

Tuesday, January 25, 2022
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

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

Board Members Present:

Michael Milhausen
Kathy Beutler
Ralph Sorensen
Ingrid Green
Dmitry White

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Board Members Absent:

None

CALL TO ORDER

Chair Milhausen called the meeting to order at 5:36 p.m.

REVIEW OF AGENDA

Additions under New Business:

- Discuss schedule of Board Meetings through June 2022.

APPROVAL OF MINUTES

Motion: To approve the November 30, 2021 Board Meeting minutes as printed/circulated (Motion by: Ralph Sorensen. Second by: Dmitry White).

Vote: Unanimously in favor.

FINANCIAL REPORT, NOVEMBER 2021

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of November 30, 2021)
2. General Fund Statement of Cash Receipts (as of November 30, 2021)
3. General Fund Statement of Cash Disbursements (as of November 30, 2021)
4. Check Register – Citizen’s Bank (November 1-30, 2021)
5. LGIP Account Statement (as of November 30, 2021)
6. Purchase Order – Visa (closing date November 26, 2021)
7. Journal Entries (as of November 30, 2021)

Motion: To approve the NOVEMBER 2021 Financial Report as presented, including checks #16843 through and including #16864, and all EFTs, for a total of \$82,959.27.

(Motion by: Kathy Beutler. Second by: Ralph Sorensen).

Vote: Unanimously in favor.

FINANCIAL REPORT, DECEMBER 2021

The Board received and reviewed the following reports:

8. Statement of Assets, Liabilities, and Fund Balances (as of December 31, 2021)
9. General Fund Statement of Cash Receipts (as of December 31, 2021)
10. General Fund Statement of Cash Disbursements (as of December 31, 2021)
11. Check Register – Citizen’s Bank (December 1-31, 2021)
12. LGIP Account Statement (as of December 31, 2021)
13. Purchase Order – Visa (closing date December 27, 2021)
14. Journal Entries (as of December 31, 2021)

CHECK REGISTER

- What is check #16872 to Fine Gardening for? There are two more entries listed for Fine Gardening. The check should have been made out to Garden City, and so was voided. The two additional entries are the journal entries to correct for the voided check.
- There are two checks to employees. What were they for? Spring was reimbursed for the purchase of the holiday tree and decorations, and Becky was reimbursed for Costco and other purchases she made, including staff TP and a monitor.
- Why is there a large check to Budget Rooter? A significant plumbing issue was addressed. More information will be in the Director’s Report.

Motion: To approve the DECEMBER 2021 Financial Report as presented, including checks #16865 through and including #16894, and all EFTs, for a total of \$90,595.60.

(Motion by: Ingrid Green. Second by: Kathy Beutler).

Vote: Unanimously in favor.

Auditor Questions

#1 - Are the books balanced and reconciled? Yes.

3 - Does the adopted budget reflect expected expenditures? Yes.

11 - Has the accounting software and related IT systems been subject to review by an IT professional to ensure seamless backup in the event of a malware, ransomware, or other compromise of computer security? Not in the last 6 months.

PUBLIC PRESENTATIONS

Break for Strategic Planning Committee at 5:45pm.

1. Review staff implementation plan
 - Typo on Page 2 – “Prove” should be “Provide STEAM kits...”
 - Will we track the 5% dedicated funds for materials purchased for non-native English speakers in the budget as a line item? We can track via spreadsheet, mark on PO, or we could use separate PO’s. We haven’t worked out details of how to track yet, but it will be tracked. Will patrons be made aware and can we measure how much they are checked out? Yes, we are moving the Spanish language materials to a more visible location, changing the signage, and it will be mentioned in the Patron Point newsletter.
 - Will it be easier and cheaper to move the Reference desk closer to the door than to hire and/or train people to be greeters? Yes, that is the consensus being reached. It might be a budget item to move electricity, but it’s not difficult.
 - Has staff noticed an increase in interactions between library and school staff after school librarian positions have been cut? We haven’t noticed, but we have an idea for

a teacher breakfast event where we can show them what we offer, and they can describe what they might need.

- Page 5, third “bring selected materials” what are those? We have some historic archive material, full run of year books that have never been accessible, rare and out of print local history books, some are just fun to have like books checked out by Davenport and their kids;
- Remind the Board what a sign board is? It’s an electronic reader board. It has been discussed by the Board before. Previously, it’s been rejected because it’s expensive and could be a safety issue, but prices could have come down. Christy will check on the current costs involved. If we ever acquired the Fisher Building, it could be placed there and might be safer. It also might be cool to share one with the Chamber, visitor Center, and the Historical Society.
- Mobilizing the Library’s website and social media, and continuing to develop and expand the newsletter are reliant on patron’s use of technology. Is the newsletter available via hard copy? No, it’s currently all online, but it would be interesting to print out a newsletter and see if it’s picked up. We could also use the paper copy to try to capture more email addresses. Kathy met with a group and asked if they had a library card, then asked if they used the library. Out of five people, one didn’t know where her card was, one used it a lot, and two said they sort of used the Library. Three of the five owned computers, but only kind of use it. When she asked if they used social media, they said not really. Kathy would be more likely to pick up a paper copy, and doesn’t want us to forget those patrons who don’t use computers or social media. Kathy will ask the group about Our Town and if they subscribe to the Silverton Appeal.
- Kathy thinks it’s a great document, and is excited about it. She thinks it’s a really worthwhile thing to do and money well spent. Michael agrees.
- Penny suggested we email a copy of the plan to everyone who participated in the focus groups. Christy will do that.

Committee meeting ended at 6:18pm and the regular Board Meeting resumed.

Motion: To approve the Strategic Plan and Implementation Plan for 2022-2025.

(Motion by: Kathy Beutler. Second by: Michael Milhausen).

Vote: Unanimously in favor.

OLD BUSINESS

1. SDAO Legislative Committee is via Zoom on January 31st from 12 noon-1:30pm regarding absences and retention

Dmitry wrote the letter, then Michael signed it and sent it to Frank Stratton at SDAO. He replied that their committee meeting was scheduled as above. Michael and Christy will attend. Our request probably won’t get into this year’s plan, but we need to show up for it to be included in next year’s plan. We are trying to get equivalency with the rules for school boards (ORS.332).

2. COVID and the workplace updates, if any

Silverton’s zip code shows 1933 current cases, in a population of 12,000-13,000. Christy has ordered KN95 masks for staff. So far, no one on staff has tested positive or gotten sick, or if they have, they haven’t told anyone. If we start seeing a lot of absences, and can’t staff the Library, Christy will inform the Board. Lincoln City’s current outbreak has required their library closed to all but curbside

service. That has also happened to Woodburn and McMinnville at different points.

Our primary problem is patrons who will not wear masks, and who will not leave when asked. Last week was our second call to law enforcement. A patron threatened to sue Christy and the Library. Silverton Police escorted the patron out and they haven't returned. Christy called the SDAO attorney, and while he said they could never promise we were covered before knowing all the details, as long as we apply the mandate evenly and offer accommodations, we are covering our bases. Some patrons are easier to approach than others, so Christy has provided a written script that can be read over the PA system. Question: Do most patrons come in with a mask? Yes, about 95% do. Christy has told staff they do not have to serve a patron who won't wear a mask, and that staff are never to try to enforce the mandate by walking a patron out. They are to just call law enforcement. Silverton Police would rather that we trespass these patrons, but we are reluctant to disenfranchise patrons from public resources. Dmitry suggests communicating this reasoning to Silverton Police.

The Library is likely to become a COVID-19 test kit distribution site in partnership with Marion County, and our insurance provider has informed us that enrolled staff will be able to get tests for free through our health insurance plan.

NEW BUSINESS

1. Dena Chaffin from Youth Services gives an overview of the Diversity Audit procedure

Dena described the reasoning and process of a diversity audit, which is part of the Strategic Plan. Youth Services has already started the process. Dena and Shelly took a class, which suggested two options: 1) Apply the audit process to the current collection; or 2) Start with current purchases. We have chosen the second option. Reviewing each book takes 5-15 minutes. In a snapshot of 50 recently purchased books, Dena found that 66% had white authors, while 34% were written by authors who are BIPOC (Black, Indigenous, and People Of Color). Of the 50 titles, 8% of the authors were using their own voices to tell their own stories. These results help to make Dena more mindful of what she's ordering and how she represents the Library. It can be overwhelming and difficult, but they stuck with it. Spring will audit the adult fiction and Christy will do the nonfiction and biographies. Publishing of titles written by BIPOC authors has improved in the last 5-10 years, but there is still catching up to do in both volume and quality of items that can be ordered.

2. RFP for a CPA annual auditing service

There has been a lot of staff turnover at our current CPA audit office, and the last two audit reports have been very late. We had to do a budget resolution this year because they lost a check we wrote to them for \$6,000. The cost was similar for the library in Klamath, even though they have a budget 3 times larger than ours. We need to create an RFP soon if we want to explore other options, both for the budget process and the audit process, which usually begins in May. Michael and Kathy volunteered to be part of a review committee. Michael, Christy, and Stacy will work on the RFP and send it out for review next week.

3. Policy Manual Review: Chapter 4, sections: Building Use, Community Displays, Library Program Room, Confidentiality of Library Records

Building Use Policy

- The 3rd bullet is about bringing beverages only in closed containers. Is that for anyone? Yes, and we've had no damage or spills.
- Do we have issues out front with bicycles, skateboards, or other sporting equipment? Not really, but we have thought about asking the City to extend the Walk Your Wheels Zone to

include the Library. Should we pursue that? It might become important, but not right now. Christy could talk to people who work at the Community Center, the Chamber, etc. to see if they have had any problems, then revisit the issue at a future meeting.

- 4th bullet – Change “outside use” to “outdoor use”.
- Correct the inconsistent use of periods in bullet points.
- 2nd to last bullet – In the first sentence, change “it does” to “does”.
- 2nd to last bullet - Change “shall be required” to “may be asked”.
- 2nd to last bullet – Change “odor” to “scent”.
- Last bullet – Change “caregiver” to “the child’s caregiver”.
- Last bullet - Change “law enforcement will be notified” to “law enforcement should be notified”.
- Appeal – Add “The Board’s ruling will be final.”

Community Displays Policy

- Strike “...and these are typically of no less than one week and no more than one month for any announcement, poster, display, or exhibit”.

Library Program Room Policy

- Under note – After “Rental hours are indicated on the Room Use Application,” there should be period instead of a semi-colon.
- Can reservations be made online, now that we can take online payments? At this time, the Program Room isn’t available for reservations. When we re-open it, we can revisit accepting online payments, but this would be procedure rather than policy.
- #2 and #3 – Are the nonrefundable \$20 cleaning fee if they bring food or drink, and the \$50 refundable damage/cleaning deposit enough for cleaning the room after use? \$20 will cover about an hour’s wages to clean room. That is a reasonable amount, but the \$50 non-refundable may not be enough to replace a damaged or broken chair or table. Section J covers this in more detail.
- Capacity - Can 49 people fit in that room? That is the listed capacity, but it seems like a lot of people.

Confidentiality of Library Records Policy

- Has anyone checked to see if the Oregon Revised Statute has changed? Have there been any changes to federal law? Kathy suggested we look this section over next month after we answer those questions, and the Board agreed.

LIBRARY DIRECTOR’S REPORT

Director Davis reported on the following:

Good things:

- Tina in Circulation has put together Welcome Kits for our new library card holders. They contain various pieces of information on library programs and services, including remote access to databases and the Kanopy film streaming service. We have the kits in both English and Spanish.
- The Human Library Project is moving along. Our application with the headquarters in Copenhagen was approved and we’ve paid for the license to use their training, marketing, and other organizational materials. We’re hoping to have a live event but I have been invited to

attend a virtual Human Library event this coming Sunday morning to see what that looks like in the event that we have to go that route.

- All of the courier positions are filled and starting this week we're getting courier delivery service 5 days a week – the first time since early March of 2020. Also, for the first time in two years, Salem is starting to fill holds for the patrons of other libraries in the system, as well as to accept holds for their own patrons from other libraries in the system. On Mondays and Fridays, until the backlog is caught up, our library will receive 5 additional bins of hold items from Salem, for our Silver Falls patrons.
- The local Transitions program is now doing training work at our library. Transitions is a program that helps youth with developmental disabilities gain skills for the real world. We currently have two Transitions students who come to the library with their coaches to clean, straighten, or do other needed tasks.
- We received a grant from the Oregon Humanities for \$700. It is a competitive mini-grant for their new program called "Consider This!" Traditionally, Oregon Humanities finds experts around the state who create programs that nonprofits can then purchase. This program puts the onus on public, academic and tribal libraries to find an expert or experts in their communities who have a unique and qualified way of addressing a theme. For this grant cycle, the theme is: American Dreams, American Myths, American Hopes. Sometime before July, Dr. Andrew Weitzman (a local psychiatrist) is going to present a conversational program on dialectics, or the middle path, as a way for community members to have a conversation and gain skills about how to talk about some of the issues that divide us.
- While it was expensive, we did get our phone issues solved with the replacement of our voice message card. Our phones are now acting as they should and we hope to get another 4-5 years out of this system.
- Dena, Tina, and I are registered for the Public Library Association conference that will be held in Portland at the Convention Center in March. It's a national conference for public libraries and it moves location each year. The program offerings are numerous and exciting. A bonus is that today they announced that many parts of the conference will be offered virtually in addition to live. This is a silver lining of the pandemic, allowing us to see sessions that we would otherwise miss when having to choose between multiple programs or workshops occurring at the same time.
- Last week we had a patron point out that our ADA accessible doors were not staying open long enough. We timed it. They were staying in the open position for less than 2 seconds. Stacy called the company that has repaired them before and a technician came out that day. Our doors now stay in the open position for 7 seconds which is the high range of compliance. We had no idea and were really glad the patron spoke up!

Challenges:

- We have received another letter from WAVE internet in the last week regarding copyright infringement activity on our guest wireless network. This is due to peer-to-peer file sharing of things such as motion pictures and video games. Brian Miles from City of Woodburn will be here on Monday to continue to upgrade our internal wireless network and he will turn off the

particular port that this file sharing is occurring on. We hope this works since WAVE (or any other provider we might have) can turn off our internet for these infringements.

- Being closed to the public for 14 months had a significant fiscal impact on the Formula Based Reimbursement, and not just for our library. The FBR is based solely on the amount of items we circulate to cardholders that live outside of our taxed service area. Because of Salem's closure, they took an enormous hit. But those libraries that opened for in-person services before we did, saw an uptick in their funds. This fiscal year we are anticipated to receive \$81K from CCRLS as part of our disbursement. However, based on this year's materials lending, our amount next year is going to be \$71K. This is not something that any of us were really thinking about when we closed due to COVID concerns. Barring additional closures we expect this to readjust for fiscal year 2023-24.
- CCRLS received notification from Google that all of the CCRLS email addresses will be sunset and deleted by mid-June. Brian Miles from City of Woodburn says we will get started on the migration of emails. Staff emails will go first but hopefully by July, Board members will also have their own email addresses with a @silverfallslibrary.org extension.
- How to pay for staffing and hours changes is the primary concern for the budget process right now. We will be presenting you with various scenarios in the February meeting as how we staff the library may impact hours and services.

Changes:

- We have gone live with the Acceptable Use Policy as of January 2nd. This means that when Wi-Fi users log in to use the service, they have to check a box saying they will use the system per outlined rules. The passwords change quarterly.
- We will soon have to hire some additional subs as both the subs we hired earlier in the fiscal year will be on maternity leave in the spring. These are our two employees who are bilingual in either Spanish or Russian.
- One of our changes, in alignment with Strategic Planning goals, is that we're now doing monthly slat-wall endcap displays. We've divided up the responsibilities so that it's not all on one department and we will have at least 4 themed displays per month. This month we had January Authors, Tea Lover's Month – with both nonfiction work and tea-themed mysteries, a Get Organized Display, and a special author tribute to Haruki Murakami. When Thich Nhat Hanh died a couple of days ago, we set up a display of his works that we had in our collection. Throughout the year we'll be following an established reference book called Chase's Calendar of Events to present thematic and topical displays on diverse topics.
- The HVAC system in the original part of the building was installed in 1968. It malfunctioned in late summer, ceased to cool, and leaked water. Its parts are obsolete. We received quotes from Pace Loren's of three options, ranging in price from eleven thousand or so up to thirteen thousand. The choice I plan to sign for is the middle range of that, a combination gas furnace heat pump model, quoted at \$12, 646.16. This is an anticipated and budgeted for expense.
- Many of our compact fluorescent ballasts, both indoors and outside burned out. Rite-Way electric came in and rewired all of those that had malfunctioned for LED, and also replaced several of the fluorescent tubes in the very high fixtures above Circulation.

- We had a serious plumbing clogs that disabled all of our bathrooms. At the same time, the urinal completely malfunctioned and was leaking in multiple places. Budget Rooter rebuilt all of the valve systems on it and removed the clog which they said had probably been building up for a long time.

Miscellaneous:

- Omicron changed my plans and I will now not be travelling internationally in February and will likely attend the SDAO conference
- I sent you all a snapshot of the work that local graphic artist Emily Pelletier did for us. Our branding and graphics of the library is old but old doesn't necessarily mean bad. I would like to get your opinions of what we have now and see if you think that doing something different in the near future would be of interest.

Director's time off since last report: 4.5 hours of sick leave and 28 hours of vacation leave.

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

Confirm upcoming Board Meetings – February 22, March 22, April 26 are confirmed. The May meeting will be rescheduled for June 14 if the timing fits the Local Budget Law requirements.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. Policy Manual, Chapter 4 – Sections: Confidentiality of Library Records, Fines and Fees, and Material Selection/Collection Development.
2. Discuss fiscal impacts of eliminating fees on youth items.
2. Budget and staffing: hours, salaries, colas, etc.

ADJOURNMENT

Motion: To adjourn the meeting at 7:55 p.m.

(Motion by: Michael Milhausen. Second by: Dmitry White).

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, February 22, 2022 at 5:30 p.m. in the library program room.

Approved: _____(date)

Michael Milhausen
Chair, Library Board of Directors
Silver Falls Library District