

**Thursday, April 29, 2021**  
**LIBRARY BOARD MEETING**  
**SILVER FALLS LIBRARY DISTRICT**

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

**Board Members Present:**

Michael Milhausen  
Ralph Sorensen  
Kathy Beutler

**Staff Present:**

Christy Davis, Director  
Stacy Higby

**Public Present:**

Ingrid Green

**Board Members Absent:**

Chris Childs  
Chris Mayou\*

**CALL TO ORDER**

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

**REVIEW OF AGENDA**

Additions under New Business:

- Compensation for staff vaccine appointments and recovery

**APPROVAL OF MINUTES**

Corrections:

On Page 4, bullet 5, add Paula's last name (Mabry).

On Page 4, under Challenges, correct the percentages to read "0.75%" and "0.60%".

On Page 4, under Changes, it should read "11 hours per month".

Questions/Clarifications:

On Page 4, bullet 3, have we had requests from patrons for more computer time? Yes, we are allowing two 1-hour appointments per week, but we have a few patrons who would like to come in every day. Director Davis and the Board agreed to begin allowing one hour per day.

**Motion:** To approve the March 2021 Board Meeting minutes as amended.

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

**Vote:** Unanimously in favor.

**FINANCIAL REPORT, MARCH 2021**

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of March 31, 2021)
2. General Fund Statement of Cash Receipts (as of March 31, 2021)
3. General Fund Statement of Cash Disbursements (as of March 31, 2021)
4. Check Register – Citizen's Bank (March 1-31, 2021)
5. LGIP Account Statement (as of March 31, 2021)
6. Purchase Order – Visa (closing date March 25, 2021)

## 7. Journal Entries (as of March 31, 2021)

### STATEMENT OF CASH RECEIPTS:

- **Board Question:** What is the reason for the discrepancy (\$17,423 vs \$18,805) between reported tax revenue and what is reflected on the LGIP statement? Stacy will check and tell the Board what she finds.

### STATEMENT OF CASH DISBURSEMENTS

- **Board Question:** Why is the amount spent for *Cultural Passes* only 16% of budgeted? Because we didn't renew annual passes for places that were closed due to the pandemic.
- **Board Question:** What is included in Bookkeeping and Audit? The annual audit, administrative fees for payroll processing, and more are included in this line.
- **Board Question:** Why is Periodicals near 100% but much less spent on Books so far this fiscal year? Because we pay most of our subscriptions at one time through a jobber. There will be increased spending on Books between now and the end of the fiscal year. Staff kept spending on materials low until the tax revenue was received in November amid concerns about decreased property tax income.

### CHECK REGISTER

- **Board Question:** What is the \$250 payment to the Oregon Secretary of State? It is the filing fee for the annual audit report.

**Motion:** To approve the March 2021 Financial Report as presented, including checks #16614 through and including #16632, and all EBTs, for a total of \$81,829.36, contingent on an explanation to discrepancy between LGIP statement and reported tax revenue.

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

**Vote:** Unanimously in favor.

## **PUBLIC PRESENTATIONS**

Nothing from Ingrid Green, but Kathy Beutler wanted to thank Ingrid for running for the Library Board.

## **OLD BUSINESS**

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

Director Davis was feeling hopeful until 15 Oregon counties including Marion moved back into the Extreme Risk category. However, in reviewing the Reopening Plan, some of the ideas written in July 2020 have been tempered since, based on learning more about the virus and how it spreads. For example, frequent cleaning of surfaces seems to be less important than barriers and social distancing measures. These are required by OHA and OSHA, along with wearing masks and limiting the number of people in the building.

As much as the Board and Director Davis would like to be open, doing so while Marion County is in the Extreme Risk category seems to work against all the measures taken so far to keep staff and patrons safe. While most staff will be fully vaccinated by the end of May, the public will gather and mix here, providing opportunities for community spread.

Director Davis will review and revise the Reopening Plan as needed, so that the Library will be ready to reopen in June, and the Board will revisit it at the May Board Meeting. A soft opening may be helpful to work out any problems that may arise.

**2. Update on FEMA grant**

Good news! Of the \$20,388 spent on COVID-related costs, all but \$1500 will be reimbursed between the FEMA and CARES Act grants. We may also be reimbursed for unemployment paid out to a former staff member who resigned due to COVID concerns as a caregiver to older parents. Christy learned from SDAO that this year because of COVID, most unemployment claims are being granted.

**3. Election Updates**

Ballots are being received already, but no other information to report.

**NEW BUSINESS**

**1. Review and discuss the District's annual audit as presented in the Pauly, Rogers, and Co. Financial Report for Fiscal Year 2019-2020.**

The audit for fiscal year 2019-2020 had the same findings as in previous years. Director Davis will use the same language from last year's letter to the State Audit Division to address deficiencies. We have discussed getting bids for a different auditor, but the new team seems just as competent, knowledgeable, and friendly as the old team. Aside from how late it was completed, we have no complaints.

**2. Employee Vaccine Survey Results**

Director Davis created an anonymous survey and required all staff to complete it. Of our 18 staff members, 16 are vaccinated or have plans to do so, and 2 staff members indicated they would not be getting the vaccine. Fifteen out of the 16 who plan to get vaccinated will be at least 2 weeks past their final dose by May 25<sup>th</sup>. The 16<sup>th</sup> employee won't be 2 weeks past their final dose until early July. We are pleased with the results, as 88% of staff will be vaccinated.

**3. Compensation for employees getting vaccinated or having adverse reactions to the vaccine**

There is a divide between the staff who are getting vaccinated and those who aren't. Also, the scheduling of vaccine appointments has been random, staff have to go when they can get an appointment, which means some have missed work and used sick leave for that time, as well as using sick time for those who have needed recovery time. President Joe Biden is encouraging employers to allow staff to get vaccinated without having to use their sick time. There is not a completely fair way to compensate staff for this, as not all will have to use their sick leave. Some will find an appointment on their day off, while others who work more hours will have more difficulty in scheduling one outside of their work hours. Some will need time to recover while others won't. Each vaccine appointment should take no more than 2 hours, and only one day is usually needed for recovery, so it's not a lot of hours collectively.

**Motion:** To reimburse Sick Leave accrual for staff members who used it to receive or recover from a COVID-19 vaccination.

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

**Discussion:** How many hours would be reimbursed? In April, 41.75 total sick leave hours were used, with an estimated 75% of that due to COVID-19 vaccinations and recovery, so about 30 hours, with another 30 hours expected in May.

**Vote:** Unanimously in favor.

**4. Policy Manual Review Chapter 2, Parts 3 & 4**

- Highlighted portion was discussed at the previous meeting before deciding to provide hard copies.
- Part 3.2 Section B.1 – change to:

“The Annual Step Increase is the Board’s first priority in granting pay adjustments. After each year of satisfactory service to the District, for up to seven years, an employee in good standing may anticipate a set percentage increase in pay.  
A new employee must work for the District for a full year before being eligible for a Step Increase.  
All Step Increases take effect July 1 each year.”
- Part 3.8, 4<sup>th</sup> bullet – Delete “and this will be considered on a case by case basis.”
- Part 3.8, 2<sup>nd</sup> paragraph should read “Subject to the above limitations, the District’s contribution for medical insurance will vary according to the employee’s time base as noted below. All other costs, if any, must be paid by the employee. Each year, the Director will calculate the District’s maximum contribution for staff members based on budgeted funds (base rate).”

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

**5. Discuss any recent trainings including OLA Pre-Conference sessions, or sessions from the regular OLA Conference**

- Many more employees at all levels and departments were able to attend the virtual conference sessions, which they said they enjoyed.
- Christy will ask supervisors to talk to their staff and list 3 things we can do or adopt to make the Library more welcoming to all, and proactively keep each other safe, and may bring these ideas to the Board to add to our policies.
- Michael enjoyed the conference, especially the keynote speaker on the first day, Paul Lumley, with his stories about the indigenous people in our area. He was also impressed by Donna Cohen, and was glad to see she’ll be doing a program for the Library soon. Jennifer Patterson (Oregon State Librarian) also gave a good presentation.
- Michael also loved the idea of intention versus impact from the preconference session, and how one might not intend to offend anyone, but the impact of what you say or do is more important than what you meant.
- There are lots of resources listed on the OLA website. Christy will send the link to the Board.
- In our recent posting for a Circulation Assistant, we hoped to fill the position with a candidate who can speak Spanish, but we didn’t get any Spanish-speaking candidates so we extended the posting and had it translated into Spanish. Christy then reached out to St. Paul’s, The Seventh Day Adventists, and Trinity Lutheran Churches and Sheltering Services. We don’t know yet how it will turn out, but that’s the most assertive effort we’ve made and we will continue to improve our efforts.

**LIBRARY DIRECTOR’S REPORT**

Director Davis reported on the following:

Good things:

- We had another outdoor browsing event on April 17<sup>th</sup> that was well attended. We will have another one in May.
- Our Tech Services department has started producing short instructional videos on very basic book repair techniques. These can be used by designated staff who are not in the Tech Services department to expedite the repair of minimally damaged books and get them back into circulation more quickly.
- Our youth services department is teaming up with the Silverton Middle School for our summer reading program this year. The principal and librarian wanted to work with us to incentivize reading over the summer. We're happy to be coordinating.

#### Challenges:

- Our Friends of the Library group is still without a treasurer. We did learn that the Silverton Arts Festival is going to happen. Traditionally this is the Friday and Saturday that we have the Friends of the Library book sale. We are hoping that we can still do that and possibly that we could move some of the tables with books out onto the walkway under the awning. The dates for that event will be: August 20 and 21 if we get to host the sale.
- The Salem Library is still in the midst of its remodel, still closed to the public, and still being limited by how many curbside pickups they can accommodate. Additionally they continue to take returns by appointment only. On June 23<sup>rd</sup> of this year, the Salem Library's temporary location will close as new occupants will be moving into that space. The remodeled Salem Library isn't set to be reopened until sometime in August. We anticipate that there will be some difficulties with the flow of materials especially since we think there will be several weeks with no service from Salem.
- Stayton's curbside delivery and other services were temporarily shut down due to a COVID outbreak. They are running again but they have reduced hours. They have an operating levy on the May ballot that is separate now from the parks and aquatic center.
- McMinnville has a 20% reduction in hours and workforce through September 6. These furloughs are to help the city get through a difficult financial time.
- Our landscaper is not going to be available to continue services with us for the foreseeable future. We are looking for additional names for quotes for the scope of work. In the meantime, our custodian will work to keep down the weeds.

#### Changes:

- This month will be the last one for our long-time off and on substitute Alex Chaney. We conducted two interviews today for a Circulation Assistant position that has been vacant for the entire year. We have asked the directors of other libraries to have their furloughed staff contact us in the event that they might want to do some substitute hours. We are going to need some help.
- We are going to start taking credit card and debit payments very soon. The cash drawer has been ordered, the account with ProPay – the only vendor that works with Sirsi-Dynix, our library catalog vendor – has been set up, and now the staff at CCRLS are working on the their end to set up the Sirsi-Dynix software module that is called Cash Drawer. There is a percentage fee for transactions but libraries in our system who have been using this have reported a much higher rate of fines and fees being paid off as so few people now carry cash or checks and many people prefer paying online. Once set up, patrons will be able to make

these payments in person with a card-slide device, or online. The system reports income daily and the transfer of payments into the Citizen's Bank Account will happen weekly, on the same day that any cash deposits are made.

Miscellaneous:

- The Silverton Kiwanis is currently hosting a fundraiser for the Dolly Parton Imagination Library program. So far we have raised a little over \$3K of our \$10K goal.
- I will be gone from Silverton starting May 5<sup>th</sup> and returning the afternoon of May 12. The supervisors will be in charge of things while I am away and Stacy will be the point person.

Director's time off since last report: 16 hours of vacation and 6.5 sick

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

None.

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

1. MOU with City of Woodburn's IT dept for email migration.

### **ADJOURNMENT**

**Motion:** To adjourn the meeting at 7:19 p.m.

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

**Vote:** Unanimously in favor.

---

The next Library Board meeting is scheduled for Tuesday, May 25, 2021 at 5:30 p.m. in the library program room and via Zoom.

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

---

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

\*Chris Mayou attempted to call in but was unable to connect to the meeting.