

# Oregon Public Library Board Meeting Minutes

Wednesday, July 10, 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 – Laura Reese, Dr. Leslie Bergstrom (School Board Rep)(dismissed at 6:10 pm), Library Director – Jennifer Endres Way, Technical Services Supervisor and Administrative Assistant – Laura Dewey (recorder), OCA Media (recorder). Not present: Carlene Bechen (Village Board Rep), John Bonsett-Veal.
3. **Adopt/Amend Agenda:** Nelson made the motion to adopt the agenda as written. Goplin seconded. Motion carried 5-0.
4. **Community Input:** Clarice Dewey announced the Oregon Area Senior Center Ice Cream Social is taking place tomorrow July 11<sup>th</sup> from 4:30 – 7:00 pm.
5. **Consent Agenda**
  - a. **Amend/Approve Minutes from June Meeting:** Nelson made the motion to Approve the Minutes from June 12, 2024. Bergstrom seconded. Motion carried 5-0.
  - b. **Review and Payment of available Bills:** Motion made to Approve the Payment of Bills by Nelson. Goplin seconded. Motion carried 5-0.
  - c. **Review/Accept Financial Report(s) currently available:** Motion made to approve Financial Reports in 5b.
6. **Information Items**
  - a. **Library Director’s Report:** Way reported the library has been very busy with the Summer Library Program hosting events for all ages! The old library shelving has found a great home at the Redgranite Library! They are working hard to get a new library/community space and plan to use the shelving when they are able to move forward. We welcomed Murilo Alves Zacareli 6/26/2024 as our new page! The sponsorship of the Creative Space and benches *In Celebration of Penny Paster* is official and the announcement plans will be coordinated with the donor. NBC15 filmed a TV commercial “Visit Oregon” in June at the library in partnership between Stoughton Health and the Oregon Chamber. Our IRS pre-registration application has officially been assigned a pre-registration number which is required for us to file for the IRA incentives in 2025. LFI met with us on site to review their outstanding shelving punchlist items and a number of items the installers said were not available were actually here the entire time. The new library punchlist/warranty list is down to 21 items and exterior punchlists have also been put together for the outside architecture and landscaping. OPN is working on a solution to address acoustical issues in the Makerspace and Geoff Vine is coordinating work to reroute the HVAC return in the Community Room to reduce noise in the space. The village staffing needs and operational information for the referendum were requested June 14 and due to the Village on July 5 for all of the departments. Public Works is doing a great job as they take over the mowing, Friends of the Library will be helping with the weeding of the mulch and stone areas, and Field & Stream Restorations is under contract to establish the prairie and native plant areas for the next three years. Between all of these services, our landscaping will be well taken care of and in great hands. For the record, the Friends of the Library have been getting some questions in regards to the plantings at the old library – someone went on a tour of the Senior Center and was concerned not knowing what the future plans of the plants were. As we discussed at our last meeting, the Library Board voted to allow the Friends of the Library permission to remove any perennial flowers and plants from the 256 Brook Street property and use as they wish. They plan to have a sale of some irises and have identified some nonprofit organizations to offer other plants to. As always, if anyone has questions about the library, please contact Jennifer Way directly and she will be happy to respond with any information needed. We appreciate the legacy of the plants and all of the hard work that went into the gardens through the years.
  - b. **Committee Reports:**
    - a. **Personnel Committee & Director Evaluation:** Goplin will discuss in item 7h.

c. **Communications**

- a. **Village Board announcements:** Way stated the referendum and the operations budget are the focus of the Village Board.
- b. **School District announcements:** Bergstrom announced the summer session started Monday and it is great to have the kids back. She was delighted to see all of the four and five year olds around the High School!

7. **Discussion and possible action items**

- a. **Declaration of Surplus:** Goplin made the motion to declare the Divided Book Drop Cart as surplus. Bergstrom seconded. Motion carried 5-0.
- b. **Library Hours December 23 and Amendment to Library Board Addendum to Village Handbook:** Way explained that the Village did a fabulous job of updating the Employee Handbook last year and one item needs to be amended. The library has historically closed at 6 pm on December 23 but this exception was inadvertently omitted. This is a popular date for staff time off requests and is a less busy night for patron visits. Staff would not receive holiday pay for this time but would be given the opportunity to reschedule any missed hours or complete special tasks from home if rescheduling would be a hardship. Goplin made the motion to Amend the Library Board Addendum to the Village Handbook to reflect that the Library will close at 6PM on December 23 annually (when the regular scheduled open hours would otherwise be later than this). Bergstrom seconded. Motion carried 5-0.
- c. **Annual Review of Library Organizational Chart:** Way explained a review of the organizational chart is done after the Annual Meeting each year. The chart is included so the Board is familiar with our current staffing structure as context for discussions about the future.
- d. **Extend Youth Services LTE Position:** Way noted that the library is having a very successful summer and the LTE position is essential in that success! In February, the Library Board approved hiring of an LTE for 16 weeks to provide critical support during the busy summer months. This position is necessary to be able to staff our Youth Services Desk and provide much needed relief to the challenges that our Management Team and Youth Services teams have experienced due to understaffing. The LTE position was made possible by available funding due to the health insurance selections made by employees in 2024 vs. what was budgeted. Way's top staffing priority would be to have this position changed from an LTE position to a year round position. This would provide four YS employees to share in a rotation to cover Saturdays and weeknight hours until 8 pm. However, due to budget limitations the Village Board resolution with Budget direction has asked that no new position requests be made for the 2025 budget, except those identified by them. While this direction means we will not be requesting this change to become year round as part of our 2025 budget request, our budget will have sufficient available funding to implement the continuation of this limited term position through December 2024 and then return the position as a 16-week position annually until it can be made a year-round position. Reese made the motion to Approve the extension of the Limited Term Employment Part-Time Library Assistant position in the Youth Services Department through 12/31/2024. Goplin seconded. Motion carried 5-0.
- e. **Staffing & Budget Needs for Possible 2025 Referendum:** Way explained the Village Board is considering a Referendum for residents in April 2025 with the goal of helping to address the budget challenges of a growing community which has limited capacity to increase operational funding due to levy limit parameters. The Village has hired Mueller Communications to assist the Village Board with identifying what items will be included in the referendum question and providing communication with the community. The Village Administrator asked Department Heads to provide information related to their expected department needs over a 10 year planning period; a 3 week deadline was provided. With the transition to our new library, we have significantly increased patron use with limited data year-to-date to inform our identification of needs. To provide the most informed analysis possible, Way discussed the potential department needs with Management Team, reviewed statistics of comparable communities, reviewed organizational charts, and based collection and programming requests on averages of comparable communities. The Referendum will be discussed at the July 15<sup>th</sup> Village Board Meeting and the packet including all of the Village departments referendum requests is available now.

- f. **Reaffirmation of Department Goals:** Goplin made the motion to reaffirm the following as library department level goals to be completed in the 5-year term: Provide increased funds for library programming in the Village budget comparable with other Dane County libraries, Increase the number of library programs for all ages, Increase the library's physical collection, Increase the library's digital collection, Increase library staffing levels to fully cover public service desks at all times without overextending our Management Team staff, Complete transition to new library, and Identify Diversity, Equity and Inclusion Goals. Nelson seconded. Motion carried 5-0.
- g. **2025 Library Budget Request:** As an informational item only, Way provided the highlights for the 2025 budget. With a significant increase in library use since our move, it is a challenging time to accurately budget and plan for the future as the library has changed so much over the past 6 months. We are making conservative adjustments but will likely need to make further tweaks next year after we have one full year in the building and experience a more typical spring. A full discussion will take place in August with more refined numbers and documentation. Nelson thanked Way for the concise, readable information and noted that the small budget increase after moving into a building three times the size of the old building is amazing and is a testament to the staff and how hard everyone has worked to try to plan and be prepared for the future. Shtaida added that not only is the building three times larger, but all of our statistics have risen by 25% or more with the same amount of staff. Way and the whole library team are amazing!
- h. **Convene in Closed Session pursuant to Chap. 1985 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Evaluation of Library Director):** At 6:06 pm, there was a motion to move to closed session by Goplin and second by Reese. Roll Call Vote: Shtaida – Yes, Nelson – Yes, Goplin – Yes, Reese – Yes, Bergstrom – Yes. Shtaida made the motion to Approve the Director's Evaluation as presented. Reese seconded. Motion carried 4-0.
- i. **Adjournment from Closed Session:** Goplin made the motion to adjourn from closed session at 6:34 PM. Reese seconded. Motion carried 4-0.

## 8. Closing and Future Agendas

- a. **Next meeting: Wednesday, August 14, 2024. 5:15 PM**