

Tuesday, December 10, 2019
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

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

Board Members Present:

Michael Milhausen
Ralph Sorensen
Kathy Beutler
Chris Mayou (via Skype)

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Board Members Absent:

Chris Childs

CALL TO ORDER

President Milhausen called the meeting to order at 5:33 p.m.

REVIEW OF AGENDA

- Add November financial reports if time allows.
- Strike Items for Future Agenda items from tonight's agenda.

APPROVAL OF MINUTES

Motion: To approve the November 5, 2019 Board Meeting minutes as printed/circulated (Motion by: Ralph Sorensen. Second by: Kathy Beutler).

Vote: Unanimously in favor.

FINANCIAL REPORT, OCTOBER 2019

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of October 31, 2019)
2. General Fund Statement of Cash Receipts (as of October 31, 2019)
3. General Fund Statement of Cash Disbursements (as of October 31, 2019)
4. Check Register – Citizen's Bank (October 1-31, 2019)
5. LGIP Account Statement (as of October 31, 2019)
6. Purchase Order – Visa (closing date October 25, 2019)
7. Journal Entries (as of October 31, 2019)

STATEMENT OF CASH DISBURSEMENTS

Board question – Is there a better way to show the total expenditures and checks than the short slip included in the financial reports given to the Board? After some discussion, the Board decided to try writing the total expenditures on the agenda, including checks and EFT transactions.

Board question – Why is there a negative amount showing in *Reference Books*? It is because we returned an item but made no purchases in October.

CHECK REGISTER

Board question – What is the payment made to Canva? It is a subscription to an online design program.

Motion: To approve the October 2019 Financial Report as presented, including checks #16188 through and including #16218, for a total of \$26,264.71.

(Motion by: Ralph Sorensen. Second by: Kathy Beutler).

Vote: Unanimously in favor.

OLD BUSINESS

1. PERS Update

Although the District made the required lump sum payment into the PERS side account by 12/1/2019, we were put on the wait list for the EIF (Employer Incentive Fund), and we did not receive the 25% match. The \$100 million set aside for the EIF was not enough for all the districts interested in participating. More funds may become available in 2020 or 2021. The amount in the side account will count as the lump sum payment for any further EIF funding cycles moving forward. The side account will earn a projected 7.1% in interest, which is more than it would earn in the LGIP account, but it will remain dedicated to PERS and no longer available for use in the Library's general fund.

2. Bicycle Rack –Sandblasting and re-painting will be \$100-\$500 for a single color. The bike rack will also need to be transported. Firm numbers would be needed by February for inclusion in the 2020-21 budget.

3. Program Room Lighting

Rite-Way Electric came to replace several ballasts, and gave a quote for the installation of dimmable pendant lights on two separate switches (one for the front and one for the back of the room). The cost for installation is \$1322, and the lights are \$800, so we will budget \$2400 to \$2500 to be safe. If we get to May and still have enough in building maintenance, we'll revisit. Otherwise, it will be budgeted for FY 2020-21.

NEW BUSINESS

1. Workplace Harassment Policy in response to Oregon Senate Bill 479

The Board made a few changes for clarity and grammar.

Motion: To approve the Workplace Harassment policy as amended

(Motion by: Ralph Sorensen. Second by: Kathy Beutler).

Vote: Unanimously in favor.

2. Public Library Standards, Part 6: Community Engagement and Advocacy

The Board reviewed Part 6 to find that the Library met or exceeded most of the Standards.

LIBRARY DIRECTOR'S REPORT

Successes:

- Our Autumn Movie Nights had a total attendance over the six weeks of 94 participants. Since then we've been approached by two other community members with theme-based series ideas and by an individual who worked with PBS director Ken Burns about possibly showing a film here that his work was based upon.
- I attended the joint City of Silverton and Silver Falls School District Town Hall meeting on Monday, November 18th at the high school and introduced facilitator Chisao Hata. During the assembly we used a software that the school district owns called *Meeting Pulse*. It's accessible via smart phone and the attendees were queried about basic demographic data as well as questions such as: What do you value about living in Silverton? Why did you attend this

evening? What do you hope will come of this evening? What burning questions do you have? Attendance at the event was little bit over 100 people and 76 people responded with their phones to the survey so we feel that was a decent response rate. With this data, the City, the School Board and to a lesser extent (in terms of financial resources) the library, are trying to sort what kinds of activities, trainings or future engagement on the topics of diversity, equity and inclusion to focus on. Obviously there are many things that happen at the institutional level for each entity but we are thinking about some community wide initiatives such as story sharing projects, possibly a town book club, or some inter-agency training opportunities, etc., We had a follow up meeting this Monday evening at the library but it was very sparsely attended and so we plan to reengage with this after the holidays because the community seems to want us all to keep going.

- The Silver Falls Library is now an official *Bike Friendly* entity. I took a course of three videos which I completed in an hour and then took a test which showed I understood the program. The City ordered our sign for us which should be here soon. Our sign will show our four amenities as: bike parking, water, wi-fi, and restrooms.
- Our Circulation numbers are up. I am distributing a sheet that shows our three year statistics. Please note that the new automatic renewals have had an impact with those numbers, of course. But overall, even with first time checkouts we are seeing a rise in circulation during a time when many libraries are experiencing a reduction or flattening.
- On November 26th Rachel Van Woert, the EarthWISE (program coordinator from Marion County) came to our library, along with Chelsea Starner from the City of Silverton to do a green efficiency audit. The City wants all the buildings it owns to try for the EarthWise certification which is good for two years. The WISE part of EarthWise is an acronym that stands for Workplace Initiative for Sustainable Enterprise. It includes but is not limited to workplace recycling, environmentally preferable purchasing, energy efficiency and conservation, and water pollution prevention. Our library's efficiencies and efforts impressed Rachel and Chelsea but we are still waiting for our results. There are some things that they might need us to do before becoming certified and, if they seem to fit with our budget, needs and culture, we will do them. I am particularly interested in some of the cleaners that Rachel is going to tell us about. The key of course it that they be efficacious in addition to being safer.

Challenges:

- At our most recent Polk Marion Yamhill (PYM) meeting, December 6th in Mt. Angel, Manuel Guerra Executive Dean, Student Development & Learning Resources at Chemeketa Community College attended to talk to us about the recruitment and hiring process for replacing the CCRLS director, John Goodyear, as he retires early in 2020. As a group I would say we felt heard about our needs and concerns. The challenges of finding a director that has the practical knowledge and empathy desired by the library community, and the political leadership and bureaucratic skills needed by the college could present challenges in getting the right fit for this position.
- Interest rates at the Oregon State Treasury in our Oregon Short Term fund have dropped again. Effective on November 15th, the rate went from 2.45 percent to 2.25 percent. This is the third drop. In January we were at 2.75.

Misc:

- I had contact with Library Consultant Penelope Hummel since we last met. She is going to prepare a Strategic Plan proposal for us prior to our next Board meeting. She has some timeline suggestions and she wrote the following: *Scenario A: start planning and information gathering process in spring/late spring, have the planning retreat in the summer (July?) and then finish up (staff implementation meeting, board meeting for final approval) in August. Scenario B: start planning and information gathering process in the summer, have the retreat in September or October and then finish up (staff implementation meeting, board meeting for final approval) in the fall. Either way, we want to avoid August for the planning retreat as it's a bad time for stuff like that. This will all be clearer once I have a proposal to share. Given that may be tight, I will start with the basic plan and we could add things if you felt they were desirable and fundable (such as additional community focus groups).*
- On November 15th I attended the US regional meeting of Dolly Parton Imagination Library in Wilsonville at the Public Library. I was the only Kiwanian from our program in attendance. I replicated the program by getting copies of the Power Point, and presented it at the Kiwanis weekly meeting last week on December 5th. Currently we have 220 enrolled children and 13 graduates of the program.
- I appreciate that we had three Board members here for our annual holiday party and white elephant gift exchange. It's so enjoyable to watch staff, Board and volunteers mingle and learn about each other. The laughter from the gift exchange is good stuff.
- On January 15th I am attending the Silverton Mural Society Meeting to see if they will approve of our historic image selection and to learn what next steps are from them. They know I am coming.
- At our last full staff meeting we had a presentation from a staff member at the Census bureau. She gave a lot of information and we had a lot of questions for her. The Census is having a hard time getting enough recruits. We also talked about our WorkFlows upgrade, the new harassment policy that will be coming, the changes at CCRLS and things we discussed at the Board meeting.
- I am registered to attend the 2020 SDAO conference in Seaside on February 7-9

Leave used since the last Board meeting: 2 hours Sick, 16 hours Holiday

ADJOURNMENT

Motion: To adjourn the meeting at 7:51 p.m.

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

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, January 28, 2019 at 5:30 p.m. in the library program room.

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

Approved: _____(date)