

Tuesday, October 24, 2023
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

Silver Falls Library Program Room or via Zoom
410 S. Water St., Silverton, Oregon
Zoom Meeting ID: 831 3871 4564

Board Members Present:

Ingrid Donnerstag
Dmitry White
Nancy Miller
Michelle Sanguinetti
Megan Smith

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Tristan Kuenzi

Board Members Absent:

None

CALL TO ORDER

Chair White called the meeting to order at 5:29 p.m.

REVIEW OF AGENDA

No changes.

APPROVAL OF MINUTES

- New Business #2 –Clarify that Christy and John Maine wrote their letters independently without corroboration.
- Page 4, #3 – Add “Strategic” to make it “Strategic Plan.”
- Directors’ Report – Add apostrophe to “Director’s Time Off”.
- #4 POA letter – “Christy has talked to do” should be “Christy has talked to use”.
- Agenda Suggestions – Remove blank #2.
- Capitalize “Letter to POA”.
- Financial Report - Remove one “why” from “why why”.

Motion: To approve the SEPTEMBER 2023 Board Meeting minutes as corrected
(Motion by: Dmitry White. Second by: Megan Smith).

Vote: Unanimously in favor.

FINANCIAL REPORT, SEPTEMBER 2023

The Board received and reviewed the following reports:

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

Motion: To approve the SEPTEMBER 2023 Financial Report as presented, including checks #17457 through and including #17487, and all EFTs, for a total of \$109,473.82.

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

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

Tristan Kuenzi from Earthlight Solar answered questions about the estimate he prepared for the Library in June.

Costs/Production

- The energy offset is estimated to be over 95% of the Library's usage, producing 85,000 Kilowatt Hours (KWH). Tristan reviewed a year's worth of PGE billing to estimate our current usage (88,000 KWH per year), but we should adjust that using more recent bills since the latest HVAC units were installed. It will take an estimated 8 years to pay off.
- In Oregon, solar systems produce more power than they need, then use those credits in the winter. It would probably be March before we receive a bill each year. Net metering is still available in Oregon, although it is under threat by PGE and Idaho Power. However, we would enter into a 20-year agreement, so that shouldn't affect us. The fight to get rid of it will probably take 1-3 years to resolve. Net metering resets at the end of March, so the best time to install is the beginning of April to get a full year of sun credits for the year.
- Question – What would the total outlay cost for the first year? \$180,000 Total Project Cost minus \$10,500 Upfront Solar Rebate from Energy Trust of Oregon and \$54,000 solar Investment Tax Credit (ITC) rebate (30%) for a Net Cost of \$115,500.
- Question – On the Cash Example page, what is the \$900 showing on Year 12? 10-15 years is the lifespan of the inverters, and \$5400 is the current replacement cost. The \$900 shows for a total of 6 years.
- Question – Would the Library take out a loan for the costs? No, we would budget for the project from our general fund or the amount reserved for future expenditures.
- Question – Megan's residential solar system has a monitoring app which shows output and alerts her to problems with panels. Will the Library's system include that? Yes, but not all commercial systems track individual panels. Earthlight can put a display in the lobby or another public location showing output as compared to trees, books, or another cost comparison. The system will alert us if there's any problem.

Bids

- According to Oregon Large Procurement requirements, we will need to get at least 3 bids. Tristan will get a formal bid to us at that time and can provide the names of other reputable companies that use materials of a similar quality. There is a wide variance in the quality of materials. Solar panels and inverters are the main components. We can do weighted scoring of the bids. We don't have to take the lowest bid, as long as there is solid reasoning and justification for our choice.
- Question – Would we want to have the bids and results of the engineering study before applying for the grants? The more information we have, the more likely that our grant application will be successful, but grantors will not usually reimburse applicants for money spent before receiving the grant.

Grants/Rebates

- Some of the rebates and credits have changed since this estimate. One is the ITC credit, which Tristan expects to be announced in January or February.
- Earthlight doesn't have an in-house grant writer but has a couple that they recommend with high success rates. Hiring a grant writer will cost an estimated \$1200 or more, plus a percentage of the grant award amount (5%), although different grant writers use different formulas to get their pay.
- Question – Would the Library track the ITC tax rebate? Earthlight would work with a CPA to make sure we receive that credit. The Library is a municipal government entity and therefore does not file income taxes.
- Question – Are we looking at grants? Yes, the Upfront Solar Rebate from Energy Trust takes applications from January until their funding runs out for the year. PGE also has a grant for rural non-profits which is due in February. We would find out if we received the grant in May. Last year, the PGE grant funded 80% of project costs. What will be available when we are ready to move forward is a moving target. Christy will research the PGE grant requirements.
- Question – Do we need to hire a grant writer or could we write the grant ourselves? It may require a lot of technical information. We will know more after Christy looks at the grant requirements.

Engineering Inspection

- The engineering study will tell us if our roof can support the panels. That cost is estimated to be \$5,000-\$7,000 but would be included in the contract with Earthlight. Tristan couldn't speak for other companies on what their bids would include. He said that our contract with them would be written so that successful completion of each step would trigger the next. First the engineering study, then if it came back good, interconnection application with the utilities. If there's going to be necessary upgrades to the roof, Earthlight would present that to us and ask if we wanted to proceed. The engineering study, application to PGE for connectivity, and all permits will be included in Earthlight's bid.
- Question – Do we need to have an electrical engineering inspection before we can get acceptance from PGE? Yes, but Earthlight works with PGE, who will tell us if substations can accept the amount of backflow.

Timeline/Next Steps

- Question – What would the installation timeline be? Residential projects can be completed in half a day, but a commercial project this size will take a week to ten days. Coming out of winter is the shortest backlog for installation.
- Question – Would we need permission from the City since we don't own the building? Yes, Christy will contact Jason Gottgetreu to find out if we need to ask City Council or what else we would need to do.
- The timeline should be based on the Library's budget process, staff time, grant deadlines, and the RFP process. Incentives and grants come and go, but they aren't likely to disappear completely. We can start with writing the RFP, then get 3 bids, and select the winning bid. The winning bidder will do the engineering study, then we can write grants. Christy will call Buzzy Nielson from the State Library to ask if any other libraries in Oregon have solar systems. We might be able to look at their RFPs as a sample, as well as the RFP for the Civic Center. Depending on the complexity of the grant application requirements, we could apply next year.

- Christy will contact SDAO, look at the PGE grant, and talk to other libraries and the City, then bring the information back to the Board. If possible, we will have another entity's RFP to look at for the next Board Meeting. Tristan is available by email if we have any questions.

OLD BUSINESS

1. Review additions and corrections to the updated Emergency Procedures Manual

Christy and Stacy made the revisions suggested by the Board, and added information about what to do when a child is separated from the person responsible for them.

NEW BUSINESS

1. Discussion of annual audit

Question – Was everything in order? Yes. The Library's total net position decreased by \$19,000, but this goes up and down every year. The previous fiscal year saw a decrease of more than \$39,000. A document showing the long-term changes in net position, as well as other District financial information was distributed to the Board in July.

EXECUTIVE SESSION RE: REAL ESTATE TRANSACTIONS

Called into session at 7:01 as per ORS 192.660(e).

The Board discussed a proposal prepared by the Parking Lot Committee. The Board requested that the Committee meet again and prepare 2 additional proposals to review at the November Board Meeting.

Executive Session ended at 7:52 and the regular Board Meeting resumed.

LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- While not as robust as summer circulation, our transition into school year circulation has been good. Our current checkout numbers look better than they did in the spring. In 2021 we made 741 new cards, in 2022, 947. Between January and the end of August of this year we've made 721 cards, so I think we're on track to exceed last year's number of new cardholders. About 5% of the cards we make are for people who were once part of the library system but were deleted after 3-7 years of inactivity.
- Interest rates have gone up yet again since our last meeting at the Local Government Investment Pool. Last month interest rates were at 4.8% and now they are at 5.0%.
- Dena and I met up with Silverton High School librarian Heather Deede-Jones last week. We toured the library and talked about collaborations we could do. Heather is going to try and help us recruit teens to our newly forming teen advisory board and Dena will be going to the school this week to talk directly to students. Heather also took our promotional materials for Spanish language books to share with the ELL teacher and some students.

- We believe that the freezing screen issue has been resolved with our new videoconferencing equipment. If it was correctly diagnosed by installer Dynamic Tech Solutions, it was an HDMI connector that was causing the issues.
- Stacy finished up the annual report for the State Library of Oregon. It takes a long time and a lot of communication with staff to gather all the data.
- Stacy also managed to corral all staff into submitting the necessary insurance paperwork for choosing or opting out of plans during the CIS open enrollment period.

Challenges:

- Not a lot of change from last month: As noted earlier, we have multiple transactions that are not yet resolved that include the bill for the May 2023 board of directors' election, the payment-lease dispute with Pacific Office Automation (although progress has been made), and the start date for Valley Roofing to work on the building.
- When Dynamic Tech Solutions was at the library today, we also had them troubleshoot an issue that we have with a loud static noise coming out of our paging system speakers. It is likely that the issue is caused by the phone system not being properly grounded. We are going to get a quote for mitigating this issue and a separate quote for expanding the reach of the system with additional speakers in periodicals and youth services. We did learn that once our current phone system goes out, it will be obsolete as the DSX models were only made for a few years and then the national parent company, NEC, discontinued them. Our current system was purchased and installed in 2013 for \$5K. We will also get a quote for a phone system replacement upgrade so that we'll have that number in mind for a future budget.
- The library staff's computers were intermittently without internet and therefore catalog access off and on – but mostly off – for three days last week. It was a firewall issue that was resolved over the weekend. Circulation staff quickly rallied to use our Google Chromebooks on the library's Wi-Fi network and utilized an auxiliary mode for doing checkouts, check-ins and making cards. Youth Services and Reference also connected to Wi-Fi with laptops so that we could continue to serve our patrons during the outage.

Changes:

- One change this year was a rate hike for those employees who selected Kaiser Permanente for their health insurance. The rate hike exceeded what the District pays for one of its employees who works 30 hours a week. This means that the employee now has a certain amount per month taken from their paycheck for health insurance. For next year's budget – and depending on what the rate increases may be for Regence BC/BS and Kaiser Permanente – the board may wish to reevaluate insurance contribution caps.
- CCRLS has hired for its Network IT head position. David Bonham who was in the position prior has accepted the role and will start in early November. The position has been vacant for almost three years and has been upgraded to be salaried and managerial.

Miscellaneous:

- At our last full staff meeting we conducted a fire drill and had a demonstration of how to use the large key to turn off the building's water line and gas lines. The staff broke into three groups - each led by a member of the safety committee - to tour all the safety features of the building, including but not limited to all fire extinguishers, safety cones, first aid kits, alarms, and fire pulls. Next month we will do an active shooter drill and an earthquake drill. At a future meeting we will do a drill for securing the building in the event of a missing child. We conducted a staff survey and 12 staff wish to certify or re-certify in both CPR and first aid, and four wish only to take the first aid portion. One member of staff is currently up on her certification from having it for a volunteer position she holds.

- Directors time off since the last meeting: 3 hours of sick leave.

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

None.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

None.

ADJOURNMENT

Motion: To adjourn the meeting at 8:07p.m.

(Motion by: Dmitry White. Second by: Nancy Miller).

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, November 28, 2023 at 5:30 p.m. in the library program room. There will be no meeting in December.

Approved: _____(date)

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