

Tuesday, April 26, 2022
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

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

Board Members Present:

Michael Milhausen
Kathy Beutler
Ralph Sorensen
Ingrid Green
Dmitry White

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

None

Board Members Absent:

None

CALL TO ORDER

Chair Milhausen called the meeting to order at 6:16 p.m.

REVIEW OF AGENDA

Additions under Old Business:

- sewer repair update

APPROVAL OF MINUTES

Corrections

- The heading should include Zoom meeting information as well as the physical location.
- In the Director's Report, ".45" and ".55" should be "0.44" and "0.55".

Motion: To approve the March 22, 2022 Board Meeting minutes as corrected.

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

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

None.

FINANCIAL REPORT, MARCH 2022

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of March 31, 2022)
2. General Fund Statement of Cash Receipts (as of March 31, 2022)
3. General Fund Statement of Cash Disbursements (as of March 31, 2022)
4. Check Register – Citizen's Bank (March 1-31, 2022)
5. LGIP Account Statement (as of March 31, 2022)

6. Purchase Order – Visa (closing date March 28, 2022)
7. Journal Entries (as of March 31, 2022)

STATEMENT OF CASH RECEIPTS:

- Do we expect another CCRLS payment? Yes, we should get one more quarterly payment hopefully before the end of June.

CHECK REGISTER

- Question – What is Check #16957 to Legislative Counsel for? It's to purchase the new Oregon Revised Statutes for our Reference department. It is updated each biennium.
- Several of the deposits don't show detail. Those are a combination of deposits to different accounts. Stacy will send the details to the Board via email.

Motion: To approve the MARCH 2022 Financial Report as presented, including checks #16950 through and including #16975, and all EFTs, for a total of \$99,318.14.

(Motion by: Kathy Beutler. Second by: Dmitry White).

Vote: Unanimously in favor.

OLD BUSINESS

1. Status of efforts toward codifying Board attendance policy through the legislative process

Christy just heard back from MaryKay Dahlgreen today. We are ready for her to send the letter to OLA and we will send letters to all the special district library directors and board members. We wanted to wait until Michael's email address is updated first.

2. RFP for auditing services update

The RFP Committee (Michael, Kathy, Christy, and Stacy) met and scored the proposals, deciding to award the contract to Isler CPA out of Eugene. They will come in July for field work. The fee for the first 2 years will be \$10,000/year and then \$11,000 for the third year. The proposed increase for Pauly Rogers audit services for this year was estimated to be \$10,500. The only other applicant was significantly higher at \$15,000.

3. Accepting revisions to Policy Manual Chapter 4, Part 7, Public Internet Access

Question – On bullet point #2, Ralph asked about assistive technology offered at the Library. Patrons may request headphones, and computer text can be read content aloud thru Microsoft. Screen font can be increased for those with low vision.

Motion: to approve Policy Manual Chapter 4, Part 7, Public Internet Access as presented.

(Motion by: Michael Milhausen. Second by: Ralph Sorenson).

Vote: Unanimously in favor.

4. Emails for Board members

Either Christy or Dmitry will call Board Members and walk them through the process of setting up their new emails and signing in with a pre-assigned password. Then Board Members will change the password to something they can remember. Forwarding from the new email to an email that is commonly used by the Board member can be set up as well. It should take 10-30 minutes per person.

5. Sewer problem Update

Workers from the City came with their own drain snake and camera. They didn't find the leak that Oregon Sewer and Drain showed on their video, but we found out that if we get a clog there again in the future, the City will clear it. Oregon Sewer and Drain anticipated it would be 6-8 weeks before the line clogged again. It's been over 5 weeks now.

NEW BUSINESS

1. Review Draft Service Animals in the Library for inclusion in Policy Manual

The current policy is too open for interpretation. There are limitations for staff asking about service animals so a very specific policy about animal behavior will help with implementation of the policy. In the Policy Manual it will be located immediately following the *Building Use Policy*.

- 3rd bullet point should be "...interferes with the..."
- Last bullet point should be "...animals must be housebroken..."

Motion: To approve the Service Animals in the Library policy as corrected and place it following the Building Use Policy.

(Motion by: Dmitry White. Second by: Kathy Beutler).

Vote: Unanimously in favor.

2. Policy Manual Review: Chapter 4, Parts 8 and 15 Draft revision of combining the 2 parts into Public Records Custody, Maintenance and Access

The previous policy included material cut and pasted from the ORS, which is problematic because the information changes more often than we update the Policy Manual. The proposed policy revision also includes the Public Records Request policy.

- Change first paragraph to: "Silver Falls Library District considers public records, as defined in Oregon law, to be retained and maintained according to ORS 192.410. Any records without historical value or foreseeable use to the District should be destroyed when the maximum retention period is reached.
- On the last page, change "District Director" to "Library Director", and "Library Board of Directors" to "Library Board" for consistency.

Stacy will make changes and bring to next meeting for Board approval.

3. Review SDAO Best Practices requirements for this year

Even though we went over our Board responsibilities policy several months ago, we are missing a few items from SDAO's checklist to receive our full discount. Christy will bring these to the Board for adoption into our Policy. Michael and Ingrid attended the conference, but Kathy and Ralph couldn't attend. Kathy, Dmitry, and Ralph need to select another course from the list. Dmitry and Ralph are requested to take *Boardroom Dancing* and Kathy should take *Boardsmanship 301*. Finally, Ingrid and Dmitry volunteered to enroll in the Board Member Education Program.

LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- In the month of March, we made 95 new library cards. Prior to COVID closure we were averaging around 25 new cards per month.

- Our three-year circulation statistics are looking good. March of 2020 is of course when things became very different. During the month of March 2019 we circulated 20,240 items. In March 2020 14,220 items were circulated prior to our closure on the 17th. In 2021 our March circulation was 9,629 while we were doing curbside only. And in March of this year 22,235 was our number. This is only 5 checkouts short of being 2000 circulations higher than our 2019 March number.
- Two years ago, the District went onto the waitlist for the PERS Employer Incentive Fund (EIF) following our creation of a side account where we utilized a timber revenue windfall. The point of this side account is to catch up to the unfunded actuarial liability to mitigate the longer-term risk of our pension plan coming up short for participants. The EIF was to encourage PERS employers to get their side accounts up and running. We put in approximately \$179K with the hopes that we would get the 25% match of around \$44K to go into the account. However, the match funds were depleted within three days of the program opening and our District was put on a waitlist and told to not get our hopes up. Fortunately, due to March 28th decision of the Oregon Legislature, along with some sports betting proceeds, those of us on the waitlist are going to receive our matches sometime near the close of this fiscal year.
- After some struggles with the thermostats that PGE provided us, Loren's Heating and Air was able to install a relay device that makes them work with our new dual fuel heat pump system in the youth services side of the building. This was a replacement that was budgeted for as the 1968 unit was showing signs of trouble before last year's budget planning process. It's working very well so far, and the staff are enjoying being warm after many weeks of heater malfunctions.

Challenges:

- We have detected new leaks in the roof on the older part of the building, and we are waiting for some diagnostics from a local contractor to see if the flat roof can be patched in a couple of places until such time as we have enough money for its full and proper replacement.
- I continued my quest to find out more about State Timberlands revenues. After an email exchange with Marion County Commissioner Kevin Cameron, he sent out some questions to other Marion County staff and officials. In the meantime, I contacted the Oregon State Forestry Department's timber sales division and had an edifying discussion with Timber Revenue Specialist Pam Young. She took me through the website and showed me how to see upcoming timber sales as well as quarterly revenue from past sales. Last week I received a call from Marion County Treasurer, Sam Brentano. He talked to me a bit more about timber sales and asked if I would give him a call back in early June. Dmitry and Kathy are interested in going. He would like it if I could come into Salem for a visit and to look at a map with him. He'd like it if a Board member attended too. One thing he told me that no one ever has is that timber revenue for our district only comes if the harvest is inside our district. He was surprised I didn't know that. I thought that it was from harvests inside the county and that they were distributed on a formula. It's more specific than that.

Changes:

- Last week I received a call from Cate Tennyson, Silver Falls Library Friends president. She informed me that we needed to call a special Friends meeting because she had decided to move to Tennessee by the end of May. On the evening of April 21st the Friends met, and we elected a new president, Kathryn Wilk. Kathryn is organized and has great ideas. She was

very engaged in the strategic planning focus groups. I look forward to working with her. We will also miss Cate. She had a bookstore in Silverton for a time and was a true lover of books and libraries.

- Within the next 24 months, we are going to have a new playground very close to us in the area between the library and the swimming pool. It will be an all-abilities playground with close access to the handicap parking spaces at the pool. The project was championed by the Silverton Rotary who has also done a great deal of fundraising for it. Some of the funding for this project comes from the Urban Renewal District funds and some additional money still needs to be raised. The City's Public Works department will be doing the site preparation. The playground is Phase 1. Phase 2 of the project in the coming years is to install a new accessible outdoor drinking fountain and to upgrade the public restrooms that are connected to the back of the Visitor Center.
- During the same meeting of the URD (Urban Renewal District) and city council, they reviewed plans to take care of the mill site overlook behind the library. Those projects came in over budget and they're back to looking at other ways to improve that area. Christy has emphasized twice to them that the police department and city moving down the street will negatively impact the interest in improving the area behind the library. They did say they were going to investigate other ways to address that. Christy will send a copy of the city's proposal for the area to Dmitry and the Board.
- Our email migration and switchover are well underway. By May 2nd, we should all be cut over to the new Microsoft Office 365 environment and by May 30th, the CCRLS relationship with GSuite will be sunset. All the old email for all CCRLS libraries that were on the system will be archived at Chemeketa Community College. Our staff, with the help of City of Woodburn IT has been able to move over folders of email, our calendars and contact lists, and some of the items we created in Google Drive. It was very much a struggle to get this process going but once started it has been smoother than anticipated. Our next step is to get our Silver Falls Library Board members set up with their own email accounts as well as a forwarding set-up to make checking email easier for the Board.
- Two of our staff are out on maternity leave. One plans to return, and the other does not. Both individuals are substitutes, so we will be posting to hire for another sub position shortly.

Miscellaneous:

- Director's time off since last report: 3.25 hours of sick leave

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

None.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. Update Policy Manual, Chapter 1, Part 2 to adopt additional recommendations from SDAO
2. Reminders – No May meeting. The next meeting is scheduled for June 14th. Another meeting can be scheduled on June 28th if the Board's business isn't completed on June 14th.

ADJOURNMENT

Motion: To adjourn the meeting at 7:20 p.m.

(Motion by: Dmitry White. Second by: Ralph Sorenson).

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, June 14th, 2022, at 5:30 p.m. in the library program room.

Approved: _____ (date)

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