

Tuesday, January 26, 2021
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

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

Board Members Present:

Michael Milhausen
Chris Childs
Kathy Beutler
Christine Mayou
Ralph Sorensen

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Ingrid Green

Board Members Absent:

None

CALL TO ORDER

President Milhausen called the meeting to order at 5:32 p.m.

REVIEW OF AGENDA

Additions:

- Add strategic plan to Old Business.
- Add board/director training to New Business.

APPROVAL OF MINUTES

Correction: Authentication should be authentication.

Motion: To approve the December 8, 2020 Board Meeting minutes as printed/circulated (Motion by: Chris Childs. Second by: Kathy Beutler).

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

None.

FINANCIAL REPORT, NOVEMBER 2020

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of November 30, 2020)
2. General Fund Statement of Cash Receipts (as of November 30, 2020)
3. General Fund Statement of Cash Disbursements (as of November 30, 2020)
4. Check Register – Citizen’s Bank (November 1-30, 2020)
5. LGIP Account Statement (as of November 30, 2020)
6. Purchase Order – Visa (closing date November 25, 2020)
7. Journal Entries (as of November 30, 2020)

STATEMENT OF CASH RECEIPTS:

Board Question: Is 43030 Other Grants where the funding from the CARES Act appears? Yes.

Motion: To approve the NOVEMBER 2020 Financial Report as presented, including checks #16518 through and including #16537 and all EFTs, for a total of \$72,053.88.

(Motion by: Chris Childs. Second by: Kathy Beutler).

Vote: Unanimously in favor.

FINANCIAL REPORT, DECEMBER 2020

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of December 31, 2020)
2. General Fund Statement of Cash Receipts (as of December 31, 2020)
3. General Fund Statement of Cash Disbursements (as of December 31, 2020)
4. Check Register – Citizen’s Bank (December 1-31, 2020)
5. LGIP Account Statement (as of December 31, 2020)
6. Purchase Order – Visa (closing date December 24, 2020)
7. Journal Entries (as of December 31, 2020)

STATEMENT OF CASH RECEIPTS:

Because the District has received 95% of budgeted income, we probably will increase *Materials* expenditures in February or March.

STATEMENT OF CASH DISBURSEMENTS

Board Question: Why is the amount spent in *Salaries* so low? Partly because we have not yet filled the Youth Services position left open through retirement.

Board Question: Chris Childs wants to applaud staff for their budget austerity and frugality.

Board Question: Can Stacy fill in more memo information on checks written? Yes.

Motion: To approve the DECEMBER 2020 Financial Report as presented, including checks #16538 through and including #16576 and all EFTs, for a total of \$95,149.56.

(Motion by: Chris Childs. Second by: Michael Milhausen).

Vote: Unanimously in favor.

Additional questions from auditors:

- 1) *Are there any new pronouncements-on the horizon that may require additional staff time or disbursement of funds to properly implement? It’s possible that there may be new funding within a new stimulus package, but there shouldn’t be any large expenditures unless pandemic or financial conditions get worse. (<there was just an extra space there)*
- 2) *Have there been any significant changes to the internal control system? No.*

On December 23, SDAO informed districts that the CARES Act funding of approximately \$20 million, reserved for special districts was spent. None of their correspondence indicated that the funding would run out before the last scheduled round, and the Library had about \$5500 worth of purchases, as well as a large amount for personnel time for COVID-related tasks, that we had planned to include in our last round of funding requests.

This came as quite a blow, but SDAO directed districts to FEMA programs that might cover some of these expenses, particularly for PPE, disinfecting supplies, and a few other specific costs. No personnel costs would be covered through FEMA funding. After completing many hours of work on the FEMA application calculations, we learned that only purchases made from March-September 14, 2020 would qualify. Under these restrictions, we recalculated and were able to reach the \$3300 threshold for FEMA small project grant funding, but we could have \$8300 more if our HALO system will qualify. If FEMA approves either the whole amount (\$5500 in purchases, plus \$8300 for the

HALO system), or just the purchases but not the HALO system, a corresponding amount will be reallocated from our previous CARES Act grants received, and can cover up to the \$5500 in additional purchases that were in our application for the final round, and a small portion of the personnel costs we hoped to include.

OLD BUSINESS

1. OSHA and OHA rule updates and impacts – Permanent rules now proposed

Oregon OSHA wants to make temporary rulings for COVID and other respiratory viruses permanent. This is upsetting to SDAO leadership and labor, which led to the fiscal impact statement distributed to the Board (written in part by Jason Jantzi, from SDAO). It is interesting to see the fiscal impact as we move forward, but the good news for us is that the ruling becoming permanent would not change much about how we've been operating since March, but it could be extremely difficult for some districts and industries. Ingrid Green noted that this is par for the course for Oregon OSHA, which is just focused on employee safety, and has to follow federal OSHA guidelines, but that employers making a good faith effort to protect employees' safety goes a long way in questions of enforcement.

2. Revisit library's current service level, including any thoughts around reopening or permitting public entry

Christy shared with Michael the results of the SFSD (Silver Falls School District) school reopening survey of families with kids in school. The survey results listed all of the schools with the total number of responses (how many would or would not return), and the percentage of respondents who indicated their children would return to school ranged from 79-97% for each school. However, the survey results did not include information about how many families from each school did not respond to the survey, which Michael calculated to be 40-60%. The survey results also included a potential date of February 26 for students to return to hybrid instruction. The Board consensus is to continue as is with our library services, at least through February, but that we have our reopening plan in place for when we are ready.

3. Status of CARES Act funds

This subject was covered when the Board discussed the Financial Questions from the auditors. If something changes before the next Board meeting, Christy will inform the Board.

4. Strategic plan and Board/Director training

Penny Hummel checked in with Christy after the November property taxes were received. Christy shared an article with the Board about the recent strategic plan Penny completed for Yachats. Penny's availability is likely to be good, since she can do much of the work from home. In addition, Christy sent the Board information about an upcoming Board/Director training in February that might help to guide the strategic planning process. The Board will let Christy know if they can attend the training, and Christy will get more information about Penny's cost, timeline, and availability.

NEW BUSINESS

1. FEMA grant for COVID expenses

This subject was covered when the Board discussed the Financial Questions from the auditors. If something changes before the next Board meeting, Christy will inform the Board.

2. Review Part 4 (sections 4.1-4.6) of Chapter 1 of the Policy Manual

- Section 4.2 – Change “Clerk” to “Administrative Assistant.”
- Section 4.3E – Remove “at 6pm or” and “from time to time”.

- Section 4.3H – Copy and paste verbatim from ORS 192.640.
- Section 4.3C – Correct typo “1” on 4th line.
- Section 4.3C – Change “sex” to “gender”.
- Section 4.3D – Include “other electronic communication” and “meetings held virtually or by telephone.”
- Section 4.4D – Review process of handling a contentious meeting, and recording devices. Christy will contact SDAO for updated policy advice on this issue.
- Section 4.5 – Review ORS section for executive sessions.
- Section 4.3G – Drop last sentence.
- Section 4.5C, Paragraph D – Last sentence should be its own section, to be Paragraph E.
- Section 4.6 – Moving forward, we will list any abstentions or “No” votes by each member, unless the vote is unanimous.

3. Upcoming Board election for two seats

Christy has notified the elections board of our vacancies. The candidate application window is February 6 through March 18.

LIBRARY DIRECTOR’S REPORT

Good things:

- Back in March we were contacted by PGE to see if we wanted to be part of their SMART thermostat program. This is a program where smart thermostats are installed to replace all existing ones with the caveat that PGE can alter our thermostat by one degree during peak output hours, if needed, to reduce energy strains on the system. They were installed last week. The cost to us was zero dollars. This impacts our bill for summer cooling but not our winter heating as that is from natural gas. The new thermostats – all 13 of them – are much easier to use than what we had prior, and they are able to be controlled remotely from a computer login if needed. They are currently on a schedule that matches our building’s hours of occupation.
- We made it through the holiday season and were happy to have each other for company and we did a voluntary Secret Santa exchange and put up some decorations, especially lights. The Tech Services department created a book title anagram treasure hunt using clues of pertinent, current book titles and there was good candy for rewards.
- This year our Friends of the Library group received \$1,050 in year-end donations. Many people make a matching donation to the Oregon Cultural Trust since the Friends are one of the qualifying partners. The matching donation is a straight tax credit. One of the donations, for \$500, is earmarked for a future glass case for some of the rare books that are currently in the library’s closed stacks.
- The first six months of the new supervisors in Technical Services and Circulation have gone very well and very quickly. Thus far, the promotions of Tina Pennington and Becky Elligsen were good choices. Both supervisors have shown a knack for creating team cohesion and exemplary leadership. They have also both availed themselves to many trainings and readings for new supervisors and stay updated with their jobs by taking classes through professional sources. Both Becky and Tina exhibit solid communication skills with their peers, their teams, and with me. Both of them serve on committees within the CCRLS consortium and stay abreast of our library’s role in the bigger picture.

- The Youth Services Department’s story time numbers on Zoom continue to grow. Last week we had 36 children, plus their accompanying grown-ups. We have new families being added weekly and they are also new to Silverton and our library. Currently, when a family signs up for a backpack, they get bubbles, a scarf and a shaker that they get to keep. There are also 2 books in the backpack and they are switched out every few months to 2 new books. This has been such a cool project and we have already moved our families to the second backpack! Over 20 backpacks are distributed to our families here in Silverton at this time since November! We are running crafts out of our window or they can be picked up curbside. We have created over 100 totes for families, kids, teachers... right now we do about one or more a day. Patrons have the option of filling out requests for a tote through the library website or they can call Youth Services.

Challenges:

- Learning that the Corona Virus Relief Funds (AKA Cares Act funds) that were made available to Oregon’s Districts had run out of funding before we submitted our final round of expenses was hard. Our hopes were raised with the news that we could apply for FEMA funds but somewhat dashed again when we learned, after Stacy had done a tremendous amount of spreadsheet work, that they were only for procurements made prior to September 14th. We are still uncertain if all of our expenses will count towards their categories, which also require a threshold of \$3,300 plus dollars. We should know more this week.

Changes:

- The Friends of the Library are in need of more board members and board officers. Gisela Murtha, Friends President is stepping down but remaining on the board. Arnold Wilcock, Friends Treasurer for many, many years, is stepping down and needs to take a break because of other things in his life. They are currently working to schedule a meeting to discuss matters and install new officers.

Miscellaneous:

- For our January full staff meeting we took an hour and 15 minute training from the Ryan Dowd Institute. These trainings are paid for by the State Library of Oregon. The title of the training from January 14th was “Resolving Liberal vs. Conservative Conflict in the Workplace.”

Vacation time taken since last report: 15 hours

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

Ralph asked Christy as a member who sits on the Oregon Talking Book and Braille Services board to look at their website and let the board know its issues.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. Strategic Plan
2. Part 5 of Chapter 1 of Policy Manual

ADJOURNMENT

Motion: To adjourn the meeting at 7:22 p.m.

(Motion by: Chris Childs. Second by: Ralph Sorensen).

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, February 23, 2021 at 5:30 p.m. in the library program room.

Approved: _____ (date)

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