

Tuesday, October 27, 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  
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 5:29 p.m.

**REVIEW OF AGENDA**

No changes.

**APPROVAL OF MINUTES**

**Motion:** To approve the September 29, 2020 Board Meeting minutes as printed/circulated (Motion by: Kathy Beutler. Second by: Chris Mayou).

**Vote:** Unanimously in favor.

**FINANCIAL REPORT, SEPTEMBER 2020**

The Board received and reviewed the following reports:

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

STATEMENT OF CASH RECEIPTS:

**Board Question:** Why does the LGIP transfer of \$21,173 shown on the bank statement not match the amount of *State Timberland* revenue received that shows on the Statement of Cash Receipts? This deposit is a combination of *State Timberland* revenue, *Prior Years Property Tax*, and *Interest*, deposited by Marion County into the LGIP account at one time.

**Board Question:** Is *State Timberland* revenue distributed quarterly or annually? It has been

distributed both ways in the past, but we can't predict the amount or distribution schedule.

**Board Question:** Why is the revenue for *Interest* lower than in the past? The LGIP interest rate has been lowered to .75% since the last Board Meeting. It's been continually decreasing for the last year, down from 2.75% at this time last year.

#### STATEMENT OF CASH DISBURSEMENTS

**Board Question:** The amount spent for *Total Materials and Services* (5.87% of the amount budgeted) seems austere. We are working hard to minimize expenditures until this year's tax revenue is received in November.

**Board Question:** Were two CIS payments made this month? Yes, one was late due to fire and smoke closures.

#### CHECK REGISTER

**Board Question:** Can we use the memo line more? Yes, Stacy will include more detail in the memo line.

**Motion:** To approve the SEPTEMBER 2020 Financial Report as presented, including checks #16469 through and including #16491, and all EFTs for a total of \$82,283.40.

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

**Vote:** Unanimously in favor.

#### **Questions to management about finances (from the auditors)**

Michael offered to read 3 of the questions from the list provided by the 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 if we start any large new initiatives using Covid Relief Funds, that those could take extra staff time, but nothing planned at this time.
2. ***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?*** Yes, we have installed a new server for Quickbooks that is separate from CCRLS and backed up on site. Quickbooks does a lot to protect its own products. Geoffrey Miller from Valley Network Tech and David Bonham from CCRLS have our computers and server well locked down, almost too secure sometimes. Stacy explained the on-site QB server backup process.
3. ***Are all financial statements provided to the Board accurate and complete to the best of your knowledge?*** Yes.

#### **PUBLIC PRESENTATIONS**

None.

#### **OLD BUSINESS**

1. **Revisit Motion to amend Library Policy Manual Part 2 (Board of Directors), Section 2.1, F (proposed language in packet)**

Revisions:

Under #2: Change to "If no applications are received..."

Under #1: Replace "a election" with "the next election".

**Motion:** To revise the Policy Manual Part 2 (Board of Directors), Section 2.1, F with proposed language provided as amended.

(Motion by: Chris Mayou. Second by Chris Childs).

**Vote:** Unanimously in favor.

Chris Childs asked about the Policy Manual review in New Business. Will a resolution be coming back to the Board after it has been amended? Yes, suggested revisions will be made and presented to the Board for a vote at the subsequent meeting.

## **2. OSHA and OHA rule updates and impacts**

The OSHA updates to Covid-19 protections continue to become more and more complex. Each employment entity with more than 10 employees will have write and submit a COVID -19 risk assessment as well as a plan regarding what to do if there is an outbreak at the workplace. Once the draft is finalized, we have 6 weeks to put these new measures in place and submit our assessments and plans. So far this hasn't been widely publicized as it keeps evolving. Director Davis has another phone conference with some special districts leaders tomorrow as we try to navigate this.

## **3. Revisit reopening**

- The outdoor browsing events were very successful. Patrons who attended were happy and so were the staff members. Some attendees asked if we were going to do it every week, but that's not practical with winter weather coming. After this trial run, we are wishing we could have done more events during the summer.
- Management and staff still want our primary delivery of library services to be curbside because it's the safest, but are willing to try limiting curbside to 3 days per week and opening 2 days per week to browsing by appointment.
- While the staff is more amenable to opening to the public by appointment, infection numbers across the state and in Marion County continue to rise.
- Preventative measures in the Library now include plexiglass at each service desk, hand sanitizer throughout the library, signage about face coverings and social distancing, directional signs in the lobby and stanchions to limit traffic direction, keyboard covers and extra mice that can be sanitized and/or quarantined, and all seating is unusable except for 2 computer stations. We have ordered additional signage, and Christy is pricing carts with baskets for patrons to use while browsing.
- A major concern is large families with younger children, so we would limit browsing to no more than 2 families at a time in the Youth Services area.
- Chris Childs asked what corrective measures staff feels empowered to take if someone is noncompliant? This is our greatest concern. The Governor's orders indicate that we do not have to allow entry to a noncompliant patron if we can offer curbside service as an accommodation. One exception may be for patrons with hearing disabilities who need to read lips for effective communication. Local law enforcement will take non-compliant patrons outside the building to explain necessary compliance.
- If a staff member tested positive, many others on staff will likely need to quarantine and get tested, which could leave the Library with not enough staff to function.
- Michael asked how long browsing appointments would be, and who would monitor that. Christy explained that appointments would be an hour, and that managers would be assigned to be Rovers for shifts to monitor browsers.
- How will we measure success or the need to take a step back? Parameters could include patron happiness or unhappiness, and increased circulation. If Marion County went on the Governor's watch list, or went back to Phase 1, we would return to curbside service only.
- Requiring appointments will help self-select patrons who will be compliant, rather than people

just wandering in. Christy has been considering setting the phones to a message which will give the caller the requirements, and also purchasing scheduling software with CRF funds.

- The soonest start date would be after Thanksgiving, to give us time to set up and also watch transmission rates.
- Christy will send a link to the board that shows infection rate by zip code so they can watch numbers for the District.

## **NEW BUSINESS**

### **1. Discuss first 10 pages of Chapter 1 of the Policy Manual**

Any potential changes will be drafted, and Stacy will prepare an amendment to be voted on at the next meeting. Ralph asked if the legal language is boilerplate provided to us, and if so, can we change it? Yes, it should be understandable by the Board and anyone else reading it.

- **Section 1.4 A** – Change “The Library Director shall be responsible for updating the Manual regularly” to “The Library Director shall be responsible for updating the Manual as needed.”
- **Section 1.4 C** – Change “A copy of the policy manual will be made available via the internet on the Library’s website” to “A copy of the policy manual will be made available via email or by request. If printing is requested, all public records requests fees will apply.”
- **Section 3.2 B** – Change “The President shall consult with the Clerk of the Board regarding the preparation of each Board meeting agenda” to “The President shall consult with the Library Director and the Clerk of the Board regarding the preparation of each Board meeting agenda.”
- **Section 3.4 A** – Change typo “designate” to “designee”.
- **Throughout manual**, change “his or her” and any other gendered language to “board member” or “member”.
- **Throughout manual**, change “President” and “Vice President” to “Chairperson” and “Vice Chair.”
- Christy will contact SDAO about Section 1.2 D “Policies Do Not Create Rights”.
- Christy will send an updated Organization Chart to the Board.

The Board will review Part 4 (and Section 3.4 for members who did not include that in tonight’s preparations) at the next Board meeting.

### **2. Budget resolution 2020-05 for \$600.77 (CARES Act reimbursement already received)**

**Motion:** In the matter of authorizing the expenditure of a Coronavirus Relief Fund payment for reimbursable expenses made due to the pandemic, motion to approve Budget Appropriation Resolution 2020-05 as presented.

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

**Vote:** unanimously passed.

## **LIBRARY DIRECTOR’S REPORT**

Director Davis reported on the following:

### 1. Good things:

- Our two outdoor browsing events were successful. On Thursday 10/15 we had just around 50 people. On Saturday 10/17 we had 53 people. Both events started off with folks waiting in their cars or queuing up before we opened. Both events stayed steady throughout the time we did them. On both days we circulated upwards of 120 items each time. Many patrons wanted to know when we would do it again or if we were going to do it every week. There are of

course obstacles to this – mainly weather. But also, we showed all our new books from July through October. We won't have that many new books to show consistently. Dena was inside about half the time picking out selections for families based on either what she knew they would like or what they were specifically asking for.

- In addition to the writer's group and the improv groups, Ron is starting a new discussion group on non-fiction topics that have a basis in popular fiction. It is a continuation of the program he did several years back called *Pushing the Limits*. Christy will email more info to the board.
- We continue with the window shopping. It's somewhat labor intensive but it makes us very happy when we come in mornings and books have been pulled to be put on hold for pickup. Spring, Dena, and I are a little competitive about whose display is getting the most checkouts.
- Youth services is doing all their things. They are making lots of customized bags for families and for classrooms. Story time on Zoom has a loyal following. We seriously could not have made it the last couple of months getting ready for back to school without our interns. And we're happy to report that our intern Hilary now has a new part time job as the Youth Services assistant at Mt. Angel!
- We haven't had any more Quickbooks problems since the last round of corrections to the server.

#### Challenges:

- Our CCRLS group is having some disagreements about quarantine periods. An Oregon epidemiologist (just one of them) interpreted the REALM study and said, in a letter from the governor's office, channeled through the state library, that Oregon libraries would be safe if they quarantined library materials for only 24 hours. CCRLS libraries had been (and are currently still) quarantining for 96 hours. We had a vote about going to the 24 hour period. Nine said no, six said yes, and two – both with new library directors – abstained. At our November 6<sup>th</sup> PYM meeting we will revisit this issue. It seems we could get a majority to pass a 48 hour minimum quarantine period. People made good arguments for why it should be longer than 24 but less than 96. It's hard to figure this out as we go along but we all have safety at the forefront of our minds.
- The Local Government Investment Pool (LGIP) dropped its interest rates yet again. It is currently .75%. A year ago it was 2.75%.
- CCRLS is thinking they may have a new hire for the technical job that was vacated with Janet Snowhill's retirement. If the recruitment turns out to be successful, we hope that some of our stalled initiatives will get back on track. We should know more in the next few days.

#### Changes:

- We had the UV LED air purifiers installed. The air seems more crisp and clean. We like any increases to our safety.
- We've decided on a plan for curbside during inclement weather. If it's light rain, we will do parkas or umbrellas. If it is heavier rain, the patron can opt to come under the awning where their materials will be waiting in a bag on a table. If it's below freezing, we'll assess our risks day by day.

- The feds have added two more rounds of Coronavirus reimbursement funding and it now goes through December 30<sup>th</sup>. We have some more initiatives we are exploring.

Miscellaneous:

- The Dolly Parton Imagination Library has 222 current enrolled and has graduated 55 from the program. There has been a recent uptick in enrollment for the program. Kiwanis is going to reconvene in early November with hopes to figure out a fundraiser to keep the program going. At \$25 dollars per child per year, we're currently spending \$5,500 annually to keep that running. Kiwanis must also fund its scholarship programs and other youth support initiatives. Without the Spelling Bee and O-Fest participation, the club is challenged but determined to find a way.
- In other financial news: Marion County Tax office letter from October 13 states the total taxes imposed for our District for fiscal year 2020-21 are to be \$921,341. Last year's imposed taxes were \$882,726. A difference of \$38,615, or, an increase of 4.37 percent.
- A staff member who took a lot of tutorials about mending while we were staying home wanted the Board to know that she learned a lot, and as a result she is faster and better at this library task. She is appreciative of the opportunity to learn more and wanted to share this silver lining from the period of working from home during early COVID closures.

Vacation time taken since last report: 8 hours sick leave and 20 hours vacation. I plan on taking 2-3 days of vacation in November in addition to Thanksgiving in order to celebrate my birthday and get some winterizing done on my house.

**AGENDA SUGGESTIONS FOR FUTURE MEETINGS**

1. Chris Childs' wife wanted him to mention how impressed she was with the efficiency of the curbside program.
2. An article in the Statesman Journal on an audit of CRF funds said that the most scrutinized area was the use of funds for personnel. It's good to use it for materials instead.
3. Chris Mayou asked if we could have an online Zoom meeting to help people learn to use our online resources. Christy explained there is a link to Niche Academy on the CCRLS website, which has tutorials for online resources subscribed to by the consortium.

**ADJOURNMENT**

**Motion:** To adjourn the meeting at 7:40 p.m.  
 (Motion by: Kathy Beutler. Second by: Ralph Sorensen).  
**Vote:** Unanimously in favor.

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The next Library Board meeting is scheduled for Tuesday, December 8, 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