

Tuesday, January 23, 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 (Zoom)
Michelle Sanguinetti

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Board Members Absent:

Megan Smith

CALL TO ORDER

Chair White called the meeting to order at 5:35 p.m.

REVIEW OF AGENDA

No changes

APPROVAL OF MINUTES

- On Page 3, strike third sentence under Pacific Office Automation.
- Change date of next meeting to January 23.

Motion: To approve the November 28, 2023 Board Meeting minutes as corrected.
(Motion by: Ingrid Donnerstag. Second by: Dmitry White).

Vote: Unanimously in favor.

FINANCIAL REPORT, NOVEMBER 2023

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of November 30, 2023)
2. General Fund Statement of Cash Receipts (as of November 30, 2023)
3. General Fund Statement of Cash Disbursements (as of November 30, 2023)
4. Check Register – Citizen’s Bank (November 1-30, 2023)
5. LGIP Account Statement (as of November 30, 2023)
6. Purchase Order – Visa (closing date November 20, 2023)
7. Journal Entries (as of November 30, 2023)

STATEMENT OF CASH DISBURSEMENTS

Question - Did we pay out the remainder for the roof repair? Not until January, after all the additional work/damages were addressed. Valley Roofing also didn’t send the second invoice until then.

Question - The *Building Maintenance* line is high for where we are in the year. Do you have

concerns? Yes, if we have another HVAC unit go out, we will be over budget. We have recently paid \$300 to Lorens for an old invoice from August and we paid \$350 to have the automatic door repaired.

FINANCIAL REPORT, DECEMBER 2023

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of December 31, 2023)
2. General Fund Statement of Cash Receipts (as of December 31, 2023)
3. General Fund Statement of Cash Disbursements (as of December 31, 2023)
4. Check Register – Citizen’s Bank (December 1-31, 2023)
5. LGIP Account Statement (as of December 31, 2023)
6. Journal Entries (as of December 31, 2023)

No visa po for December, it wasn’t paid until after January 1

Motion: To approve the NOVEMBER 2023 Financial Report as presented, including checks #17514 through and including #17541, and all EFTs, for a total of \$93,982.89; and to approve the DECEMBER 2023 Financial Report as presented, including checks #17542 through and including #17576, and all EFTs, for a total of \$84,801.34.

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

Vote: Unanimously in favor.

Budget Resolution 2023-2

To accept and expend a grant from the John Henry Eldred Jr. Foundation: Fiscal Impact: \$5,000.00 increase to the *Materials and Services* budget, line item 60035Y, *Youth Books*

Motion: to adopt Budget Resolution 2023-2 as corrected and read by Christy.

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

Vote: Unanimously in favor.

OLD BUSINESS

1. Solar Updates

The Board received notes on the progress made so far. Christy has since heard back from Community Renewables Energy Grant Program (CREP). She read her emailed question and the reply she received. Based on the information she provided to CREP, the analyst said it looked like we would be eligible, although the grant application would ultimately determine our eligibility. CREP grant applications are targeted to be available in mid-February. Deschutes County was the only other library that received CREP grant finding and their project was completely funded. When Christy spoke to Mayfield Energy (a solar project manager and consulting firm in Corvallis), they told her that CREP would be a great program because matching funds are not required. The PGE grant application will be available later in the spring. Megan and Nancy would both be interested in assisting with the grant applications, depending on their complexity. Michelle would be willing to serve as back-up if needed. While the PGE grant requires that we own the building, we could maybe ask the City for a letter approving the project. If we were to utilize a solar array to be open as a resource center during power outages, owning the building would be beneficial. Christy will know more once the grant cycles open, and will report back to the Board.

2. Unfinished business: Elections, Photocopier Lease

Elections – Brian Van Bergen from Marion County Elections emailed back. Christy read his email aloud to the board. The District is only being charged \$3802.25 for the 2023 Special Election, but

they did not say how we will be charged for the next election.

Photocopier Lease – Pacific Office Automation (POA) has sent the remaining refund via certified mail with tracking, but it hasn't been received yet. We have a meeting with Lindsay Roll Thursday at 3:30. Christy called Elissa at the Salem POA office. She is the rep for the City's copier lease. Alyssa said she can't steal another office's account, but has spoken to Lindsay, who has offered to be our representative. Lindsay is the only one who made the adjustments and refunds happen. Lindsay seems to want us to be happy and repair the relationship. Dmitry suggested that we should put it in writing that we will transfer our account to the Salem office if we are unhappy.

3. **Library lease and parking – proposal from Dmitry**

Dmitry recapped the meeting with Don Kelley, who gave some general advice. Don said he'd have to do more research about moving funds from library to foundation but sounded skeptical. He advised us to include both elected officials and city staff while we plan. Don said he shouldn't be involved in crafting the agreement, but that he would review it once completed. Christy said his advice was to stay as friendly and cooperative as possible to achieve our goals. Dmitry wrote a letter to the City asking for a meeting and to review their proposals, emphasizing our desire to work together to create a win for everybody. Christy will put the letter on Library letterhead and mail it tomorrow. Previous emails to City Manager Cory Misely said we'd be ready to meet in the first half of February. Ideally, the committee would meet with City leadership before the next Board Meeting.

Motion: to send the letter written by Dmitry to the Mayor and City Manager.

(Motion by: Ingrid Donnerstag. Second by: Michelle Sanguinetti).

Vote: Unanimously in favor.

LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- The membrane roof on the original part of our building has been replaced. Despite some damage done during a wind and rainstorm when their tarp blew off, all damages have been mitigated/repared and the roof is warrantied for a long time.
- Some very exciting news is the number of new library cards we made in 2023. In 2019 we made 384 new cards, in 2020, 137. In 2021 382 cards; and in 2022, 877 cards. But in 2023 Circulation made 1,027 new library cards! In our last Oregon State Library report, 41% of our population held library cards and this number will be greater next year because of this large number of new cards. For comparison, City of Salem is at 30% cardholders, Newberg at 28%, McMinnville 38%, and Dallas, 35%.
- Youth Services is back to doing monthly calendars as there are now many more activities. It has taken us some time to fully build back up our programming post-COVID closures and modifications, but we now have so many that we're once again needing a calendar handout to help patrons and staff manage all the activities.
- The library is hosting two great programs in the coming month. This Saturday, January 27th, David Lewis, the author of *Tribal Histories of the Willamette Valley*, will speak at 10:30. He is a member of the Confederated Tribes of Grand Ronde, and a professor at OSU. On Saturday March 16th, 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.

Challenges:

- The mobile app for patrons is still being worked on with a promise of delivery during the first quarter. Many patrons call us thinking something is wrong with their holds or that their phone app still shows items checked out that they have already returned.
- The icy weather caused a lot of disruptions to our operations, but we were able to be more nimble than the schools and many other operations in town. During the four-hour period we were open on Tuesday the 16th, we checked out a lot of materials. Since Thursday of last week, our circulation has been higher than usual with people coming in to stock up on books and DVDs.
- We've had several electrical repairs in the last month including ballast change-outs on several can lights, fluorescent tube changes on the very high fixtures above Circulation, new GFCI outlets in the program room, and a new photo-sensor for our exterior lights. Additionally, we were able to reach Capitol Doors of Salem to repair our squeaky interior ADA door. It needed a few new parts. While over \$300.00 they did do a lot of work and it is functioning much more smoothly and quietly now.
- Last night our toilets would not flush. Once again, the City had to come out after hours and free the clog that happens under Water St. This is probably the 8th time over the past two years that this has happened. City workers say that they hope to have it repaired and also mention that ODOT will have to be involved because it is a highway.
- Since COVID – including during it - we have had an increase in verbal aggression and personal attacks from members of the public to our staff. There has been name-calling, and accusations of people believing they are being singled out or having rules applied to them and not to others. There have also been some vaguely sexually harassing comments. We are keeping track of these incidents and looking for patterns in behavior. Staff understand that to an extent, this comes with the territory of serving the public. However, it is also my duty as director and the supervisors' duties to their staff to ensure that harassment is not tolerated. Because we believe that removing or limiting a citizen's rights to use the library is very serious and not to be done lightly, we focus instead on behavioral patterns and the fact sometimes folks just have a bad day.
- We have had to say no to a couple of program requests of late. Primarily, this is because either people proposing the program want it to become a co-sponsored library program when it doesn't fit in with our criteria for a library program, or, they want to use the room on a regularly scheduled basis for group meetings or commercially based pursuits. Per our program room policy, there is no commercial use of this room, and any group that has a program here may repeat it a maximum of 4 times in a year, and all programs must be free and open to the public.

Changes:

- Because of the flooding that occurred at the Silverton Senior Center, we are picking up several programs that need a home: Ancestry Detectives is a genealogy group that met at the library pre-COVID. They may return here permanently. Silverton Ukelele Network (S.U.N.) will be here Friday afternoons for the duration, and the AARP tax assistance program will be here Saturdays through the end of tax season.

Miscellaneous:

- Directors time off for November and December was: 1.5 hours of sick leave and 18 hours of vacation time.
- Christy is going to the SDAO conference in Seaside February 9-10.
- YMCA will be taking over the lease at the Community Center until 2027.
- Silverton Arts Association is not holding the Silverton Arts Festival this year.

- Christy had mentioned an increase in damaged materials ordered from Ingram. Is it better or still happening? Both. Have we looked at competitors? Not yet. Christy sent a note to the PYM Library Directors asking if other libraries were having problems and received no replies. She'll note if the damaged materials seem to be coming from one facility over the others.
- Dmitry mentioned other options besides trespassing problem patrons and will talk to Christy more about them.

ADJOURNMENT

Motion: To adjourn the meeting at 6:54 p.m.

(Motion by: Ingrid Donnerstag. Second by: Michelle Sanguinetti).

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, February 27, 2024 at 5:30 p.m. in the library program room.

Approved: _____(date)

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