

Oregon Public Library

Special Board Meeting

May 9, 2023

Attendees: Rick Bunton, Pam Steele, Martha Bohrer, Stephanie Nissen, Rae Brunner, John Young, Karly Spell

Excused: Randi Webb

The meeting was called to order at 6:17pm. Karly moved to approve the agenda, John seconded. Pam moved to approve the consent agenda, Rae seconded.

Priority Announcements/Information sharing: May 17, 2023 from 4-6pm will be the summer reading kick off. There will be craft activities, bubbles, music, etc.

Director's Report:

- a. FY23 Budget Review - Full fiscal review will be provided at the August board meeting. Stephanie is requesting an increase to her health insurance stipend. She would like to have \$500/month for the remainder of the fiscal year. Rick thinks \$750/month would be more appropriate. Martha moved to approve that expenditure, and Karly seconded. Voice vote was unanimous. Moving forward, Stephanie would also like us to look at group health insurance options for staff moving forward. We could look at completing an IGA form to
- b. FY24 Budget Draft - Wages will be combined into one budget line (due to QuickBooks), We are switching programming budget to include a new maker's line for supplies, which will decrease the teen and youth budget line. Discussed new patron computers and new chairs purchase and will present those numbers at the next board meeting. Restricted fund accounts are the ones we levy for each year and are limited to specific uses (i.e. Medicare/SS, Liability, IMRF, Audit, Building/Maint., Working Cash). Any unspent funds go into a restricted fund account that we can only use if we budget for it. Stephanie wants to zero those accounts out moving forward and plans to try to lower the amount we levy through taxes. We cannot touch Working Cash funds for 4 years.
- c. Upcoming ordinance cycle - more information will be forthcoming at the July meeting.

President's Report - none. Treasurer's Report - none.

Old Business: Building Committee formation, Rick and Martha would like to be on the committee, we will also want a staff member and a committee member. Rick brought up the idea of using a performance contractor after a discussion with PJ Caposey about building projects. Caposey said that they use a performance contractor for the schools and that the library might be able to use them. ENGIE is a performance contractor that will provide plans for free and the company said they can and will work with libraries. Rick will pursue this further and bring the information to the next meeting.

New Business: Swearing in of New Trustees: Rick Bunton, Martha Bohrer, Karly Spell, John Young. Oaths were read and signed. Communications Preferences - Stephanie sent around a form for people to fill out to make sure communication is as effective as possible. Officer

Elections - The following individuals were elected for office:

President - Rick Bunton;

VP - Martha Bohrer;

Secretary - Rae Brunner;

Treasurer - Pam Steele.

OMA Officer designation - Martha as VP will hold this position.

Personnel Committee discussion - Stephanie would like to form a committee to review personnel issues moving forward. Rick suggested that John and Rae consider being part of that committee due to their experience with recent hires.

There were no comments from the public or the trustees. The meeting was adjourned at 6:46pm.