to be conservative in any changes and it will be revisited in the future. Younger people's safety is of utmost importance plus future COVID variants are unknown.
- e. **Resuming In-Person Meetings:** The August 11th Library Board Meeting will be virtual and the location of the September meeting will be discussed at that time.
- f. **2022 Library Budget Request:** The deadline for returning the budget worksheets to the Finance Director is August 13th. The Joint Board Meeting with the Village Board is usually in September or Early October.
- g. **Extend Suspension of Fines and/or Consider Elimination of Fines:** Currently, of the 20 Dane County Libraries, Oregon Public Library is one of two that has not permanently eliminated library fines. Way explained that eliminating fines would be in line with our commitment to customer service, eliminate patron frustration and embarrassment related to fines, and improve equity by ensuring that we are not preventing those who need the library the most from using it. Additionally, having not charged fines since the onset of the pandemic, reinstating this now is likely to result in push back from community members. Eliminating fines would improve the patron experience and make it easier for everyone to use library materials and services without barriers. While this would reduce fine revenue for the 2022 budget, reinstating fines could have other financial impacts including county reimbursement. Way provided two options: #1: to extend suspension of library fines through the end of 2021 and to pursue eliminating library fines permanently as a top priority as part of our 2022 library budget request. #2: To eliminate fines permanently. Because of the impact on the budget and wanting to work together with the Village Board, Way recommended Option #1. It was discussed that Option #1 is a step in the right direction to eliminate fines and work collaboratively with the Village Board to eventually become fine free. Nelson made the motion to approve Option #1, Goplin seconded. Motion carried 5-1, Severson prefers Option #2 to make a statement to become fine free now.
- h. **Convene in Closed Session pursuant to Chap. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director):** Motion to convene in Closed Session pursuant to Chap. 19.85(1)(c) by Shtaida. 2nd by Bechen. Roll Call Vote: Nelson - Yes, Shtaida - Yes, Bergstrom - Yes, Bechen - Yes, Goplin - Yes, Severson - Yes. Motion carried.
- i. **Reconvene in Open Session, for action, if any on items discussed in closed session:** Shtaida moved to reconvene in open session at 6:31 pm, second by Bechen. Roll Call Vote: Bechen - Yes, Bergstrom - Yes, Goplin -

Yes, Nelson – Yes, Severson – Yes, Shtaida – Yes. Severson moved to approve the Library Director review as presented, Second by Bechen, and approved 6-0.

8. Closing and Future Agendas

- a. Next meeting: Wednesday, August 11 at 5 PM via Zoom
- b. Joint Meeting with Village Board: *Next meeting – To Be Determined (August)*
- c. Request for future agenda items

9. Adjournment Severson moved to adjourn at 6:32 pm, second by Bergstrom, approved 6-0.