

Tuesday, February 27, 2024  
**LIBRARY BOARD MEETING**  
**SILVER FALLS LIBRARY DISTRICT**

Silver Falls Library Program Room  
410 S. Water St., Silverton, Oregon

**Board Members Present:**

Ingrid Donnerstag  
Dmitry White  
Nancy Miller  
Michelle Sanguinetti  
Megan Smith

**Staff Present:**

Christy Davis, Director  
Stacy Higby

**Public Present:**

None

**Board Members Absent:**

None

**CALL TO ORDER**

Chair White called the meeting to order at 5:33 p.m.

**REVIEW OF AGENDA**

Additions under New Business:

- Oregon Savings Growth Plan

**APPROVAL OF MINUTES**

- **Question:** When Christy spoke to the Deschutes County Library District that received a solar grant, did they offer support or information about the grant application? No, they hired a general contractor to do the project and the contractor submitted the grant applications.
- Under Old Business #1, Mayfield Energy was referenced. Can the minutes be amended to note who that is? They are a solar project manager and consulting firm in Corvallis. Stacy will amend the minutes.
- Megan liked reading about how many new library cards were created in 2023. It's good to be able to tell people that number, and that 41% of population served in our district have library cards.

**Motion:** To approve the January 23, 2024 Board Meeting minutes as amended.

(Motion by: Dmitry White. Second by: Ingrid Donnerstag).

**Vote:** Unanimously in favor.

**FINANCIAL REPORT, JANUARY 2024**

**The Board received and reviewed the following reports:**

1. Statement of Assets, Liabilities, and Fund Balances (as of January 31, 2024)
2. General Fund Statement of Cash Receipts (as of January 31, 2024)
3. General Fund Statement of Cash Disbursements (as of January 31, 2024)
4. Check Register – Citizen's Bank (January 1-31, 2024)
5. LGIP Account Statement (as of January 31, 2024)

6. Purchase Order – Visa (closing date January 19, 2024)
7. Journal Entries (as of January 31, 2024)

#### STATEMENT OF CASH RECEIPTS:

Question - Did *State Timberlands* take money back from us? Yes, sometimes they claw money back. There was no explanation. Christy will inquire to find out why and report back to the Board.

Question - For *Current Year Property Tax* income, we have budgeted for \$40,000 more this fiscal year. Do we normally see this much trickle in after taxes are due in November? Yes, there are two more larger distributions coming before the end of the fiscal year.

#### STATEMENT OF CASH DISBURSEMENTS

Question - The amount we have spent on *Insurance* is over budget. Our premium went up more than expected. Will we have more expenditures from that line? None are planned.

#### CHECK REGISTER

Question – What is the payment to Loren’s for \$555? They invoiced an old bill from August.

Question – What is the split deposit for \$4288? It’s partly our *Ready to Read grant* and partly our regular weekly *Fines and Fees* deposit.

#### VISA STATEMENT

Question – What is the Ingram return payment to USPS? We occasionally return some books to Ingram, our main bookseller, because they are damaged, or it was a mistaken order. If the mistake was ours, we pay. If it’s theirs, they send a shipping label.

**Motion:** To approve the JANUARY 2024 Financial Report as presented, including checks #17577 through and including #17601, and all EFTs, for a total of \$134,018.09.

(Motion by: Megan Smith. Second by: Nancy Miller).

**Vote:** Unanimously in favor.

### OLD BUSINESS

#### 1. Photocopier Lease

Pacific Office Automation (POA) sent installers on 2/12/2024 with our new copier. They had sent a technician the week before to make sure that our existing coin-op machine would be compatible with the new copier with a new cable. The installers set up the new machine and it wouldn’t work with the coin op. They had also forgotten to note the settings from the old machine before they put it back on the truck. So, they took the old machine off the truck and plugged it in just inside the receiving door to take the settings, leaving it there for almost 2 hours. The entire installation was estimated to take only 45 minutes to an hour, but they were here for more than 5 hours, and couldn’t get the new machine to work with the coin op.

The next day, Christy called Lindsay Roll, our POA representative, and told her to bring the old machine back until they could get the new machine to work with the coin op. They brought the old machine back and it would not work, with the coin op or without. They realized that both the old machine and the coin op had likely been fried from an electrical surge. Their next plan was to bring us a machine with coin op that they had just removed from OHSU, but when they tested it at their site, it didn’t work. Last week, they told us they had ordered a brand-new coin op (at their expense) that is supposed to work with our new machine. They are testing it at their site tomorrow with a plan

to install it on Friday if it works. If not, Christy will be asking the Board to write to POA again.

Most places no longer use a coin op with their copiers, preferring a card or code system instead. We prefer the coin op for the privacy and autonomy of our patrons, who also do not want to download an app. Christy asked other libraries what they use, and thinks that larger libraries like Salem, McMinnville, and Newberg use a card system, while smaller libraries use the honor system or have staff intervention when patrons use the copier. Megan noted that if they do get the coin op working, this may be the last machine we can rent that will be compatible.

## **NEW BUSINESS**

### **1. Report on February 15<sup>th</sup> meeting with Mayor Freilinger and City Manager Misley**

The meeting overall went as expected. Mayor Freilinger and City Manager Misley were open about wanting us to own our building and land without conditions from the City. They also want us to own part of the parking lot on the north side of the building. They want sole title to the Community Center parking lot.

It remains to be decided what the portion and configuration of the parking lot will be, as well as if any improvements will be made before the transaction. They were firm that the City didn't want to perform maintenance on that lot before or after the transaction, as City taxpayers may balk at their tax dollars being used to benefit people who live outside the City limits, like our patrons.

They talked about doing away with the circle drive to possibly gain more spaces and will ask City staff to look into how the lot could be configured differently to improve access and make ownership clearer when the large City-owned parcel is partitioned off for eventual sale of the City Hall building. That parcel contains City Hall, the Fischer Building, the Library Building, parking lots to the north and south of the Library building, the Chamber/Visitor Center, the Historical Society/Museum, and Old Mill Park, and will probably be divided into three lots.

In the north parking lot, we would want the row of 7 spaces against our building, and the next two rows of 4 spaces as exclusive Library parking during our open hours, but public parking outside of those hours.

Question – Would the Library be liable if we owned the lot and something happened outside of our open hours, during the public parking hours, and would the City help with that? It's a good question that we will bring back to them the next time we meet.

The parking requirements in the City code will be waived for us, and that variance will be written into the transaction agreement. Jason Gottgetreu had already mentioned that ordinance needed to be updated.

Question – If the Library owns the north parking lot, would maintenance include salting and snow removal? Yes, but the City currently does not do that for either the north parking lot, the south parking lot, or the Community Center parking lot. Christy has already contacted SDAO, who said they don't get many parking lot claims, and that lighting is the biggest concern when owning a parking lot. Installing solar-powered lighting is an idea. Signage could say "Library Parking Only" until we get improved lighting.

Question – Would we want to install security cameras on the north side of the building once we own that parking lot? Maybe. We have already looked into the increased costs for insurance and lot maintenance. We can also look at the costs of lighting and cameras so the Board can discuss it. Dmitry thinks cameras are a separate discussion because it affects security but also privacy.

Question – Would security camera footage fall under the same confidentiality requirements as other Library patron information? We don't know, but cameras have to be real and functional. The Library can be sued for having a fake or non-functional camera because we have created a false sense of security.

Question – Will owning the parking lot be expensive? The estimate we received was about \$5,000 to repave and restripe, but we won't have to do that every year. In a few more years, it will need to be

totally redone. That cost will be added to the costs of lighting and maybe cameras. Using our existing electrical infrastructure for lighting and cameras will be less expensive. Christy also wants to find out if one of the gutters can be re-routed so as not to make an icy puddle on the sidewalk. Once the City comes back with ideas for dividing the north parking lot, we can research how much lighting and how many cameras we might need.

Mayor Freilinger sees the Library as a community asset and wants us to continue to successfully provide services for the town. He also said that he had been asked to initiate this discussion by City Council, so it's likely that they will be receptive to the agreement that's being negotiated. The next City Council work session is on March 18. We may have an agreement ready by then, but we are not in a time crunch. Lease negotiations, if needed, will be in April.

## **2. Inter-Governmental Agreement renewal with City of Woodburn Information Technology Department**

The contract date needs to be updated. Megan asked if Christy had any concerns with the new agreement. Christy does not. Woodburn's IT team is in Silverton every Thursday and has been easy to work with. We will need their help to migrate our files and emails again if we partner directly with Microsoft for our new licenses. We may also need a new phone system soon, which could require IT support as well as cooperation from CCRLS. Christy will ask other libraries about their phone systems.

**Motion:** To authorize Director Davis to sign the IGA with City of Woodburn's IT Department, with corrections.

(Motion by: Dmitry White. Second by: Ingrid Donnerstag.)

**Vote:** Unanimously in favor.

## **3. SDAO Report – Conference report, and Board action requirements**

- SDAO will not provide a longevity credit this year. They can't require a district to be insured by SDIS. The two organizations have been advised to create more separation between them. SDIS may give longevity credits in the future.
- One big change is that the legislature now requires all elected officials to take the Government Ethics course during each term that they serve. Oregon Ethics Commission was given more oversight to enforce this requirement, and, as a result, they have hired several more staff members. This has caused our dues to the Oregon Ethics Commission to almost double in cost this year. SDAO used to provide the government ethics course, but now the Oregon Ethics Commission has not approved that training to meet the above requirement and will provide their own training. There is ongoing discussion between SDAO and OEC, but we should know something by April.
- Christy also went to sessions about sexual and racial discrimination, accidental death and injury, and more.
- The conference reaffirmed the need to raise awareness about what a special district is.
- There was a lot of conversation about the recent ruling that a taxpayer won a ruling from Josephine County to withdraw their property from the tax rolls for Josephine Community Library District, which could affect all special districts if it is upheld after appeal. The question at hand is the feasibility of a special district to provide service, not a property owner's choice of using that service.

## **4. Oregon Savings Growth Plan**

The Library currently offers only Nationwide Retirement Services for deferred compensation, but Christy has been made aware of Oregon Savings Growth Plan (OSGP). OSGP offers a 457b deferred

compensation plan for PERS employees. The Library would have to sign on for our staff to be eligible. In our 20 years with Nationwide, only 3 employees have signed up, and only one person is still employed by the Library. There are no fees for OGSP, but Nationwide does charge fees for the employees who are enrolled. The staff member who has Nationwide would have the option to remain with Nationwide, roll her contributions over into an OGSP account (hopefully without penalty), or stop making contributions altogether.

Question – Does PERS/OGSP go out for bids for investment management firms? Christy will try to find out. The Board would like more information, so Christy will ask the OGSP representative to attend our next meeting via Zoom.

## **LIBRARY DIRECTOR'S REPORT**

Director Davis reported on the following:

Good things:

- Senate Bill 1583 passed the Oregon Senate today and will now go to the House. SB 1583 blocks school districts from withholding access to books for discriminatory reasons. Some opponents said that school districts should retain local control over the materials in schools and school libraries, but that would mean that some school districts might make discriminatory decisions about books. Canby School District, for example, pulled 36 books written primarily by Black, Latina, or LGBTQ+ women from school library shelves after 2 parents complained, but they didn't follow their own policy about book challenges. The district ended up putting all but 1 of the books back, although a few were limited to high school libraries, and some were given content warning stickers.
- Lots of great updates to share about the Dolly Parton Imagination Library. First and most importantly, Oregon is now a statewide partner with the program, and the 21<sup>st</sup> such state partner in the United States. This means many different things, including that 50% of the funding for the programs will be supplied by state funds going through The Early Learning Hub, a division of the Oregon Department of Education. This still means that for each zip code in Oregon, a supporting partner or partners must be found to generate the other 50% of the program, such as our local Silverton Kiwanis does for all the 0-5 years olds inside our district. The 50% credit going to the partners could start as early as April although it may be later. Currently, it is the larger zip codes that are struggling the most to find funding partners and oftentimes multiple service clubs and organizations must coordinate to make this happen. One of the great things about having a statewide program with the education department as a partner is that statistics will be supplied to Head Starts, preschools and elementary schools. Other statewide programs have shown that the need for remedial reading resources decreases in places with robust DPIL programs. Reporting and statistics from the schools regarding reading proficiency rates will be part of the program too, including flagging youth who have been through the program to track their reading abilities throughout their school years. There will be a lot more advertising for the program now that it is a state partnership as the program has a benchmark of a minimum of 65% of infants through 5-year-olds enrolled. Currently, Oregon has over 52,000 children enrolled, which is 23% of the eligible population. In our services area we have about 200 children enrolled with around 500 eligible. When every zip code in Oregon has a program, Dolly will come to visit and there will be a big event. A reminder that the local fundraiser for Kiwanis which supports the DPIL, annual Pet Parade, Letters to Santa, Every Child a Swimmer, food for the annual community picnic, and multiple scholarships for graduating high school seniors is being held on Friday, March 8<sup>th</sup> at 6pm. Tickets for the event are \$25 and available at BST Realty or the Chamber of Commerce office.

- On January 25<sup>th</sup> via Zoom, our Technical Services Staff, Spring Quick from Adult Services and Carrie Caster, a librarian and archivist in the community, met with a representative from the Conservation Center for Art and Historic Artifacts (CCAHA) for a two-hour meeting regarding our closed-stacks collection of books. We used laptop cameras to show the conservator/archivist highlights of the collection as well as the types of materials needing repairs. One piece of advice given was for us to write precise policy language regarding what this collection contains and what it would consider in the future if material donations were offered. A full report of findings and recommendations will be available to us in March in time for budget considerations for supplies we might need for repairs and rare book handling assistance aids. This service, called a mini-assessment was paid for by the Friends of the Library and will hopefully lead to opportunities for grant funding for maintenance and public display of the materials.
- Last month's program with Grand Ronde tribal member and OSU professor David Lewis, Ph.D. drew 71 people for his talk on his latest book, *Tribal Histories of the Willamette Valley*.
- Another reminder that on Saturday March 16<sup>th</sup>, the library will host its third Repair Fair in conjunction with Sustainable Silverton and Marion County Environmental Services. We will have repair stations for textiles, small appliances, electronics, jewelry, and bicycles, as well as sick houseplant diagnostics and knife sharpening. Participants are strongly encouraged to pre-register and a registration form is available via social media on the pages of both the library and Sustainable Silverton. Volunteers from the sustainability group are taking care of the registrations.
- Although we had heard that the Fed was going to reduce interest rates at least 3 times in 2024, we were notified of a rate increase from the Oregon Local Government Investment Pool. Our rate went from 5% to 5.2%.

#### Challenges:

- The mobile app is still being promised by the end of the 1<sup>st</sup> Quarter of 2024 and a mobile version of the Enterprise app that would allow patrons to manage their accounts via phone should be available soon too. Patrons may use either or both as all information will transfer simultaneously across platforms. We received word yesterday that the relationship between the two vendors has been mended and that the app could be back online by the end of this week.
- We had another roof leak on the pitched roof side of the library that caused ceiling tile staining in the adult services librarian's office. The roof is under warranty until August of 2024 and Pfiefer came and looked at it and found and fixed the roof. It took them some time as the damage was many feet higher than where the leak was showing inside.
- While meeting with Mayor Freilinger and City Manager Misley we mentioned the number of times we've had to call the city to snake out the sewage pipes that are on the City's side. We heard back from Cory Misley that the Public Works Department plans to address that during spring break.
- Serving as the AARP tax site this year while the Senior Center is out of commission has been a bit of a challenge with clients sometimes having complex returns that push the time limits of the library's open hours. The original phone number for making appointments was also cut off and that has caused some frustration. As for it being utilized, it has gone well. All the appointment times for Silver Falls Library have been filled.

#### Changes:

- Starting this month, CCRLS launched a pilot of Saturday courier service. After three months of service, CCRLS and member libraries will have an opportunity to discuss whether it should be continued.

- We learned that when we do a budget resolution during the year that we are to reflect that change for our budget documents that we submit when we share our proposed budget with the committee and when we submit it to the State.
- Sometime in March or April, we will be migrating our Microsoft 365 accounts again from the commercial vendor we have now, CDW-G, to Microsoft itself, with their non-profit division. We're not yet sure how much the savings will be but we understand that they will be worth it. However, we'll have to go through the pains of an email and file migration again.

Miscellaneous:

- Directors time off for January was: 5.25 hours of sick leave and 14 hours of vacation time.

**ITEMS NOT ON AGENDA OPEN TO PUBLIC, BOARD & STAFF PARTICIPATION**

1. At the budget meeting, can we include budget resolutions that modified the budget from the previous year? Yes, we can include that information in the budget documents.
2. When we agreed to let AARP use the Library for tax preparation, we were hoping that there would be a broader reach than just seniors. Has that been shown? Christy will ask Michael Black from AARP.
3. Are we still receiving many damaged items from Ingram? Some, but definitely less.

**AGENDA SUGGESTIONS FOR FUTURE MEETINGS**

1. We need to post an Executive Session at next month's meeting for parking lot discussion.

**ADJOURNMENT**

**Motion:** To adjourn the meeting at 7:47 p.m.  
 (Motion by: Ingrid Donnerstag. Second by: Megan Smith).  
**Vote:** Unanimously in favor.

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The next Library Board meeting is scheduled for Tuesday, March 26, 2024 at 5:30 p.m. in the library program room.

Approved: \_\_\_\_\_(date)

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Dmitry White  
 Chair, Library Board of Directors  
 Silver Falls Library District