

Tuesday, November 28, 2023  
**LIBRARY BOARD MEETING**  
**SILVER FALLS LIBRARY DISTRICT**

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

**Board Members Present:**

Ingrid Donnerstag  
Dmitry White  
Nancy Miller  
Michelle Sanguinetti  
Megan Smith

**Staff Present:**

Christy Davis, Director  
Stacy Higby

**Public Present:**

**Board Members Absent:**

None

**CALL TO ORDER**

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

**REVIEW OF AGENDA**

No changes.

**APPROVAL OF MINUTES**

**Motion:** To approve the October 24, 2023, Board Meeting minutes as printed/circulated (Motion by: Dmitry White. Second by: Megan Smith).

**Vote:** Unanimously in favor.

**PUBLIC PRESENTATIONS**

None.

**FINANCIAL REPORT, OCTOBER 2023**

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of October 31, 2023)
2. General Fund Statement of Cash Receipts (as of October 31, 2023)
3. General Fund Statement of Cash Disbursements (as of October 31, 2023)
4. Check Register – Citizen’s Bank (October 1-31, 2023)
5. LGIP Account Statement (as of October 31, 2023)
6. Purchase Order – Visa (closing date October 19, 2023)
7. Journal Entries (as of October 31, 2023)

## STATEMENT OF CASH RECEIPTS:

It will not show up until the November financial reports, but *Current Year Property Tax* revenue is coming in. We have received 4 payments so far, totaling \$757,895.

## STATEMENT OF CASH DISBURSEMENTS

Question – What is the payment to Ramsey Signs? To take down, refurbish, and move the “Silver Falls Library” sign for the mural installation.

Question – What is covered by the *Electronic Media* line? We purchase some e-book titles for our patrons to check out from Overdrive Advantage. We also pay for a few online databases like Ancestry and Encyclopedia Britannica.

Question - Do most of our patrons read e-books and other online resources? No, there was a wave when e-books first came out, but also a corresponding increase in publishing of printed books. However, e-audiobooks are eclipsing CD audiobooks, mostly because many new cars no longer come with a CD player.

Question – What is included in the \$4,000 for *Contractual Services*? Payments to CCRLS, Pacific Office Automation and more are included in that line, but the large payment is not listed because it is split. Stacy will find out and email the Board (see below).

Question – On the Visa PO, why did we buy cat litter? It takes moisture out of books and we also used it on the carpet where ice melt had leaked.

Question – What is CDWG? We purchase our Microsoft licenses from that company, which is the large payment from *Contractual Services* asked about earlier.

**Motion:** To approve the OCTOBER 2023 Financial Report as presented, including checks #17488 through and including #17513, and all EFTs for a total of \$94,038.17.

(Motion by: Nancy Miller. Second by: Ingrid Donnerstag).

**Vote:** Unanimously in favor.

## OLD BUSINESS

### 1. Solar updates

- The timeline is different than we thought. Grants are being awarded now, and the grant application cycle begins in the spring, with a July deadline.
- PGE’s grant application requires that government entities and non-profits include battery storage in their solar projects. Tristan Kuenzi told us that battery storage will double the cost of the project. Battery storage must be housed indoors, so we would either have to put it in the attic or build something to store it outside. We should also look into insurance risk mitigation for battery storage.
- Christy talked to Troy Young, Risk Manager at SDAO, who didn’t know of any special districts with solar projects. It seems unlikely that there are none, so Christy will talk to Mary Kay Dahlgreen, who has just been hired as a consultant at SDAO, when she comes on board.
- Christy went to a meeting regarding project management in Oregon and learned more, including how OMSI wanted to install a solar project but needed structural work done on their roof first. She also called the project manager for Deschutes County Library, which is building two new buildings with solar. He said the projects are contracted, and the solar portion is subcontracted, with the subcontractor doing all the grant applications and other paperwork. He said that retrofitting the main branch for solar was cost-prohibitive. Christy is still looking for a special district with a similar size and project.
- If PGE requires our project to include storage, we could write the grant to include the

increased cost, but it would still be double the amount we expected to spend. Talking to the grants manager at PGE might be helpful. There may be a waiver or other accommodations, especially since PGE is looking for rural projects to support.

- Christy will keep investigating.

## 2. **Unfinished business: Elections, Photocopier Lease**

**Elections** – We have not heard back from the Elections Office. The bill was due in October and we’ve had no further billing or communication. The last email we received said they had internal disagreement about whether we should be charged for a single contest or triple that amount because we elected three new board members. Past history and practice shows we’ve always been billed for one contest. Oregon Administrative Rules (OAR) have not changed, but there is a new Elections Official, who is interpreting the OAR differently. Christy and the Board will address the billing again after the end of the year.

**Pacific Office Automation** – We received one invoice with \$0.00 due, and another showing \$121.67 due, which is our regular payment of \$140.13 minus \$18.46 in insurance, (which we are now paying for through our own insurance company), so it seems they still owe us \$122 from the \$262 credit. Our current lease agreement with POA is up in April and we need to give 60 days’ notice if we are not going to renew. No other copier leasing companies we’ve found have a coin op option, which is needed. Stacy will reply to the last email we received from POA and copy Dmitry.

## **NEW BUSINESS**

### 1. **Oregon Cooperative Procurement Program – discuss and potentially sign Memorandum of Understanding with OCPP**

Once you are a member of OCPP, you can review sample RFPs. We might be able to find sample RFPs for solar projects. The participants are pre-vetted contractors who meet audit and procurement requirements. There is no charge for districts with an annual budget under \$3Million. We would have to agree to follow their requirements if we use their services, but their requirements are the same as state statute.

**Motion** – To approve intergovernmental agreement with OCPP.

(Motion by: Megan Smith. Second by: Nancy Miller.)

**Vote:** Unanimously in favor.

## **EXECUTIVE SESSION RE: REAL ESTATE TRANSACTIONS**

Called into session at 6:22 as per ORS 192.660(2e).

The Board discussed additional proposal options offered by the Parking Lot Committee.

Executive Session ended at 7:08 and the regular Board Meeting resumed.

**Motion:** To send the options discussed in Executive Session to an attorney for review, and to pay any attorney fees from the amount budgeted for Legal Services.

(Motion by: Megan Smith. Second by: Dmitry White).

**Vote:** Unanimously in favor.

Christy, Dmitry, and Megan will meet with the attorney. Christy will try to schedule that meeting before the next Board Meeting.

## LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- Following our October meeting with the Silverton High School librarian, Heather Deede-Jones, we have had 8 teens express interest in participating in a teen advisory board. We'll likely start their meetings following winter break.
- As planned and budgeted, the roof on the original part of the building is being replaced. So far, they have not found any rot. They are hoping to be done by dark on Wednesday the 29<sup>th</sup> because of impending rain. If not, they'll seal it up until it's dry again, but they are hopeful for completion tomorrow and so are we.
- During October's staff meeting we had three drills: earthquake, active shooter and lost-separated child. It was noted that there were spots in the library where the PA system couldn't be heard. We had Dynamic Tech come out and install three additional speakers to our system, and today returned to ground it to reduce the hum in a previously installed speaker. Unfortunately, the prior contractors used the wrong type of wire for the speakers ~~that~~ they installed and to completely omit the hum they'd need to be rewired.
- On Friday the 27<sup>th</sup> I went to Lebanon Public Library for an annual public library director's meeting. It was attended by about 50 directors from around the state. We mostly shared successes, challenges and tips. The theme of navigating book challenges was central to the afternoon discussions. Most libraries are dealing with challenges related to homelessness when their municipalities don't have dedicated resources or ~~have~~ non-profits to help with this issue. They were envious of and impressed by Silverton having such a successful non-profit in the form of Sheltering Silverton to partner with.
- On November 16<sup>th</sup> I attended a workshop on non-profit resource sharing and project management that was delivered by the Oregon Heritage Foundation and hosted at the Woodburn Public Library. This is where I learned about OMSI's solar project and challenges.
- The two days prior to Thanksgiving we had exceptionally high circulation of materials: 700 items on Tuesday the 21<sup>st</sup> and 727 items on Wednesday the 22<sup>nd</sup>. Normally, a high checkout day for us is anything that exceeds 500. People were literally stocking up for the days we were closed, for travel, and for keeping their families and selves entertained.

Challenges:

- We received notification today from CCRLS that the mobile app for the library catalog has been partially disabled due to a dispute between the two software developers. There are alternative solutions, but they will all take time to onboard and implement. This is incredibly unfortunate as hundreds of our patrons and thousands of Sirsi-Dynix patrons nationwide – and in the UK – rely on this app.
- We are receiving a lot of damaged books from Ingram, our primary book vendor. I have had several email exchanges with our regional representative, BJ Compau about this issue and Becky Elligsen from Technical Services has emailed him as well with pictures of how the books have been packed and the ensuing damages. I have stressed to our rep that damaged books force us to decide whether to repair them or send them back. Either option incurs an expense on our part whether it's staff time and materials to mend, or staff time and postage to mail back and deal with the complex paper trail required by the vendor. When it is a bestseller with patron holds on it, this is especially frustrating. We'll see if things improve with the way the boxes are packed at the Roseburg warehouse. If problems persist, there is one other vendor that supplies libraries, and I could ask some of the directors who use that vendor about book conditions upon arrival.

Changes:

- We are working with a new handyman now since Lynn Richman has become too busy with rebuilding in the Gates and Detroit areas following the forest fires in 2020. Mike Stone is a licensed contractor with a business called Tooling Around. This week he repaired a leaky gutter, replaced our faucet assembly in the staff bathroom, and lubricated our interior automatic door with graphite and removed the squeak. He is getting quotes for the possible replacement of the door to the small study room off of Youth Services. Many people use this room for Zoom conferences with doctors, teachers, lawyers and other personal business, and sometimes counselors or family advocates meet with clients there. The door is hollow, and the sounds travel out into the children’s area.

Miscellaneous:

- I met with our new City Manager Cory Misley yesterday, November 27<sup>th</sup> so that we could get acquainted and talk a bit about the library’s history in and of itself as well as its historical relationship with the City. I gave him a tour of the building, we looked at the District’s map above the photocopier, and I shared some statistics as well.
- Directors time off since the last meeting: ½ hour of sick leave, 10 hours of vacation leave and 3 ½ days of bereavement leave. Thank you for the flowers and your kindness at the time of the death of my father.

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

Holiday Party for Staff, Board, Friends of the Library, and Volunteers on Monday, December 11<sup>th</sup>, 6pm.

**AGENDA SUGGESTIONS FOR FUTURE MEETINGS**

None.

**ADJOURNMENT**

**Motion:** To adjourn the meeting at 7:23 p.m.

(Motion by: Dmitry White. Second by: Megan Smith).

**Vote:** Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, January 23, 2024, at 5:30 p.m. in the library program room.

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

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