

Tuesday, January 28, 2020  
**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  
Chris Mayou (via Skype)  
Ralph Sorensen

**Staff Present:**

Christy Davis, Director  
Stacy Higby

**Public Present:**

John Maine, Pace-Loren's HVAC

**Board Members Absent:**

None

**CALL TO ORDER**

President Milhausen called the meeting to order at 5:30 p.m.

**REVIEW OF AGENDA**

Changes:

- Add review of November's financial reports.
- Move Public Presentations before financial reports.
- Consider tabling the Public Library Standards for next month if time is short.

**APPROVAL OF MINUTES**

Correction: On the last page, 3<sup>rd</sup> bullet point, "part" should be "party."

**Motion:** To approve the December 10, 2019 Board Meeting minutes as printed/circulated  
(Motion by: Kathy Beutler. Second by: Ralph Sorensen).

**Vote:** Unanimously in favor.

**PUBLIC PRESENTATIONS**

**John Maine, Pace-Loren's HVAC**

As a result of last year's inspection, there was some concern about our aging system, so Christy called John and he spent half a day going through the Library's as-builts, etc. The Library currently has 8 HVAC units, 7 of which are in the attic, and the 8<sup>th</sup> unit is in the closet in the Youth Services hallway. Most of the units are 21-22 years old, while the life cycle for commercial use is about 21 years. Although John modeled several approaches to upgrading the current system, his advice is to budget to replace one or two of the outdated units each year, with additional funds set aside for repairs. He also recommended continuing regular service to the system, and considering a digital thermostat app which would allow the Library to program and change settings from a computer or smart phone. Chris Mayou asked if our duct work was sealed. John was not sure, but didn't consider that a problem as we don't have a high pressure system, which would be more prone to leakage.

Christy asked if solar panel installation would integrate with our current system or any of the options John presented. John advised considering a heat pump, but said the answer would depend on how many kilowatts the solar would provide. There was discussion on the question of replacing still-functioning units or waiting until they fail, but no decisions were made. Christy will scan the binder of information John provided and send it to the Board.

## **FINANCIAL REPORT, NOVEMBER 2019**

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of November 30, 2019)
2. General Fund Statement of Cash Receipts (as of November 30, 2019)
3. General Fund Statement of Cash Disbursements (as of November 30, 2019)
4. Check Register – Citizen’s Bank (November 1-30, 2019)
5. LGIP Account Statement (as of November 30, 2019)
6. Purchase Order – Visa (closing date November 26, 2019)
7. Journal Entries (as of November 30, 2019)

### STATEMENT OF CASH DISBURSEMENTS

**Board Question:** What is the charge for *Building Maintenance*? One of the HVAC units needed the heater motor and blower replaced.

**Board Question:** Why has 82% of the amount budgeted for *Adult Programs* already been spent? Spring has booked programs far in advance.

**Motion:** To approve the November 2019 Financial Report as presented, including checks #16219 through and including #16244, for a total of \$203,977.25.

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

**Vote:** Unanimously in favor.

## **FINANCIAL REPORT, DECEMBER 2019**

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of December 31, 2019)
2. General Fund Statement of Cash Receipts (as of December 31, 2019)
3. General Fund Statement of Cash Disbursements (as of December 31, 2019)
4. Check Register – Citizen’s Bank (December 1-31, 2019)
5. LGIP Account Statement (as of December 31, 2019)
6. Purchase Order – Visa (closing date December 26, 2019)
7. Journal Entries (as of December 31, 2019)

### STATEMENT OF CASH RECEIPTS:

**Board Question:** Why did the Citizen’s Bank checking account show a balance of only \$700 on 12/31/2019? Stacy did payroll early before her vacation, and that pushed our EFT payment to PERS into an earlier billing cycle (instead of after the first of the month, which is the norm). Christy and Stacy thought that the account balance would be sufficient until after Stacy got back, since no more checks would be written during that time, but the unexpected EFT for PERS caused a NSF charge from the bank and Christy had to make another transfer from the LGIP,.

## STATEMENT OF CASH DISBURSEMENTS

**Board Question:** Can the lump sum payment for the PERS unfunded liability be unhidden? Yes, Stacy will fix it.

## CHECK REGISTER

**Board Question:** What are the charges for Building Maintenance? We replaced 2 failed windows, made the final payment to SmartWatt for our LED light replacements, paid for trash service, and purchased paper products for the public restrooms.

**Board Question:** Can Stacy use the Memo line more and print the split details on this report going forward? Yes.

**Motion:** To approve the December 2019 Financial Report as presented, including EFTS and checks #16245 through and including #16270, for a total of \$99,974.73.

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

**Vote:** Unanimously in favor.

## OLD BUSINESS

1. **Pauly Rogers** – All three members of our audit team moved on to different employment in the fall. Margaret had offered to visit the board to answer questions and explain some concepts, but Roy Rogers offered only a phone or Skype consultation without charge. The District will try the next upcoming audit with the new team, but may consider going out for an RFP if needed.
2. **Program Room Lighting** - The lighting upgrade for the Program Room will cost about \$800-1000 for the lights, and \$1322 for the installation, which is available in the *Minor Equipment and Furnishings* budget line.
3. **E-Mail Migration Update**
  - One of the greatest challenges Director Davis has right now is navigating the inevitable change from CCRLS supported email via Google Suite to something new. The reasons for the difficulties in making a decision are multi-fold. In practical terms, this has impact because it means a change of every single staff person's email address – this involves everything from business card changes, to website changes, and most importantly perhaps, all the many places where particularly our professional staff have transactions: vendors, agencies, community groups. There will be no email forwarding so we have to proactively contact those we communicate with to notify them of changes of email address. This is a huge endeavor in terms of time and effort. Then there is administration of the email server: There are choices between Christy being the email administrator for the library or paying a third party to do that – which leads to the third issue: Cost. Regardless, there will be real costs involved: Costs for help with setting up the new accounts, licensing costs, monthly or annual costs per e-mail account, and possibly administrative fees should we opt to outsource the administration of the email. I have already spent many hours researching options and I am still researching. Stayton Library and Silver Falls are in the same predicament. All other libraries in the system are able to move to their municipality's email servers. City of Silverton and City of Mt Angel contract with City of Woodburn for IT services and email. Google business would be cheaper than Microsoft, but it's not standard. Director Davis will call Woodburn to find out if they are willing to be contract administrators for email service, and what it would cost, and she will

also contact a Google Business Partner to find out what kind of migration might be possible and what it would cost.

## **NEW BUSINESS**

### **1. Strategic Plan Proposal from Penelope Hummel**

The Board reviewed the proposal and wants to move forward with a Skype consultation at the March meeting to ask more questions and get details about the scope of work to be done by board and staff, and also the best timeline. Director Davis plans to apply for a technical assistance grant to offset the cost. She will also call the two references listed she knows and also one of the others. The board asked if there are other consultants to ask for proposals. Christy said there are two in the area, and Penny usually does the smaller libraries while the other person focuses on the larger library systems. The board will send questions to Christy and she will compile a list for Penny to answer at the March meeting.

## **LIBRARY DIRECTOR'S REPORT**

Successes:

- This month launched Youth Service's Sensory Story Time, a program for families with children on the spectrum. There are traditional story time components mixed with lots of sensory items and activities, as well as time for families to interact with one another. Current plan is for these story times to be offered the last Saturday of the month during the Labor Day to Memorial Day calendar.
- Sheltering Silverton and the Library are partnering to bring a film night to the library in late February. We are going to screen the documentary called *Tony*, about an unhoused man in San Diego. The purpose of screening the film is to raise awareness and empathy about this national epidemic, and to help create better discussions around the issues of homelessness impacting our own community. If it goes well, we'll do more similar screenings.
- On March 7<sup>th</sup> we're hosting a local author fair to give the writers in our midst a chance to sell their printed wares and talk about their work.
- Our Smart Watt lights are now paid in full! The money and electricity savings are apparent in the spreadsheet being passed around. It will be May before we've had a full year with our insulation on the youth services side and underneath the building. At that point we should know if we're also saving money on Natural Gas. The good news regardless is that youth services staff and patrons reported a cooler summer and a warmer winter since the project's completion.
- After talking with the City of Silverton, we convinced them that we needed a new City trash can closer to the library. If you recall, we started locking our trash can and then our recycling can in the fall to prevent passersby from depositing trash into our cans as we're often at capacity with both trash and recycling each week. You'll see a new City receptacle out by the crosswalk on our side. We have removed the trash can right next to our front doors and we are currently monitoring to make sure that we're not getting more trash brought inside because of

that. In related issues, we're continuing to have our issues with ants and find we have to be diligent about reminding patrons to not bring food into the library.

#### Changes:

- Sometime over the next several weeks there will be some reconfiguration on the adult side of the library as we consolidate our catalog computers to one island and take the space from the second island of catalog computers to install compact disc browsing furniture that we are receiving from Salem. This will leave us with four search catalogs, including one that is ADA accessible on the adult side. We plan to move one catalog computer to the youth side to better help accommodate searching for the large student groups who come in. At the same time, CCRLS is sending us newer catalog computers as part of their current schedule of upgrades for shared public-facing equipment. These are large screened all-in-ones like the one that is currently at the ADA catalog station.
- In addition to CCRLS director John Goodyear leaving, Janet Snowhill, the Automated Systems Librarian at CCRLS will be retiring this spring as well. Janet's departure is a significant loss of talent and legacy knowledge at CCRLS. Janet and the Technical Services Librarian, Robena, came to our library last week to work with Dena, Spring, Becky and Christy on how to navigate the ILS to obtain various reports. This was helpful and we may have them return another time before Janet's departure.
- At least three of our members on staff have mentioned retiring this year and it seems likely that this could happen with any or all of them between now and the new fiscal year. This will have significant but likely temporary impacts. Stacy and I have started looking at different staffing configurations and budgetary needs for these inevitable changes.

#### Misc:

- I went to the January 18<sup>th</sup> meeting of the Silverton Mural Society, except that there was no meeting. I had been given the wrong date by the group's leader, Vince. The next meeting is on February 12<sup>th</sup> and I have it on my calendar to attend. I was able to work with Chris Schwab at the Silverton Historical Society and Museum for some additional Mill-related images – such as bags of grain, and a horse drawn cart from the Mill – as potential auxiliary corner images.
- At our last staff meeting we talked about different strategies for when a patron doesn't have their library card on them, reviewed our inclement weather and emergencies calling tree and communications strategy, and discussed the many changes at CCRLS. At CCRLS we had a presentation from a T-Mobile representative who showed us a hotspot device that patrons can check out. This allows internet access for up to 15 devices that are near it when it is on. Mt. Angel already has two and several other libraries are thinking about it. The devices cost \$72 and the hotspot enabling is \$30 a month per device. The coverage is good but there are areas that are still dead zones. As we have some patrons in our district who live in areas where internet is not available, it's something to consider but probably not for another year or so.
- A reminder I am registered to attend the 2020 SDAO conference in Seaside on February 7-9
- Another matter that's important is that last July, I booked a trip to Portugal for late May 2020. This matters because I will be gone during the week we normally meet (May 26) and that is also the meeting when you vote to approve the budget. If you wish me to do so, I will be

proposing a different time for this meeting either prior to or at our February meeting.  
(probably a week early)

Leave used since the last Board meeting: 3 hours Sick, 24 hours Holiday

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

Chris Childs mentioned that he offered at a previous meeting to talk to the County Election Director about the Library's election expenses and what we can expect going forward. He will meet with Christy to go over his notes.

**AGENDA SUGGESTIONS FOR FUTURE MEETINGS**

1. Public Library Standards, Part 7: Facilities Standards
2. Internship grant program with SDAO – Christy will talk to the board next time

**ADJOURNMENT**

**Motion:** To adjourn the meeting at 7:59 p.m.  
(Motion by: Chris Childs. Second by: Kathy Beutler).  
**Vote:** Unanimously in favor.

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The next Library Board meeting is scheduled for Tuesday, February 25, 2020 at 5:30 p.m. in the library program room.

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

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