

Tuesday, December 8, 2020
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

Silver Falls Library Program Room and Zoom
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

Board Chair Milhausen called the meeting to order at 5:35 p.m.

REVIEW OF AGENDA

Additions:

- CRF personnel request (after Financial Report)
- Extend paying staff past 12/31 (Old Business)

APPROVAL OF MINUTES

Motion: To approve the October 27, 2020 Board Meeting minutes as printed/circulated (Motion by: Chris Mayou. Second by: Kathy Beutler).

Vote: Unanimously in favor.

FINANCIAL REPORT, OCTOBER 2020

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of October 31, 2020)
2. General Fund Statement of Cash Receipts (as of October 31, 2020)
3. General Fund Statement of Cash Disbursements (as of October 31, 2020)
4. Check Register – Citizen’s Bank (October 1-31, 2020)
5. LGIP Account Statement (as of October 31, 2020)
6. Purchase Order – Visa (closing date October 26, 2020)
7. Journal Entries (as of October 31, 2020)

STATEMENT OF CASH RECEIPTS:

Board Question – We’ve only received a small portion of the revenue budgeted for *Fines and Fees*. Is the \$15,000 budgeted a normal amount? Yes, but late fees have been waived during the pandemic, so the amount received is minimal.

Board Question – Have we received any 2020 tax revenue yet? Yes, we were nervous because we had only received 3 out of 4 of the November tax turnovers and last year the 4th payment was only

\$10K, but on Friday, the 4th payment came in at \$90,000. We're still low in other revenue lines, like *Fines and Fees*, and the *CCRLS Reimbursement* may be lower because the formula-based reimbursement is based on circulation, which is also low.

Board Question – Regarding the *CCRLS Reimbursement*, we are 33% through the fiscal year and we've only received a small amount. We received \$19,000 in November, and a little more in December.

STATEMENT OF CASH DISBURSEMENTS

Chris Childs wants to commend Christy and staff for their austerity in spending on Materials and Services (only 9% spent so far, 33% through the fiscal year).

CHECK REGISTER

Board Question – What is the payment to Task Genie? It was for gutter cleaning.

Board Question – What are the two payments to Loren's? One is for the upgrading of air filters, the other is for the replacement of a blower motor.

1. Have all federal and state reimbursement requests as well as required financial reporting forms been filed timely? Yes.
2. Have there been any changes to accounting system or accounting policies that are significant? No except Quick Books has updated its security and is asking for more identification, and LGIP now has two factor authentication.
3. Are all cash and investment accounts reconciled to the general ledger? Yes.

Motion: To approve the OCTOBER 2020 Financial Report as presented, including checks #16492 through and including #16517, and all EFTs for a total of \$77,335.12.

(Motion by: Michael Milhausen. Second by: Kathy Buetler).

Vote: Unanimously in favor.

CRF personnel request

Director Davis shared preliminary estimates of staff time used for COVID-related tasks from March through May 2020. After learning just last week that some special districts are applying for CRF (Coronavirus Relief Fund) reimbursement for personnel expenses for COVID-specific labor we never would have done if there wasn't a pandemic. For example, storytime is a regular library service, but the time spent learning how to utilize Zoom to deliver a storytime is COVID-specific. Similarly, pulling holds, shelving, and checking out materials are all regular library services, but setting up systems for home delivery and curbside service are COVID-specific. These COVID-related tasks were highest in March, April, and May, then steadily decline in the following months, although there are employees (Director Davis especially) who continue to have a significant percentage of work hours devoted to COVID-specific work. The CRF funding is only for costs incurred through December 30, and the window for application is January 19- February 5. Each district was allotted up to \$250,000 and after the application window closes, any remaining funds go back into the general fund. The Board is supportive of applying for this funding, and will review the application documents at the January meeting.

PUBLIC PRESENTATIONS

None.

OLD BUSINESS

1. OSHA and OHA rule updates and impacts

Christy sent drafts of the Risk Assessment and Infection Control Plans, and then the final documents. Does the board have any questions about the plans or the process? Kathy said it was an enormous amount of work, and very detailed.

2. Revisit library's current service level, including any thoughts about reopening or permitting public entry

- The varying severity of COVID-19 outbreaks designations by the Governor's Office and the Oregon Health Authority impact our service levels and thus our circulation statistics. Prior to Polk and Marion being listed as extreme, nine of our seventeen CCRLS libraries were allowing patrons inside for browsing. Salem, although not open, was taking returns by appointment and also offering curbside. Currently, we are down to three libraries in the Polk Yamhill and Marion consortium being open for browsing – Sheridan, Lyons and McMinnville – and Salem has shuttered all services again, including the ability to return library materials to their drops or facilities. We ourselves suspended in-person computer appointments during the entirety of the “freeze” but reopened the option on December 4th. We have light use.
- In the current situation, with another record death toll again today, Christy would suggest continuing with curbside and computer appointments only. While we have had some verbal comments and a few social media comments, yesterday marked the first time we had received an email asking us why we were not open. The patron stated that they missed browsing books and wanted to do that. Christy emailed back and explained our safety concerns with Marion County being in the extreme risk category. Christy shared with the patron that we heard their desire to be inside the building and that she is among many who miss browsing. Christy mentioned that this would not last forever even if it sometimes feels like it, and then offered to help her via phone or electronically, told her about the Novelist database for finding reading material, and reminded her that we're posting pictures each week on our website and Facebook page to show our new materials that have come in. Christy also mentioned the window browsing.
- Kathy doesn't think now is the time to reopen, with rates going up and up. During patron browsing, so many items could be touched and left behind. Grocery shopping isn't the same. Ingrid, representing the public, is glad we're doing what we can, especially after hearing about Salem Public Library.

3. Extend paying staff past 12/31

Motion: To extend the current motion paying staff regular wages and benefits from January 1 through March 31, 2021, to be reviewed at that time considering circumstances at the Library.

(Motion by: Michael Milhausen. Second by: Chris Mayou).

Vote: Unanimously in favor.

4. Review sections 3.4 and 3.5 of Part 3, Chapter 1 of the Policy Manual

Section 3.4 C, #2 reads “Annually review the District's financial audit with District personnel prior to submitting the audit to the balance of the Board.”

Change to: “Have an annual review of the District's financial audit with the Library Director,

Administrative Assistant, and the Board Chair before submitting the audit to the balance of the Board.”

3.4A Add to last paragraph “Additional information about the duties of the Library Director can be found in the Library Director’s employment contract.”

Motion: To approve the changes made to Chapter 1, parts 1-3 of the Policy Manual.

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

Vote: Unanimously in favor.

Regarding Chapter 1, Section 1.2D “Policies do not create rights,” Christy sent an email to the Board with an answer from SDAO. Does anyone think that should be written or described differently? Chris Mayou thinks we should go with their recommendation. Michael agrees even though the language is a bit obscure, it’s good to have it in there for a time we might need it.

NEW BUSINESS

1. Review Part 4 (Sections 4.1-4.6) of Chapter 1 of the Policy Manual

Tabled until next meeting.

2. Budget Resolution 2020-06 for \$9,217.73 (CARES Act reimbursement already received)

Motion: To approve Budget Appropriation Resolution 2020-06 in the matter of authorizing the expenditure of a Coronavirus Relief Fund payment for reimbursable expenses made due to the pandemic.

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

Vote: Unanimously in favor.

LIBRARY DIRECTOR’S REPORT

Director Davis reported on the following:

Good things:

- We are hanging in there and feel lucky to be able to work in our beloved library. We’ve done some decorating inside the building and Tech Services put together a book-based scavenger hunt for staff. Our circulation numbers fluctuate between rising and holding steady, based on how COVID restrictions impact other libraries’ services levels. We are grateful that our staff has remained free from the coronavirus, to the best of our knowledge, and that overall we’ve had good health as a staff, and improved mental health from being able to interact and work as a team, albeit masked and socially distanced. The staff wants the board to know how grateful we all are for continuing to have employment and to be able to deliver services to our patrons.
- CCRLS has received the T-Mobile hotspots and our library will be getting 10 of them. I am on the committee to work out all the loan rules for the devices. The devices will have two different checkout categories – 21 days and 90 days – and we get to decide as individual libraries how to set up those times periods and deployments. We hope to have them ready for patrons either by Christmas or shortly into the New Year. The good news is that they will give someone wi-fi access in an area where T-Mobile reaches. The bad news of course is that there are parts of our District where T-Mobile – or any carrier- does not reach.

- This last month I was appointed to the Advisory Council for the Oregon State Library's Talking Book and Braille Services. 60% of the Board is made up of those who are consumer members. I am a representative of the library group of the board's makeup. During COVID we are only meeting once annually via Zoom.

Changes:

- If you have driven by you have probably noticed the white 10 X 10 tent out front. It provides additional protection from wind and rain. If temperatures are lower than 42, or in cases where rain is heavy, we will set up a table under the tent and have patrons pick up bagged materials from the table as we monitor them. We will make exceptions for individuals who cannot leave their vehicles. Masks are ineffective after they are wet, which is the main issue with heavy precipitation.
- As stated earlier, it is now apparent that CARES Act funds can be used for personnel costs that are COVID-19 responsive. This creates a new category of requesting for us and we'll be submitting some personnel costs in the final round and we will be prepared with documentation of the tasks and time that have been dedicated to pandemic response.
- CCRLS agreed on a minimum of 24 hour quarantine based on the advisement of the state's head epidemiologist. That means that items arriving here in courier bins have been quarantined a minimum of 24 hours prior to being shipped here. We are letting those sit another 24 hours before handling them, with an overall minimum quarantine time of 48 hours. Likewise, after we bring materials in from our book drops, we let them quarantine for 48 hours before handling them. Reducing from 96 to 48 hours quarantine time has allowed us to get materials to our patrons more quickly.
- CCRLS did indeed hire a new Integrated Library Services coordinator to replace Janet Snowhill's vacancy. Maria Power worked in Woodburn once long ago and was well liked by patrons and staff. Most recently she was employed at Concordia University before it closed. We are really excited to have her. The PYM directors group met with Manuel Guerra and Stacey Wells from Chemeketa Community College at our Friday, December 4th Zoom meeting. The CCRLS director's position vacated when John Goodyear retired in February of this year. There was a failed recruitment and the position has been reopened. The job will post on December 11th and close January 4th. Doug is very much looking forward to stepping down as interim.
- Sally Wheeler, our youth services assistant who joined us in February of 2018, has retired as of December 1st. Her position had originally been for 25 hours. With the fiscal year 2020-21 budget her hours had been reduced to 15 and she was no longer benefit eligible but she had started her Medicare benefits. We posted externally for the position, listing it as a 10 hour per week position and we received ten applications with candidates from both inside and outside our organization. We have not yet scheduled interviews. We needed to see how the November tax payments were and we are also wondering if we can get by without that position until we have browsing services again. We need to discuss it further.
- Our youth services team and the youth services team at Mt. Angel Library are coordinating our Zoom storytime offerings for youth. This is a good resource to share and makes for some creative collaboration, much like we did when we partnered with Mt. Angel for 2020 Summer Reading. Our intern Hilary was hired for a part time position at Mt. Angel and she is working with this joint storytime endeavor as she is familiar with both libraries and all the staff.

Miscellaneous:

- We read that there will be significant salvage logging from the Santiam fire. We do not yet know how that will impact State Timber revenues in this or future years.

Vacation time taken since last report: 16 hours of vacation and 1 hour of sick in November. I may take one or two days off later in December but haven't decided yet.

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

None.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. **Review Part 4 (Sections 4.1-4.6) of Chapter 1 of the Policy Manual**

ADJOURNMENT

Motion: To adjourn the meeting at 7:04 p.m.

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

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, January 26, 2021 at 5:30 p.m. in the library program room.

Approved: _____(date)

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