

Tuesday, March 26, 2024
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

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Jack Schafroth, OSGP

Board Members Absent:

Megan Smith

CALL TO ORDER

Chair White called the meeting to order at 5:33 p.m.

REVIEW OF AGENDA

Move Public Presentations to immediately following the Approval of Minutes.

APPROVAL OF MINUTES

Motion: To approve the February 27, 2024, Board Meeting minutes as printed/circulated
(Motion by: Dmitry White. Second by: Ingrid Donnerstag).

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

Jack Schafroth from Oregon Savings Growth Plan

For about 30 years, Nationwide Retirement Services has been the Library's deferred compensation plan. At one time, 3 people participated, but currently only one person remains on the plan. Oregon Savings Growth Plan offers lower fees and is meant to help PERS employees close the gap between expected retirement benefits and what is needed, especially for those employees who are not part of Tier 1 or 2.

Jack explained that 457 plans like NRS and OSGP are designed to bridge the gap between what employees will need for retirement and PERS pension benefits. OSGP is under the PERS umbrella.

- 457 plans have no age penalty for early withdrawal. The triggering event for withdrawal is severance of employment. There are no in-service distributions.
- Public employees can use 457 funds for things like going back to school. It is not limited to retirement benefits.
- Employees often assume they can't access deferred compensation until retirement age, but even if they don't retire from the Library, they can use it.

- Pre- and post-tax contributions are available.
- While Jack works for PERS, he can only give an overview of PERS pension benefits. However, much of the education he provides to employees is universal. Even if they stay with just PERS benefits, they can apply the information Jack provides to other plans. The State of Oregon does not want to give investment advice, but to instead educate employees to make their own decisions. The education provided includes basic education about retirement savings, rollovers, how the plan works, how to maximize benefits, tried and true investment concepts, all basic information that can be applied to any retirement plans.
- OSGP operates for the benefit of participants with an overarching goal of helping employees get to retirement with enough.
- OSGP requires investments to be prudent and productive. The plan is overseen by Voya Financial, the Treasury Department, the State pension system, and private consultants. For the average participant, this means someone is looking out for them on a number of levels.
- The Library would have the same fee structure as Marion County or City of Salem, and benefit from the economy of scale.
- OSGP's investment structure is simplified, with a high level of diversification, but without the need for participants to choose between 50-60 options, which can be overwhelming. Only having around 10 options makes it more manageable.
- When the stock market interacts with a participant's portfolio, they will see when the market is up or down and won't be surprised.
- Question – how much work will this plan be for the Library's administrative assistant? Initially, she will log into the system and enter the contribution amounts. Moving forward, she would copy that information and submit the monthly contributions, only taking about 10 minutes.
- Question – Does the plan differ for pre-tax or post-tax? The maximum contribution allowed differs.
- Question – If a 42-year-old employee has contributed, but is leaving employment with the Library, do they have to take the funds out? No, she can leave them, but what she takes out will be taxed at that point. She will have to start taking fund distributions out at age 73.
- Question – Do employers pay anything? No, the fees are borne by the participants.
- Question – Can Jack go over options with individual employees? If they want. Jack doesn't do virtual appointments, but other OSGP representatives can.
- Question – Can we offer this plan no matter how many employees want to sign up? Yes.
- Question – Is there an enrollment window? No, but there is typically a one-paycheck delay.
- Question – Can a participant change strategy only at certain times? No, employees can do that by themselves without employer interaction. Once they are enrolled, everything else can be done by the participants themselves. If a participant wants to make changes, they should do that online and then inform the administrative assistant, who can update payroll contributions. In an emergency, the administrative assistant can change what's taken out of a paycheck.

FINANCIAL REPORT, FEBRUARY 2024

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of February 29, 2024)
2. General Fund Statement of Cash Receipts (as of February 29, 2024)
3. General Fund Statement of Cash Disbursements as of February 29, 2024)
4. Check Register – Citizen's Bank (February 1-29, 2024)
5. LGIP Account Statement (as of February 29, 2024)

6. Purchase Order – Visa (closing date January 19, 2024)
7. Journal Entries (as of February 29, 2024)

STATEMENT OF CASH RECEIPTS:

At this time last year, we were \$25,000 below our projected tax revenue for the year. This year, we are \$22,000 below. We anticipate reaching the amount budgeted for tax revenue.

STATEMENT OF CASH DISBURSEMENTS

Question – Have we talked about the John Henry Eldridge Jr grant? Yes, the Board approved a Budget Resolution to spend these unsolicited grant funds.

Question – Is the payment listed under *Dues and Subscriptions* for the increased dues to the Government Ethics Commission? Yes.

Question – We have funds remaining in *Minor Equipment/Furnishings*. Are we anticipating more spending? Yes, we will be spending almost \$5,000 for the new reference desk, as well as a few smaller expenditures.

Motion: To approve the FEBRUARY 2024 Financial Report as presented, including checks #17602 through and including #17638, and all EFTs, for a total of \$108,289.67.

(Motion by: Dmitry White. Second by: Michelle Sanguinetti).

Vote: Unanimously in favor.

OLD BUSINESS

1. Photocopier Lease

Pacific Office Automation delivered the coin-op machine, but there was no dollar bill changer on the machine. Lindsay Roll, our POA representative, apologized and ordered the part. She also gave a set of Trailblazer tickets to be auctioned at the Kiwanis Trivia Bee fundraiser. The new machine makes great color copies, takes bills and coins, so we are currently satisfied.

2. Parking Lot and Building Lease

City Manager Cory Misley indicated that the City Council would discuss the issue on March 18, but it wasn't part of that meeting. Early April is the next scheduled meeting where it could be discussed. Cory will send information to Dmitry, but he did not think that Library Board members needed to attend. Dmitry has not heard if City staff time has been spent on the different parking lot layouts discussed earlier but will ask. The lease is up for discussion in April, but Christy does not think they will enforce that timeline if we are still in negotiations that the City requested. Christy has met with Rite Way Electric about adding exterior lighting on the north side of the building. Rite Way gave an estimate of about \$6,000 for that project. Stacy will contact our landscaping company to ask about adding the mowing of the small lawn at the northwest corner of the building. Ingrid asked if we will receive the parking lot as is. We think that we will have to pay for restriping or reblocking, but the City may help pay for signage if we ask. The Board will talk to Cory Misley and Jason Freilingler about communication of any upcoming changes to the public when moving forward.

3. Solar Grants

The Community Renewable Energy Program (CREP) grant cycle hasn't opened yet, but they did send an email with 5 steps for preparing to apply. Christy and Megan will attend a webinar on April 4 from the Oregon Energy Department about the CREP grant. If the webinar is recorded, Nancy will watch it later. Christy, Megan, and Nancy plan to get together in the week following the webinar to discuss what's involved in the application process. Until the grant cycle opens, Christy is unable to create a

log-in account, but will start gathering information and documents listed in the email. We will likely need to add this item to the May Board Meeting to authorize applying for the grant.

4. Oregon Ethics course requirements regarding Public Meetings and SDAO

As part of its annual Best Practices Program, SDAO will require a training for all board members on Oregon Public Meetings Law. This training is also required by the Government Ethics Commission. SDAO has historically created their own training for this requirement, but the Government Ethics Commission has not approved the existing SDAO training. Board members will need to take the training before a deadline likely to be in November. New consequences for not taking the training are that Board members can be individually fined by the Ethics Commission.

5. Timber Funds

After a recent question from the Board, Christy forwarded an email from Jessica Paler at the Marion County Treasurer's Office. She gave lots of reasons *State Timber Revenue* funds can be clawed back. The Library did receive \$2,800 in Timber revenue the same week that Jessica's email arrived.

NEW BUSINESS

1. Consideration of deferred compensation plans for staff

Nancy and Ingrid said they don't see any negatives to offering the OSGP plans to staff, and it could make a significant difference. The focus on educating employees is beneficial whether or not they enroll in the plan. The Library only has 3-5 people who are not eligible for PERS, who would not be able to sign up. Jack is planning to come to the April all-staff meeting if the Board votes to approve. We can keep Nationwide as an option as well, but if the one employee currently on that plan wants to rollover their funds to OSGP, we may drop Nationwide.

Motion: The Board of Directors of Silver Falls Library District, pursuant to the provisions of Oregon Revised Statutes (ORS) 243.474, which provides in part that:

“A local government that establishes a deferred compensation plan may invest all or part of the plan's assets through the deferred compensation investment program established by the Oregon Investment Council (OIC) under ORS 243.421,”

Hereby determines to be included in the State of Oregon Deferred Compensation Investment Program, also known as the Oregon Savings Growth Plan, established by the OIC under ORS 243.421 and administered by the Public Employees Retirement Board according to ORS 243.435 for its eligible personnel.

Be it further resolved that the proper officers are herewith authorized and directed to take all actions and make such reductions and submit such deferrals as are required by the Public Employees Retirement Board of the State of Oregon pursuant to ORS 243.478(1), and

Be it further resolved that Employer agrees to be bound by the terms and conditions of the contracts between the State, its investment providers and record keeping company, and the “Plan Document” as identified in ORS 243.401 to 243.507 and TPA services as amended from time to time. Specifically, without limitation, Employer agrees to appoint its governing body as Trustee of its Plan, as required by Section 457(g) of the Internal Revenue Code (IRC), 26 USC 457(g)(2). The Employer certifies it is an “eligible employer” under IRC Section 457(e)(1) and has received a copy of the Plan Document and TPA Services.

Be it further resolved that Employer shall submit a certified copy of this resolution and “Notification Memo” to the State of Oregon, Public Employees Retirement System (PERS) as the Plan Administrator.

Be it further resolved that the Governing Body and Employer, recognize the PERS Board's responsibility for maintaining the integrity of the Plan and hereby agree to cooperate fully with the Plan Administrator in accordance with procedures established by PERS, including without limitation in processing requests for withdrawal in case of an unforeseeable emergency as defined in IRC Sec. 457(b)(5) and Treasury Regulations 1.457-2(h)(4) and (5).

(Motion by: Dmitry White. Second by: Ingrid Donnerstag)

Vote: Unanimously in favor.

2. **Review/Revise Public Board Meetings Policy**

- Section 4.2 - Add "Adjournment" as #11.
- Section 4.3B - Strike "a copy of which appears as an Appendix to this Manual".
- Section 4.3D – Replace "Meetings Held Virtually" paragraph with "Meetings Held By Electronic Means" paragraph from SDAO sample.
- Section 4.3G – Replace "An emergency meeting is to be held only in rare and extreme situations" with "The convenience of Board members is not grounds for calling an emergency meeting."
- Section 4.3G – Change second paragraph to "Every effort should be made to notify all Board Members and the Library Director and to post or publish by the regular methods when possible if an emergency meeting is called."
- Section 4.3H – Strike #3.
- Section 4.3I – Replace with Executive Sessions paragraph from SDAO sample.
- Section 4.4C – Change last sentence to "Any individual who fails to leave the premises when asked to do so may be treated as a trespasser."
- Section 4.4F – Change first sentence to "A majority of the positions on the Board (filled or vacant) shall constitute a quorum."
- Section 4.5 – Replace with Executive Sessions section from SDAO sample.
- Section 4.6A – Strike "Subject to ORS 192.410-192.505 relating to public records," from #5.
- Section 4.6B – Strike "ORS 192,650(2)".
- Section 4.6C – Strike "ORS 192.650(2)".
- Section 4.6E – Strike "ORS 192.650(1)".

Stacy will make the changes requested and bring the revised policy sections to the next Board Meeting for approval.

LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- We had a very fun and successful Repair Fair on March 16th. There were 50 repair tickets created and of those 70% of the items left completely repaired, 20% in-progress due to needing parts or extensive time not available at the fair, and 12% couldn't be repaired but many of the participants were just relieved to be told by someone else that something was truly irreparable.
- Yesterday, we received the report on our closed-stacks book collection from the Conservation Center for Art and Historic Artifacts (CCAHA). This was the report generated following our two-hour Zoom meeting with the conservator on January 25th. From this report we should be able to create a budget for supplies to slowly yet steadily get the collection ready for public viewing and access.
- Coming up on Saturday April 20th is an Author Fair here in the program room. This is an event that our library hosts every 2-3 years for local authors to come and sell and talk about their books.

- This week the sales representative from Oregon Corrections Enterprises came out to confirm measurements, wood, and trim finishes for the new desk for the Adult Services and Reference area. It should be completed and installed by late May.
- The mobile app is back and running.
- Our new copier makes beautiful color copies!
- The new library card trend continues, with 70 made in January, 87 in February and 54 so far this month.
- Kudos to Stacy for creating local resource sheets earlier this year. These information flyers show where people can get pantry items, clothing, and prepared meals. They have also been translated into Spanish.
- This week the City of Silverton is repairing the broken pipe under Water Street and we're very hopeful that this will alleviate our frequent toilet backup issues.

Challenges:

- A challenge for the upcoming budget year - and subsequent ones - is an attempt to be thorough about the many things to be considered and paid for if our District takes ownership of a defined parking lot North of the building. Asphalt maintenance and eventual replacement, paint-stripping, signage, potential purchase of new and replacement of parking stops, and lighting. Also, the City has always mowed the small area behind the library's teen and periodicals area and this job will now need to be added to our landscaping agreement.
- The City of Salem has multiple scenarios during their budget proposals that include cutting positions, after having already cut many positions and reduced hours several months ago. Another option presented includes closing both the Main and West Salem library branches. It is difficult to explain how profoundly this would impact CCRLS operations. Salem has the lowest cost per capita for library service of any urban library system in the state and has had as such for many years, if not decades.
- The desktop version of QuickBooks that we currently use will no longer be supported after May 31. We have previously purchased the license to the desktop version through Tech Soup for a much-reduced cost for non-profits, but QuickBooks is no longer going to offer that software except as an annual subscription, which will cost \$900 per year versus the \$75 one-time purchase we used to make. We prefer the desktop version because the online version has a poor reputation for making a mess during the migration of company files. We think we can continue to use the desktop version we have now for the time being but may need to switch at some point.
- The patron complaint sent to the Board is being handled through the normal channels, by supervisors first, then Christy. She will reach out if needed, but this type of complaint rarely rises to the level of Board involvement.

Changes:

- We are adding another credit/debit card reader at the circulation desk. So many people are utilizing that service that it has become awkward to tell them that cards can only be taken at one station, especially if they've been waiting in line at the other station. It has been ordered from the vendor but has not yet arrived.
- One of our full-time staff will be semi-retiring and going to a 16-hour work week. We will be adding an additional part-time employee. This is likely to happen as soon as June 1st. The Adult Services Department has long been staffed by two people with staff from Youth Services, me, and even Stacy, filling in for breaks and absences. Hopefully with three people, scheduling for the department will be easier and more flexible.
- CCRLS has quite a few changes that have commenced or that are in the works: 1. In addition to doing Saturday courier runs, CCRLS is also doing a regular rotation of IT visits now that their IT department is fully staffed. 2. CCRLS is 50 years old and many of its policies and procedures have been melded into some unwieldy and sometimes outdated documents. CCRLS director Doug Yancey has set up a system for creating a new policy manual that removes procedures from policy

and will likely remove some of the policy language from the annual contracts. All of it will be discussed by the Polk, Yamhill, Marion Counties directors, and will have to pass the CCRLS Council before it is official. This is likely to be a many-months process. Along with this, CCRLS is hoping to create a new Strategic Plan as it hasn't had one in many years. 3. CCRLS is now saying that they want ANY computer that is hooked up to the CCRLS network to be purchased by CCRLS. This includes all staff, public catalog, and public internet stations. Doug Yancey is not exactly certain yet of the allocations for each library and we await seeing how this will work, and on what kind of timeline. In the past, when it was time to replace a staff or public catalog computer, we'd ask CCRLS IT staff to recommend something. We'd purchase it from a vendor such as Dell, HP, or from Amazon, and then have it sent to CCRLS IT for imaging. It would then be returned to us with an assigned port.

- Our Microsoft Office Suite is currently going through a migration process. We have the non-profit rate from Microsoft directly and this brings our costs for the E1 (10 licenses including the board's) and the E3 (10 licenses for staff who produce content and have their own workstations) down from an annual fee of about \$4K (\$3,990.00 for this fiscal year) to \$360.00. There will be some IT costs incurred from City of Woodburn for their help with the move, but they will still be significantly less than continuing to purchase the licenses through a 3rd party vendor.

Miscellaneous:

- Director's time off for February was: 4.5 hours of sick leave and 4 hours of vacation time.

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

1. The Budget Committee meeting next month is the Board's opportunity to publicize the District's financial situation and forecast. It's good to do due diligence and encourage non-Board members of the Budget Committee to ask as many in-depth questions as they want to.
2. Dmitry would like to look at some ways to make sure the Board is compensating the Library Director for the stresses of the job, including considering a sabbatical.

ADJOURNMENT

Motion: To adjourn the meeting at 8:13 p.m.

(Motion by: Ingrid Donnerstag. Second by: Dmitry White).

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, April 23rd, 2024, immediately following the Budget Committee Meeting at 5:30 p.m. in the library program room.

Approved: _____(date)

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