

Oregon Public Library Board MEETING MINUTES

Wednesday, September 8, 2021 at 5:00 p.m.

1. **Call to Order** Jenny Nelson called the meeting to order at 5:01 p.m.
2. **Roll Call** Present were: President – Jenny Nelson, Vice-President – Carrie Schudda, Treasurer – Laura Shtaida, Secretary – Leslie Bergstrom (School Board Rep), Carlene Bechen (Village Board Rep), Coral Goplin, Kyle Severson, Owner's Representative – Geoff Vine, Library Director – Jennifer 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. Bergstrom seconded. Motion carried 7-0.
4. **Community Input** There were no comments
5. **Consent Agenda**
 - a. Amend/Approve Minutes from Special Meeting July 28, 2021: Goplin made the motion to approve the Minutes from July 28, 2021. Bergstrom seconded. Motion carried 5-0 with Shtaida and Bechen abstaining because of their absence from the meeting.
 - b. Amend/Approve Minutes from August 11, 2021: Bechen made the motion to approve the Minutes from August 11, 2021. Shtaida seconded. Motion carried 6-0, with Goplin abstaining because of her absence from the meeting.
 - c. Review and Payment of available Bills: Severson made the motion to approve the payment of Bills. Bechen seconded. Motion carried 7-0
 - d. Review/Accept Financial Report(s) currently available: Way pointed out that the report includes the first invoice from Geoff Vine, the Owner's Rep, and also includes a Rivistas invoice for serials which will be paid out of the 2022 funds. Motion made to approve Financial Reports in 5c.
6. **Information Items**
 - a. Committee Reports
 - i. Personnel Committee – Way reported that the President Nelson and Goplin (Personnel Committee) will meet next week to discuss Way's evaluation.
 - ii. Building Committee – Way stated that the Committee has not met and the next possible meeting might be in September.
 - b. Library Director's Report: Way highlighted the hiring of a new page, Monica, which brings the library back to full staff levels for the first time since March 2020. The library has been invited to the next round in the process of applying for a \$40,000 Madison Community Foundation Grant. We have been concentrating on enhancing our inclusivity efforts with speakers and webinars. A diversity audit was done of our adult fiction collection and this information will be used to improve our selection process to include more authors from all backgrounds.
 - c. Library Statistics: All of the library's numbers are rebounding well. The number of checkouts continues to rise along with WIFI use and OverDrive checkouts.
 - d. Communications
 - i. Village Board announcements: Bechen stated that the parking zoning in the village is being discussed and most of the current codes will need to be reevaluated.
 - ii. School District announcements: Bergstrom reported a wonderful first day of school in person and it has been a great three days!
7. **Discussion and possible action items**
 - a. Library Closure October 28th Due to Staff Training: Because of mandatory Village Staff Training, the library might not have an adequate amount of staff available for the evening of October 28th. Severson made the motion to approve early library closure on Thursday, October 28, if needed, with the time of the closure depending on staffing needs. Bechen seconded. Motion carried 7-0.

- b. AIA Agreement with OPN Architects: The AIA Agreement has been reviewed by Geoff Vine-Owner's Representative, Laura Callan – Village Attorney, and Martin Shanks – Village Administrator. Contract negotiations are still in progress. Way will inform the board when the Agreement is available for the Library Board to review.
- c. New Library Project Update & Next Steps: The Owner's Rep, Geoff Vine, provided an update on the new library project including the status of the budget and site challenges. In order for Vine to be able to update the project budget, work on the civil engineering for the site was initiated in August. Vine reported that the site specific challenges identified through the preliminary civil engineering has an approximate budget impact of \$590,000 for the new library project in addition to the \$100,000 budgeted by the Village for the crosswalk on N. Main St. Vine walked the board through each of the challenges and its budgetary or aesthetic impact. While some challenges were anticipated, cumulatively these challenges pose significant impacts to both the budget and the limitations on the aesthetic/design of the project. The board appreciates Vine's work and honesty delivering difficult news. The board discussed the impacts to the project vision. The board agreed that it was best to make hard decisions now and it was the time to pivot if needed. Only conceptual design has been completed (the project process was outlined in the Memorandum of Understanding with the Village). The board has been listening to the community and has heard what is important to them including sustainability, green space, and a building to last for many years. Bechen made the motion to request a joint meeting with the Village Board to discuss the challenges and decide the next steps. Goplin seconded. Motion carried 7-0.
- d. 2022 Library Budget Request: The 2022 budget request was submitted to the village. The Village Administrator and Finance Director have not yet scheduled their meetings with Department Heads. The Village Board budget meetings are scheduled for 10/4/21 and 10/18/21.
- e. Upcoming Meetings – In Person or Virtual: Bechen made the motion to continue with virtual meetings through the end of 2021 and revisit the discussion in January 2022. Schudda seconded. Motion carried 7-0.

8. Closing and Future Agendas

- a. Next meeting: Wednesday, October 13 at 5 PM via Zoom
Possible Joint Meeting with Village Board September 20 at 5PM will be requested
- b. Request for future agenda items: none

9. Adjournment Schudda moved to adjourn at 6:30 pm, second by Bechen. Motion approved 7-0.