

Tuesday, February 23, 2021
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
Christine Mayou
Ralph Sorensen

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Ingrid Green

Board Members Absent:

None

CALL TO ORDER

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

REVIEW OF AGENDA

Additions under New Business: Vaccinations

APPROVAL OF MINUTES

Corrections:

- On Page 2, 20 million should be \$20 million.
- On Page 5, rewrite note about the Oregon Talking Book and Braille Services website.
- On Page 4, final bullet point, add “unless the vote is unanimous”.

Motion: To approve the January 26, 2021 Board Meeting minutes as amended.

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

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

None.

FINANCIAL REPORT, JANUARY 2021

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of January 31, 2021)
2. General Fund Statement of Cash Receipts (as of January 31, 2021)
3. General Fund Statement of Cash Disbursements (as of January 31, 2021)
4. Check Register – Citizen’s Bank (January 1-31, 2021)
5. LGIP Account Statement (as of January 31, 2021)

6. Purchase Order – Visa (closing date January 26, 2021)
7. Journal Entries (as of January 31, 2021)

STATEMENT OF CASH RECEIPTS:

Board Question: Because *Fines and Fees* income is so low, we need to reduce what we’re expecting when we do the next budget.

STATEMENT OF CASH DISBURSEMENTS

Board Question: Spending for *Materials* is really low for the current fiscal year. There is a plan in place to pick up our spending, now that we’ve seen our tax revenue.

Board Question: Spending for *Contractual Services* is low, what’s included in this line? Copier lease payment, HVAC and security gate maintenance agreements, and unspent funds budgeted for the strategic plan proposal from Penny Hummel and the expected email migration project.

Board Question: Several accounts show a sub-line labeled “CRF”. What are these? Stacy explained that sub-lines were created to accurately track and document purchases made with CARES Act funding in each of the respective expense accounts.

CHECK REGISTER

Board Question: Were there 2 deposits from LGIP? Yes, but only one transaction posted in time to appear on the January 31 statement.

Auditor questions

1. Does the adopted budget reflect expected expenditures? Yes, except for COVID-related caution and austerity.
2. Are there any suspected cases of fraud? No, but there is a very sophisticated phishing scam going around that appears to come from payroll companies asking to update passwords. We have not been targeted, but another library has, so we are watching out for that.

Motion: To approve the JANUARY 2021 Financial Report as presented, including checks #16577 through #16592, and all EFTs, totaling \$95,171.64.

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

Vote: Unanimously in favor.

OLD BUSINESS

1. Status of Strategic Planning Efforts

- What is the difference between the two proposals? The second proposal includes 4 additional hours of consulting to change one large community meeting in person to 4 smaller zoom calls.
- March timeline would give us a strategic plan before the fiscal year starts.
- What is meant by “relevant library or community reports” in the Timeline section? Penny will review the Library’s statistics, census demographics, and other government or community reports.
- Should we postpone? New board members will join in July, the budget for FY 21-22 will already have been approved before the process is complete under the proposed timeline, and the budget process and possible reopening transition may be difficult to complete while also going through the strategic plan processes.
- Christy and Michael are interested in the community feedback survey, to get a better idea of what the community wants and needs from the Library.
- Can we schedule a preliminary meeting in August and finish before Thanksgiving? Getting

results in November will give us time to plan the FY 22-23 budget around implementation of the plan.

Motion: To approach Penny with the idea of starting in July or August and determine her availability. (Motion by: Chris Mayou. Second by: Chris Childs).

Vote: 3 votes for (Chris Mayou, Ralph Sorensen, and Chris Childs); 2 against (Kathy Beutler, and Michael Milhausen)

Christy will contact Penny to check her availability and inform the Board.

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

- On Friday, Marion County was downgraded from extreme to high risk, allowing restaurants to open indoor seating at 25% capacity.
- Next week vaccine program will open for seniors.
- Silver Falls School District opens for hybrid instruction on March 16 for grades K-5, middle school the following week, and high school in April.
- A letter from Oregon Library Association indicates that library workers will be eligible for the vaccine no later than May 1.
- Whatever the Board decides, the Library will need at least 2 weeks to get ready, so the earliest date for reopening would be March 16. The reopening plan calls for open hours 10-2 Tuesday, Thursday and Saturday, and 2-6 on Wednesday and Friday. Christy asked supervisors to provide staffing requirements to cover these hours, but if we increase hours we would have to adjust staffing.
- We may have a hard time transitioning some patrons away from curbside.
- Would shorter hours force more people into the building at one time? Those hours work for our level of staffing at this time, but after trying it for 2 weeks to a month, we could possibly expand.
- Will patrons have to call and make an appointment and would they be limited on time? We will limit number of people in the building and ask people to wait outside if the limit is reached. Patrons will be limited to one hour in the building. There will be no seating available except at the computers.
- Looking at curves and numbers of infected people, though we're changing in a good direction, we have gone back up twice already. Michael would rather give more time to see how effective this new direction is.

Motion: To defer the reopening decision to the March board meeting.

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

Vote: 4 votes for (Michael Milhausen, Kathy Beutler, Ralph Sorensen, Chris Childs), 1 against (Chris Mayou).

3. **Update on FEMA grant, if any news**

The FEMA application has been presented for review, and the review team requested another section be completed that detailed the construction and installation of our temporary plexiglass barriers to ensure that none were permanently installed in a historic building. Stacy has completed that section and resubmitted the application for review.

4. **Discuss potential updates of sections of Chapter 1, sections 4.4, D Electronic Equipment, and 4.5 all parts RE Executive Sessions**

- Section 4.4 - Christy sent information to the Board from SDAO regarding the use of electronic equipment to record Board meetings. SDAO's input is that recording is allowed by the public, but can be restricted if the recording is disruptive to the meeting.
- Section 4.5 -Michael sent language to update Section 4.5C to read as follows:

C. Purpose

The following pertain to Executive Sessions as indicated in ORS 192.660

1. Employment of Personnel: To consider the hiring of a public officer, employees, or staff member. This provision only applies if a vacancy for the position has been advertised, regular procedures for hiring have been adopted, and, for a public officer, the public has the opportunity to comment on employment. ORS 192.660 (2)(a)
2. ... ORS 192.660(2)(b)
3. ... ORS 192.660(2)(d)
4. ... ORS 192.660(2)(e)
5. ... ORS 192.660(2)(f)
6. ... ORS 192.660(2)(h)
7. ... ORS 192.660(2)(f)
8. ... ORS 192.660(2)(i)
9. Vacancy of Elective Office: No executive session may be held for the purposes of filling the vacancy in an elective position. ORS 192.660(7)(a)

Motion: To implement the updated Section 4.5C as presented.
 (Motion by: Chris Childs. Second by: Ralph Sorensen).
Vote: Unanimously in favor.

NEW BUSINESS

1. **Discuss February 11th, Library Works Making Each Other Look Good webinar**

- Chris Childs couldn't get the audio, so Christy will send out the recording.
- Good information about clarifying roles of board and director.
- We are on track with budget estimate of 50-80% personnel, 10-20% materials.
- Upcoming OLA conference is themed Equity, Diversity, and Inclusion (EDI). Christy will send registration information to the Board if they would like to attend.
- The Board encourages Christy to communicate about trends and new developments, even if the topics are difficult, because they are important and relevant to the Library.

2. **Review Chapter 2, Personnel Policies Parts 1 & 2**

- Section 1.4, 4th paragraph should be "ensuring" instead of "insuring".
- Section 2.4 references preference points for veterans. Does the Library need to revise its application process to award these points to candidates? Yes, the system allows for a certain number of points, but it should be revised to award a proportion of total points, rather than a certain number, to account for different point scales. For example, 10-20 points should be awarded to a veteran candidate on a 200-point scale, and 5-10 points awarded on a 100-point scale. Christy will review the Library's scoring matrixes for interviews and applications.

- Section 2.13D – Christy will review retention policy for what should and shouldn't be retained in personnel files.
- Section 2.6 – Probationary Period will be changed to Introductory Period. Michael recommends rewriting this whole section for clarity.
- Section 2.5 should say “ the director or her designee shall be responsible.”
- Section 2.2, 1st paragraph needs additional wording to include in-house and publically posted recruitment options for filling a position.
- Section 2.4, 1st sentence – Delete “job” and add “requirements from the job description.”
- Section 2.7D refers to Part 11, which is a separate section of the policy manual, not a subsection (2.11).
- Section 1.3, last paragraph should read “Director may make exceptions to personnel policy on a case by case basis with direction from the Board.”

Revisions will be included in next month's Board packets.

3. **Vaccinations** – Christy attended an SDAO webinar about vaccinations and whether employers make them mandatory. Yes, but unless the employer is in a health services field, incentivizing vaccination is preferable. The Board will revisit at the next meeting.

LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- At our last full staff meeting, we met socially distanced in the front of the library. It was the three year anniversary of the first full staff meeting I held. As a Valentine's note to the staff, I compiled (with help from the supervisors) a three page list of some of the things we've accomplished in that 3-year span. I won't read it now but it will be attached to the minutes for your review prior to the next meeting.
- I enjoyed the Special Districts Association of Oregon virtual conference and was impressed with their format. I hope that those of you who attended liked it as well. Another Ryan Dowd training that was offered recently was *Unattended Children in the Library*. It was informative and helpful. All of his trainings have the overarching theme that Empathy is the Answer.
- The Youth Services department continues to grow its Zoom story times and curbside totes services. Beginning in March, Adult Services will be offering some new programs including a short story discussion group, a film discussion group that will talk about a film or films from our Kanopy video streaming service, and a twice-monthly trivia night.

Challenges:

- Currently, our Friends of the Library group is without a treasurer. The group had its quarterly meeting on Friday February 19th, the first meeting it had held in a year. The group met socially distanced - and of course masked - in the back of the library. Board elections were held. We have a new Board President, Cate Tennyson. Chris Schwab remains as Secretary. Patricia Fischer who has moved back to the area after a long absence said she would be Treasurer. However, on Sunday, she emailed the group to say she wanted to be with the Stayton Friends of the Library instead and that she resigned as Treasurer. We're hoping that one of the members who was unable to attend will step up for the Treasurer position. Gisela

Murtha's term as President is up and she opted to remain on the five member board. Arnold Wilcox, long time Treasurer has decided to take a break from the Friends while he attends to family. The Friends are very interested in being part of the Strategic Planning focus groups.

Changes:

- We are interviewing this week for a part time Youth Service Library Assistant. This position has been vacated since the retirement of Sally Wheeler on December 1st. Our initial hire will be for 11 hours per week of work, and likely to increase later this fiscal year or the next fiscal year if the budget allows.
- Chemeketa Community College has reduced work force in the finance department as well as limited numbers of hours that staff can work on campus. We were encouraged once again to have our CCRLS monies auto-deposited as this shortens the time it takes us to receive them and also is easier for the college. Stacy enrolled us for that service this month.
- You will likely see a few emails in your inbox from the Silver Falls Library in the coming weeks. Youth Services and Adult Services will be sending out a monthly program highlights email to our patrons. I will be sending out intermittent communications about things, such as changes in library hours or opening status, the Strategic Planning process, and other big-picture items. Our Circulation department will begin sending out automated emails to our new patrons with a welcome letter and tips for utilizing library services. This is all part of learning to use the complex but powerful Patron Point library marketing software that CCRLS has signed on to. So far, CCRLS itself, Dallas, Newberg and Mt. Angel libraries are using the product and it does appear to help them generate more interest in programs as well as to boost circulation.
- Dallas reopened for browsing last week. They join Lyons, Sheridan and McMinnville as the 4th out of 17th consortium libraries to have browsing hours.

Miscellaneous:

- As of February 18, there were no candidate filings for the Silver Falls Library District's two open seats.
- Our audit is usually completed and delivered to us by November. We were told that it would be late this year, perhaps January. Two weeks ago I emailed our contact at Pauly Rogers to ask about the status of the District's audit. Last week there was a flurry of activity and questions and we received a preliminary review copy of the audit but it is still going through two more tiers of checking before we'll receive the final product. I imagine and hope it will be ready prior to the March meeting.

Director's time off since last report: 20.5 vacation and 8 sick

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

Chris Childs announced he doesn't plan to run for another term on the Board. He would like to encourage the Board to seek potential candidates who might be younger, or someone who could represent Scotts Mills.

With two board vacancies, can we reach out to the community for potential board candidates? Christy is limited by election law, but Board members can do more. Christy will ask about an ad or article in Our Town.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. Vaccinations for staff

ADJOURNMENT

Motion: To adjourn the meeting at 7:54 p.m.
(Motion by: Chris Childs. Second by: Michael Milhausen).
Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, March 23, 2021 at 5:30 p.m. in the library program room.

Approved: _____(date)

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

Addendum: Things the library has made happen from January 2018 – January 2021

Things The Silver Falls Library District has made happen in the last three years

Expanded speaker range of telephones/PA system
Had the furniture reupholstered
Learned a lot from Ryan Dowd, starting with his *Library's Guide to Homelessness* training
Got new dimmable lights for programs in the program room
Launched a STEAM program with the School District
Hosted an Oregon Humanities Program in partnership with the City that had an encore at the High School
Partnered with Mt Angel Library for pandemic summer reading program and for Zoom era storytimes

Pulled off the first Book Cart Drill Team for the Homer parade!
 Got, promoted, and started really using the new CCRLS mobile app
 Were one of the first libraries in the state to start a delivery service as an early solution to pandemic era librarianship
 Got new highly subsidized LED lights from PGE and significantly lowered our monthly electric bill
 Received new FREE smart Thermostats from PGE
 Promoted from within to hire two new supervisors
 Had our first Special District's supported intern. Had two interns at the same time!
 Got a new server for our financial software
 Now have ultraviolet air cleaners on our HVAC system
 Got our two large library files stored on the big servers at Chemeketa
 Got a display case and have had some cool community driven displays
 Moved our established programs to Zoom
 Forged a more collaborative relationship with SACA and Sheltering Silverton, including holding a Food for Fines event, and Christy joining the advisory collaborate for Sheltering Silverton
 Got a grant from Special District's Insurance Services to help pay for parking blocks
 Got most of a new roof and then got the leaks successfully repaired under warranty
 Added to our Library of Things expanding from ukuleles and cultural passes to microscopes and T-Mobile hotspots
 Partnered with Kiwanis to help get the Dolly Parton Imagination Library going in our community
 Taken A LOT of webinar trainings to expand our knowledge of library services
 Survived a really scary wildfire and learned a lot about the Air Quality Index
 Weeded many hundreds of older books that weren't circulating to make room for more new things and to make it easier to shelve and pull holds
 Put on the Sound of Music interactive community program at the Community Center
 Spring has really harnessed the Canva graphic app to make professional looking posters, and social media and website postings
 Held two outdoor book browsing events
 Hosted a successful author fair - thank you Ron
 Learned, and then continuously fine-tuned the art of curbside delivery including Circulation Daily Tasks Procedures, more team meetings/communication
 Revamped our Outreach to Homebound intake form and procedures (thank you Tina!) and expanded our Homebound program
 Started a side account for PERS to better assure that we don't have a pension crisis down the road
 Developed and launched a Sensory Storytime
 Poetry Night with Clemens Starck during the Silverton Poetry Festival
 Local Children's Author Event (Lisa Gerlits' Book)
 Hosted a six event movie and discussion series with a community film enthusiast
 Received an Library Services and Technology Act (LSTA) Grant for refreshing our youth print collections
 Applied for and received Dollar General Grant for buying the first Launch Pads (thank you Dena)
 Received and tracked (Thank you Stacy!) CARESAct funding
 Learned how to apply for a FEMA grant! (Also known as "an advanced degree in bureaucracy")
 Started some youth gaming in the library
 Held our first cosplay fabrication event for teens
 Had all of our stained ceiling tiles replaced or painted
 We had our building washed and our trim touched up with fresh paint
 Had the original part of the library insulated, and the underneath of the library better insulated
 Secured employee benefit support from the Friends for breakroom basics and refreshments for staff meetings, as well as continuation of the winter holiday decorating funds we've traditionally received

In 2019 established a wage and step increase that is based on time served, and increased all circulation workers pay by \$1 per hour in addition to a cost of living increase
Became certified in Marion County as an EarthWISE green institution
Added 21,284 items (books, DVDs etc) since Feb 2018!!
Conducted a thorough RFID inventory Wanding of entire library - found many items, fixed many labeling and cataloging problems
Received for free from Salem, some “New” music CD display cases and also, a public address system we have not yet used
Walked in two Silverton Pet Parades with the Library banner (and pets!)