

Tuesday, February 25, 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 Beutler  
Ralph Sorensen Sorensen

**Staff Present:**

Christy Davis, Director  
Stacy Higby

**Public Present:**

**Board Members Absent:**

Chris Mayou

**CALL TO ORDER**

President Milhausen called the meeting to order at 5:30 p.m.

**REVIEW OF AGENDA**

Additions under Old Business:

- Chris Childs – review of conversation with Oregon Election Director

**APPROVAL OF MINUTES**

**Motion:** To approve the January 28, 2020 Board Meeting minutes as printed/circulated (Motion by: Chris Childs. Second by: Ralph Sorensen).

**Vote:** Unanimously in favor.

**FINANCIAL REPORT, JANUARY 2020**

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of January 31, 2020)
2. General Fund Statement of Cash Receipts (as of January 31, 2020)
3. General Fund Statement of Cash Disbursements (as of January 31, 2020)
4. Check Register – Citizen’s Bank (January 1-31, 2020)
5. LGIP Account Statement (as of January 31, 2020)
6. Purchase Order – Visa (closing date January 24, 2020)
7. Journal Entries (as of January 31, 2020)

STATEMENT OF CASH DISBURSEMENTS

**Board Question** – What about the PERS lump sum payment? Stacy forgot to put the line back in, but will do so before the next meeting.

CHECK REGISTER

**Board Question** – Why is the amount in the Library’s checking account so variable? The bond for

that account is \$70,000-\$80,000, and PERS, payroll, and other expenses are paid from this account via EFT (Electronic Funds Transfer), so there needs to be enough in the account to cover those and other checks. The amount shown on the Statement of Assets is the balance on the last day of the month, when the bank statement is issued, and can vary widely.

**Board Question** – Why are three transfers from LGIP shown on the bank statement, but only two on the check register? One was on December 31<sup>st</sup>, so shows on the December check register, but appeared on the LGIP statement with a date of 1/3/2020.

**Board Question** – What is the \$2700 payment in *Minor Equipment/Furnishings*? It is the cost for the security gate service agreement.

**Motion:** To approve the January 2020 Financial Report as presented, including EFTS and checks #16271 through and including #16303, for a total of \$95,931.24.

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

**Vote:** Unanimously in favor.

When reviewing the January financial reports, Christy was concerned about the percentages spent in Personnel vs percentage of the fiscal year passed. Stacy created a spreadsheet to try to find the discrepancy and learned that the staff in the Circulation and Youth Services departments were regularly working more hours than budgeted for. After asking Marilyn to help find out why, we learned that the staff in these departments had been asked by Marlys years ago to start work 5 minutes before their official shift started, and that staff members who closed were working 5-10 minutes after the Library closed, and that this time was paid in addition to their scheduled hours. These small overages were not taken into account when preparing the current fiscal year's budget, but totaled over the course of a year, make a significant financial impact, as much as 60 extra paid hours per part-time employee. To correct the problem, Christy has asked the Circulation and Youth Services supervisors to schedule staff for slightly fewer hours so as to include the extra 5-15 minutes per shift in the total hours the Library budgeted for them. For example, a 20-hours/week employee may now be scheduled for 19.5 hours/week to account for the extra. Moving forward, these time scheduling issues will be considered during the budgeting process.

## **OLD BUSINESS**

### **1. HVAC documents and decisions**

The Board reviewed a spreadsheet with different options for planned and emergency replacement of the eight HVAC units. The general consensus was for option #3, which included planned replacement of two units and funding for the emergency replacement of one unit. Once more budget numbers are in place, the Board will revisit the issue and make a decision.

### **2. E-Mail migration update**

Christy received more information from Brian Miles at City of Woodburn. He emailed that for our Library's needs, the cost would be up to \$5500 for the first year, including the migration and other IT services to get the emails set up, and an estimated \$3200-\$4000 for subsequent years. Brian is waiting for the City's attorney to update an IGA (Inter-Governmental Agreement), which he will forward upon receipt. Doug Yancey at CCRLS thought it is a good solution, and other city governments have reviewed the service from City of Woodburn favorably.

### **3. Mural progress**

Christy attended the Mural Society meeting. The members liked the proposal and the pictures and want to move forward. Tonya Smithburg, the mural artist, met with Christy, took measurements, and

did a few sketches. The completed mural must be less than 100 square feet according to City sign regulations, so 6x16 will likely be the final size. Estimated costs will be \$2880 for Tonya to do the painting, plus \$200 if she has to prepare the board, \$600 for paint and other supplies. Chris Schwab from the Silverton Historical Society recommended Dave Laycock to build the board, who has been contacted for a quote. Christy will take a supply list to Withers to get the cost of the board's supplies. With all the costs in place, Christy will research grant funding. The Friends of the Library have volunteered to pay \$3000, and the Mural Society can do some fundraising during the process.

**4. Questions for Penelope Hummel for March**

- Ask Penny for suggestions on how to create a list of 100 people to invite. Chris has a couple names when needed. We can invite the participants of the recruitment process and more, so we can get a broader representation from our community.
- What will be the division of duties for compilation of final document?
- What sort of product are we going to get? And what is the lifespan of this plan? Hoping for 3 years of achievable goals.
- Is the staff on board with this? Yes, they seem to be, the extra work will probably come mostly from salaried employees and supervisors.
- Is the implementation plan meeting with staff included?
- What is a reasonable time period for the goals?
- How much demographic research does Penny do in advance and how much will she request of Christy?
- Does she have any tested strategies for reaching our Hispanic population?
- Would it be helpful for us to share with her our Public Library Standards assessment?
- Would the survey happen before or after the retreat?
- Who should be at the leadership committee meeting in Visit 1?
- Where can we host 100 people and does she need breakout rooms?

**5. Date decision for budget adoption meeting: May 12? June 9?**

May 12 would work for the Board Members in attendance and we think for Chris Mayou also. Stacy will post for a new budget committee member.

**6. OR Election Director – Chris Childs**

Connie Higgins, County Elections Director – The biggest culprit in increased election costs are motor voter and changing the purge cycle from 5 years to 10 years. Bottom line is that we would do well to budget \$3000 per year.

**NEW BUSINESS**

**1. Public Library Standards, Part 7: Facilities Standards**

Deferred for a future meeting

**2. Intern for youth Summer Reading with SDAO support**

Christy would like to apply for SDAO's grant support for a summer intern who can help with Summer Reading Program. Alysia Castro has been volunteering 10-20 hours per week in YS and is a current college student, which is required by SDAO, with plans to attend library school in the fall. Salem's closure may mean increased participation in SRP here. She would be paid \$16.50/hour for 19hrs/week for a total of \$1881, which would be split with SDAO. Internship dates are June 8<sup>th</sup>-August 15. A portion of the cost would occur during June of the current fiscal year and the remainder in 2020-21.

## **LIBRARY DIRECTOR'S REPORT**

### Successes:

- We have our new CD furniture in place. Old CD furniture going to new library in Jefferson, part of CCRLS. We received good help from Susan Dillon in transferring the CDs and keeping them organized. We'll be ordering some library supplies too and creating some new signage to help patrons navigate the music CDs. We're all curious about the circulation statistics after a few months with the new system.
- While we were at Salem Public picking up the CD furniture, we were allowed to peruse their surplus giveaway. Dena got several nice things for the youth services department, we got some more library kick-step stools, and we also got a new professional, portable PA system. It has an amplifier, four very nice speakers, 4 floor stands for microphones, 2 tabletop mic holders, and 6 microphones and cords. I tested it before taking it. Will work great for anything we might want to do outside, including music, readings.
- New program lights have been installed in the program room.
- The Friends of the Library voted to increase their quarterly donations for materials. They have been giving us \$400 per quarter and just upped it to \$600 per quarter, an annual increase of an extra \$800. We have sent them a thank you letter. They say it's because their sale spinners near the entryway are doing so well. They have also agreed to contribute up to \$3000 towards the mural.
- It may seem like a small thing but we got 15 years of computer boxes out of our attic. Christy took all the Styrofoam to Marion County Juvenile Department, where it is transformed into insulation blocks and sold to a building supply company, and took all the boxes to Silverton City Shops for Saturday recycling. It will be easier for the HVAC people to work up there now. Dena and I also did some organizing.
- The 20<sup>th</sup> anniversary of the Silverton Poetry Association was this past weekend. We had two events here with good attendance. Christy helped to set up and break down and participated in both library events, and used the opportunity to highlight the volumes of poetry purchased for the library in the last year. The last two years she and youth services have created bibliographies of poetry and poetry-related purchases and distributed at the festival's various events.
- Our library is EarthWISE certified. We are still waiting on contacts for cleaning supplies, greener photocopy and printer paper and the thermometers and signs that should be coming from Marion County.
- Our local Elks gave literacy a big boost when they contacted Christy for supplying information about the Kiwanis Club's Dolly Parton Imagination Library. There was a national level Elks grant specifically earmarked for DPIL and they got it. \$2000 was directly deposited to the account that serves the Silverton School and Library Districts. The Elks will be helping to promote and register eligible youth. We currently have 223 active children and 20 who have completed the program.

### Challenges:

- Almost two weeks ago we discovered that there were fresh moisture stains on multiple ceiling tiles near the place where the old and new parts of the library meet. We called out Pfeifer

Roofing as our roof is under warranty. They pulled up tiles, checked boards, and claim there is no moisture coming off the roof. They did take and supply us with some photographs of pipes that are running along the line of where the stains are. We do not know what those pipes are, or why they are there. We have made multiple attempts to reach Lynn Richman who says he will come have a look. We have no idea what the problem is or what we are in for. Waiting. We also don't know 100% that it's not the roof but we hope it is not!

- When Pfeifer was here and up in our attic, they stepped on and broke the ground wire for the fire detection system. It was under insulation and not something they could have seen to avoid. This caused the fire box in the electrical room to beep for the 4 days until the Security Alarm Corporation could come out and fix the problem. We didn't know what the problem was until they came out but we suspected a connection between roofing inspection and beeping problem.
- Similarly, the PA speaker in this room had been having a low hum and hiss for some time. After yesterday's lighting install it is now louder and crackling. We'll need to call our phone and PA system folks next.
- The formic acid ants are out with a vengeance this year. After first trying to control them with store bought pesticides, they seemed only to spread to more areas of the library. We had pest control come out and spray today. We should likely just budget for this service for 3-4 times per year.
- The perceptions of our patrons who are unhoused by our patrons who are housed is sometimes supportive, sympathetic and empathetic, and, conversely, sometimes quite harsh. A reminder that we don't require people to declare their housing status, mental health status, income bracket or other such things in order to enter the library and use its services. We do ask that all patrons adhere to our behavioral rules for the building and its surrounds. We do want to know if a patron is violating any policy, regardless of their housing or health status. Our staff sometimes has difficult conversations with patrons who tell them that "those people" shouldn't be allowed in the library. Staff navigate those conversations with a lot of grace but it's a challenge that is sometimes disheartening. This is one of the many reasons for our work with Sheltering Silverton Advisory Collaborative.
- Parking space: The City of Silverton owns our parking lot. That is spelled out very clearly in some legal documents from the files. It does say that the library has non-exclusive use of both it and the one across the street. We have had multiple issues with people in the first spot of the parking lot nearest our book drop getting their bumpers hooked over the parking block. Prior to that it was getting it hooked on the sidewalk. Damage to cars has happened both ways. Damage to the sidewalk happened prior to the parking blocks. The City is investigating what can be done about this space. I have requested that they not eliminate that space if at all possible as parking is precious and becoming more so as our City grows.
- Earlier today I sent you all information about the proposed elimination of the Institute for Museum and Library Services, a federal department. What you think of that information or do with it is up to you but as we are part of both the ALA and OLA I thought you should see the responses of those organizations, and that you should also know that a cessation of IMLS would have negative fiscal and program impacts on our library.

#### Misc:

- I attended the Special Districts Association conference in Seaside, and networked a lot with 7 other library district directors. We managed to get a library person elected to the Special

Districts Board. This is a big deal! Former State Librarian MaryKay Dahlgreen was elected in and her term starts July 1, though she'll be attending the June meeting to get the lay of the land. She, I, and several other special district library directors are part of a task force inside the Oregon Library Association to help promote the interests of these 27 library districts in our state. PERS support, technical support, and good insurance rates are some of the things we're hoping she will advocate for. We're also curious about how the organization works. Despite providing us with 3/4s of the text in our policy manual, we've been unable to find the SDAO board's bylaws, minutes or policies and we'd like to see more transparency.

- At the conference I attended a session that was a preview of many labor laws that will be changing in 2021 and 2022, including some big expansions of leave acts. I don't think we'll be exempt from FMLA or OFLA anymore because of our size but I am staying tuned. Additionally, there will be many more qualifying events for leave. I also learned that even our substitute workers need to accrue sick leave (1 hour sick leave accrued for every 30 hours worked) so Stacy is adjusting that in the payroll. Temporary workers and interns will also accrue sick leave. Basically, anyone hired by your district who is not a contract hire, accrues sick leave. Sick leave tops out and does not have to be paid out upon severance. We do not pay out sick leave.
- At our last full staff meeting we watched an online training video (provided by SDAO) about safe and proper lifting. I also created a display and quiz about recycling as there have been so many changes that I thought it better to get everyone up to speed instead of moving items from trash to recycle and vice versa. I don't know if they're just humoring me but staff seem to prefer meetings that have a training component.
- My next travel for work will be the Oregon Library Association Conference in Bend, during the last week of April.

Leave used since the last Board meeting: None

### **AGENDA SUGGESTIONS FOR FUTURE MEETINGS**

1. Public Library Standards, part 7

### **ADJOURNMENT**

**Motion:** To adjourn the meeting at 7:49 p.m.

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

**Vote:** Unanimously in favor.

---

The next Library Board meeting is scheduled for Tuesday, March 24, 2020 at 5:30 p.m. in the library program room.

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

---

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