

Oregon Public Library Board Minutes

Wednesday, May 8, 2024 at 5:15pm

200 N Alpine Pkwy, Oregon, WI 53575 (Conference Room)

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1. **Call to Order:** 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)(dismissed at 6:01 PM), John Bonsett-Veal, Laura Reese, Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not present: Dr. Leslie Bergstrom (School Board Rep).
3. **Adopt/Amend Agenda:** Goplin made the motion to adopt the agenda as written. Bechen seconded. Motion carried 6-0.
4. **Community Input:** There were no comments.
5. **Consent Agenda**
 - a. **Amend/Approve Minutes from April Meeting:** Reese made the motion to Approve the Minutes from April 10, 2024 with the addition of Laura Reese to the Roll Call. Bonsett-Veal seconded. Motion carried 6-0.
 - b. **Review and Payment of available Bills:** Motion made to Approve the Payment of Bills by Bechen. Nelson seconded. Motion carried 6-0.
 - c. **Review/Accept Financial Report(s) currently available:** Nelson made the motion to approve the Financial Reports. Bechen seconded. Motion carried 6-0.
6. **Discussion and possible action items**
 - a. **Rescind Library-Specific Volunteer Policy:** Way explained the Village Board approved an updated Volunteer Policy which the Library Board adopted at the April meeting. This policy addresses all items that were included in the Library specific policy. Goplin made the motion to rescind the Library specific policy that is now covered by the Village policy adopted last month. Bonsett-Veal seconded. Motion carried 6-0.
 - b. **Rescind Library Specific Purchasing Policy & Adoption of Village Procurement Policy:** Way explained the Village Board approved a comprehensive Procurement Policy. This policy addresses purchasing for the Village departments at a comprehensive level. The library has been following the Village Procurement Policy since its adoption by the Village, but the Board has not yet formally adopted it. Bechen made the motion to adopt the Village Procurement Policy and rescind the Library specific purchasing policy. Bonsett-Veal seconded. Motion carried 6-0.
 - c. **Proposal from Energy Tax Savers for Professional Assistance with IRA Enhanced Investment Tax Credit for Geothermal System:** Way explained The Inflation Reduction Act (IRA) provides for refunds of up to 30% of the eligible cost of solar and geothermal systems. Village governments are eligible to file for this funding through a 990T and associated forms through the IRS for eligible projects and expenses. This is the first year in which municipalities are eligible to do this so this is new both for the IRS and those filing. Since our geothermal system was completed in 2023, the Village is eligible to file for reimbursement for up to 30% of eligible costs by filing in 2024. The filing needs to be completed by 11/15/2024. Way completed the pre-registration process, but recommends that we engage professional expertise on this subject matter to best benefit the library in terms of her time/expertise, to optimize our eligibility for this funding, and to best position the Village in case of an audit as the funding has the potential to be significant. Energy Tax Savers reduced the cost of their initial proposal by \$1,000 because we completed the preregistration step on our own. The Memorandum of Understanding with the Village for the construction of the new library recognizes the Village's generous additional contribution of \$600,000 to ensure the inclusion of solar and geothermal systems in our project and indicates that funds received through the IRA incentives for this purpose will go back to offset this increased investment from the Village via the debt service. This means that any funds received up to \$600,000 will go back to the Village. Martin Shanks agreed that the cost to engage professional services to complete the filing to receive this funding could be deducted before the balance of any funding received is applied to the debt service in accordance with the MOU. Our solar panels are also eligible for this IRA funding, but will need to be submitted in 2025 as the system was not in service until 4/22/24. The cost of the solar panels was \$150,000. If all of the expenses are eligible, we could receive a refund of potentially \$50,000 for solar

alone; geothermal costs were significantly higher, but it is unclear at this time which costs will be eligible. The funding for the solar alone is expected to far exceed the costs of engaging professional services with the filing. Bonsett-Veal made the motion to Approve the Proposal from Energy Savers to provide their services to assist in submitting our Geothermal System for the IRA Funding on behalf of the Village. Goplin seconded. Motion carried 6-0. Shtaida thanked Way for all of her hard work to get the preregistration completed and believes this is the best decision for everyone to make the best use of library staff time and also capitalize from the expertise of Energy Tax Savers.

- d. **2025 Village Budget Including Budget Schedule & Village Memo from 5/06/2024 Meeting:** As an informational item only, Way summarized the challenging budget decisions the Village Board will need to make for 2025 and provided a memo from Martin Shanks that was presented to the Village Board at the 5/06/2024 meeting. The Library Budget is due to the Village Administrator and Finance Director on August 16th with the Village's final budget adoption scheduled for mid-November. Way stated we need to navigate carefully for the 2025 budget as we adjust to the needs of the new building. Bechen discussed the factors contributing to a possible deficit in 2025 and the possibility of a referendum in the future. Bonsett-Veal commended the Village Board on their dedication to what is best for the Village. Shtaida added that she also commends Way's time and effort to be fiscally responsible and appreciates the Library Board's thoughtfulness and responsible budgetary decisions.
- e. **2025 Library Capital Budget Request:** The Village recently started a 10-year Capital Improvement Planning Process. Each year, as part of the budget process, the Village Board looks at all of the Village's Capital Needs and prioritizes what will be funded and how. Way stated that our request has not changed from last year. The only three items included in the 10-year Capital Improvement Plan Worksheet for the library are Self-Checkout Machines in 2030, an Automated Materials Handling System in 2030, and an ST Viewscan Digital Reader in 2028. Bonsett-Veal made the motion to Approve the 2025-2034 Capital Improvement Plan Worksheet. Bechen seconded. Motion carried 6-0. Way also noted that OPN is working on a Maintenance Plan for the building so there might be items that are identified as part of that process that could possibly need to be addressed within ten years and would be added to next year's worksheet.
- f. **Sponsorship Agreement for Makerspace/Creative Space:** Way reported that after the discussions of the last Board meeting, the Donor does want to proceed with the donation. The updated sponsorship agreement includes the additional details and terms discussed. Nelson made the motion to Approve the Sponsorship Agreement. Bechen seconded. Motion carried 6-0.
- g. **Elevator Maintenance Agreement:** Way explained an elevator maintenance agreement is needed to complete the proper maintenance and required code compliance to operate our elevator. Goplin made the motion to Approve the Schindler Maintenance 3-year Agreement per the included contract. Nelson seconded. Motion carried 6-0.
- h. **Proposal for Required Annual Fire Alarm System Inspection and Testing:** Way explained that Omni Technologies is the vendor responsible for the installation of all our low voltage systems as part of our construction project. They have provided proposals for the systems to cover services not in the general contract and/or to continue the services beyond the initial one-year period covered by the contract. These proposals include Fire Alarm System Inspection, Card Access Control System Software Upgrade and Support, CCTV System/Security Cameras Software Upgrade and Support, and Audiovisual Equipment & Digital Signage Software Upgrade and Support. The proposal for the Fire Alarm System inspection is code required and must be contracted for with a vendor. The other proposals are technically not required but are in our best interest to ensure all systems are current and will help to facilitate optimal use of each of the systems and lock in current pricing. Nelson made the motion to Approve the Proposal for Required Annual Fire Alarm System Inspection and Testing, Proposal for Annual Software Upgrade and Support Program for Access Control System, Proposal for Annual Software Maintenance and Support for CCTV Milestone Video Management, and the Proposal for Software Upgrade and Support Program for Atlona Audiovisual System and Digital Signage Cloud Subscription. Reese seconded. Motion carried 6-0.
- i. **Proposal for Annual Software Upgrade and Support Program for Access Control System:** Approved in 6h.
- j. **Proposal for Annual Software Maintenance and Support for CCTV Milestone Video Management:** Approved in 6h.
- k. **Proposal for Software Upgrade and Support Program for Atlona Audiovisual System & Digital Signage Cloud Subscription:** Approved in 6h.

- I. **Public Art Opportunity – “Burr Oak”:** Way reported that the library has been contacted by Randy Glysch from the Public Arts Committee and Jeff Rau of the Public Works Department to see if we would be interested in hosting the “Burr Oak” art piece for the coming year. The status of the landscaping and delayed opening of the patio to ensure landscaping establishment was discussed. Bechen made the motion to host the “Burr Oak” public art piece at the library for one year in the location of the front circle contingent on Jennifer Way’s approval once all of the Board’s concerns are satisfactorily met including potential damage, support from the Village on installation, and safety concerns. Goplin seconded. Motion carried 6-0. The Board acknowledges that these terms might not be acceptable for the artist, but the Board likes the piece and would consider hosting next year.

7. Information Items

- a. **Library Director’s Report:** Way reported our Solar Panels were approved to operate just in time for Earth Day, the short-term loan that was initiated in December to cover expenses until the federal grant funds were reimbursed was paid off April 11th, Laurie Rosengren Haselden has accepted the new Youth Services Library Assistant limited term employment position for the summer and we are excited to have her help, Patricia Bugalski retired from her library page position on May 3rd and we congratulate her and wish her well, Amelia Dyer and Leah Mauldin will both return as LTE pages for the summer, the Friends of the Library had their first book sale at the new library in April and it was a huge success, we had our Staff Inservice on May 3rd and it was a great opportunity for our staff to all be together and reflect on all of the amazing things we have accomplished in the last six months, and Dane County Library Board approved our provisional exemption from the Dane County Standards for 2023 open library hours due to our temporary closure for moving. Our punch list is down to 26 items and exterior punch lists have also been put together for the outside architecture and landscaping. The first HVAC seasonal maintenance has been completed, we are still waiting for LFI to complete the shelving punch list and are hoping for a mid-May completion, and the last owner training was completed on May 2! The staff will be transitioning to the new on-line time sheet system of miPay through Civic Systems and Laura Dewey has organized an on-line auction for a few of the special items from the old library that are most likely to draw interest by local residents.
- b. **Committee Reports**
 - a. **Personnel Committee & Director Evaluation:** Goplin reported that the Evaluation Survey has been emailed to the Board, the library staff has received the Evaluation Survey, and the Committee will review Goplin’s summary at the June 26th meeting. It will be shared at the July Library Board Meeting.
 - b. **Nominating Committee:** Reese reported all of the surveys have been returned and will present the recommendations at the June Library Board Meeting.
- c. **Communications**
 - a. **Village Board announcements:** none
 - b. **School District announcements:** It is Teacher Appreciation Week! Shtaida thanked all of the teachers and staff in the district for their dedication to our children.

8. Closing and Future Agendas

- a. **Next meeting: Wednesday, June 12, 2024**
- b. **Request for future agenda items:** none

9. **Adjournment:** Nelson made the motion to adjourn at 6:11 PM. Reese seconded. Motion carried 5-0.