

Tuesday, April 30, 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 (Zoom)
Kathy Beutler (Zoom)
Christine Mayou (Zoom)
Ralph Sorensen (Zoom)

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

None

Board Members Absent:

None

CALL TO ORDER

Vice President Kathy Beutler called the meeting to order at 2:11 p.m.

REVIEW OF AGENDA

Additions:

- Hazard Communications Policy - New Business
- Revisit 3/16/2020 motion to continue paying staff (ended 4/30) - New Business
- Consider postponing strategic plan - Old Business

APPROVAL OF MINUTES

Motion: To approve the April 8, 2020 Emergency Board Meeting minutes as printed/circulated (Motion by: Chris Mayou. Second by: Ralph Sorensen).

Vote: Unanimously in favor. Chris Childs abstained (absent).

Motion: To approve the April 17, 2020 Emergency Board Meeting minutes as printed/circulated (Motion by: Ralph Sorensen. Second by: Chris Childs).

Vote: Unanimously in favor. Chris Mayou abstained (absent).

FINANCIAL REPORT, MARCH 2020

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of March 31, 2020)
2. General Fund Statement of Cash Receipts (as of March 31, 2020)
3. General Fund Statement of Cash Disbursements (as of March 31, 2020)
4. Check Register – Citizen’s Bank (March 1-31, 2020)
5. LGIP Account Statement (as of March 31, 2020)
6. Purchase Order – Visa (closing date March 25, 2020)
7. Journal Entries (as of March 31, 2020)

Board Question: What is the payment to Riteway Electric? Installation of lights in program room
Board Question: Please explain the payment for \$548.48 to R. Drake, and two payroll refunds for the same amount. Our payroll contractor (ADP) refunded the amount because the employee’s updated direct deposit account was not found. We issued a manual check. ADP accidentally refunded the amount again, and we paid it back to them.
Board Question: What is the payment to Artwire Graphics? It’s for a Children’s Program.

Motion: To approve the March 2020 Financial Report as presented, including all EFTs and checks #16323 through and including #16353, for a total of \$82,854.22.
(Motion by: Chris Childs. Second by: Chris Mayou).
Vote: Unanimously in favor.

OLD BUSINESS

1. **Roof Leak**
This will be covered under the Directors Report.

2. **Book Delivery Service update**
This will be covered under the Directors Report.

3. **Furnace Replacement**
We haven’t heard back from them, but they know they have to complete the work before the end of the fiscal year.

4. **Email Migration update**
Currently, the interim CCRLS Director Doug Yancey is not applying much pressure to change email service providers, and there is some concern about personnel cuts at the City of Woodburn. Christy is in contact with Streamline, an organization providing web and email services to non-profits and local governments, as a potential provider.

5. **Strategic plan** –
Under the current circumstances, it is unlikely that we can coordinate this project the way it is currently envisioned, and our anticipated drop in revenue means we may need to postpone. Christy will contact Penny Hummel to let her know that the Strategic Plan is still included in our budget, but that the Library will be working under austerity measures at least through November.

NEW BUSINESS

1. **Governor’s reopening plan and Library’s reopening plan**
Christy sent a draft of the Governor’s reopening plan to the Board for review. What she’s hearing is that libraries in population-dense areas are moving very slowly, but rural libraries may be considering reopening, some even in defiance of the Governor’s orders. The Governor is scheduled to release a more detailed plan next week, and we’ll know more then. The contact tracing procedures outlined in the current plan may infringe on patron’s privacy and freedom if libraries are required to record their names and where they’ve been, which will require more conversation. It’s likely that current conditions will not change much before the end of May because the Governor’s “Gating Criteria” will not be met.

Christy would suggest continuing delivery and maybe adding a strictly scheduled curbside pick-up service as a next step, if we feel we can control it for safety. She has been pricing

plastic shields (“sneeze guards”). They cost \$200-300 each on Amazon, but Oregon Corrections Enterprises is also manufacturing them. PYM directors may wait to approve resuming courier service until more libraries are distributing physical materials. Our quarantine procedure for returning materials will be extended to materials delivered by courier service when it resumes.

2. **Expenditures for this FY, anticipated budget adjustments for next FY**

- Christy has directed Spring and Dena to cut spending on books and AV materials for the rest of this fiscal year.
- Personnel will probably end slightly less than budgeted due to retirements.
- General decreases remain in the budget, but with decreased presence in the building, it’s a wise time to be careful with expenditures.

3. **Hazard Communication Policy**

A draft policy was distributed to the Board via email. OSHA requires this policy, and it’s more important now than ever as more staff members are handling more potentially hazardous/toxic chemicals than previously, and we want to be transparent about what they’re using. Our custodian is updating Safety Data Sheets with the new chemicals.

Motion: To adopt the Hazard Communication Policy as presented.

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

Vote: Unanimously in favor.

4. **Revisit motion to continue paying staff through end of April**

Motion: To extend the motion from the 3/16/2020 Emergency Board Meeting, paying staff regular wages and benefits through the end of May, to be reviewed at the next Board Meeting depending on circumstances at the Library, and under the same terms and conditions that now exist.

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

Vote: Unanimously in favor.

LIBRARY DIRECTOR’S REPORT

Director Davis reported on the following:

Good things:

- We are making good use of our time. The activity logs that staff turned in during the first two weeks of work-from-home showed that they took it seriously and availed themselves of the great selections of trainings, webinars, videos and readings. Now that we are back in the building, all but three staff people are working hours on site. Staff members were good about taking vacation and or sick leave when they were unable – for whatever reasons – to effectively work from home.
- PYM directors are back in the saddle for regular meetings, albeit via Zoom. We’re meeting on May 8 to talk about the resumption of courier services and how to handle summer reading for the unincorporated areas of the CCRLS service area. So far, no one in the CCRLS library is allowing patrons in their buildings. We and McMinnville are doing deliveries. Dallas is doing curbside pickup, which I think is our next progression. Mt. Angel cancelled curbside although

we do not know why. To the best of my knowledge, at this time no other libraries in CCRLS are offering services outside of digital services. In the meantime, several of the member libraries, including us, have set up some informal materials exchanges. So far we have swapped items – meaning we have gotten back our things and returned the materials belonging to – Mt. Angel, Wilsonville, Dallas, McMinnville, and Jefferson. Staff members from these libraries have either come to us or we’ve arranged a relay point.

- The big news of course is the delivery service. We had 225 people registered for home delivery as of noon today. Some of those represent multiple cardholders in a household. That’s not the number of people we’re delivering to but the number of folks who have registered for the service so that when they place holds on available items, we will get them onto our delivery schedule. On Monday we had 32 deliveries. On Wednesday, we had 68 deliveries, and we have around 45 deliveries going out this Friday.
- We are able to resume our cleanup and inventory and weeding schedule. On Tuesdays and Thursdays, and part of Saturday, this is the focus although some of that time will need to go to the delivery services if they increase to the point that they cannot be managed on the other days.
- Thanks to Larry Black, Chris Mayou’s spouse, the cause of the roof leak was determined. Splits in the flat roof on the original library building were letting in moisture. This was happening so close to the seams of the new roof that it was difficult to determine the origin of the issue. Larry went the extra mile and talked to Pfeifer. This resulted in Pfeifer coming to patch the roof as Larry indicated that it was their work boots and roofing materials that could have caused the issue. They did this work at no additional fee, but they hope that we’ll consider them when we decide to have that section of old roof redone. We are going to have the custodian paint the stained tiles. Any future stains will indicate other areas to patch.
- A sideways silver lining regarding the deliveries is that it is simply forcing cleanup and verification of records. We’re getting lots of updated addresses, phone numbers and emails by talking to each patron who registers for delivery service.

Challenges:

- Delivery is a challenge because of the size of the District but we knew that going in. However, it’s not just that, but that the cellular service for the GPS on mobile phones sometimes cuts out in the more remote parts of the district. We’re working on getting the Routific (that’s the name of the brand) software to cooperate and we’ll continue to do deliveries as best we can. In the meantime, I’ll be investigating best practices in curbside services as that might end up being a better use of our resources in the coming weeks.
- Another challenge is supplies. I ordered one gallon of hand sanitizer over three weeks ago. There are continuous delays in shipping as I track it across the country. Using information I got from a League of Oregon Cities call, I have contacted a Marion County alcohol distillery who is making hand sanitizer. I had to use a form and they said to expect long waits. They also don’t share pricing information on their website. So far I have heard nothing despite sending the inquiry in on Monday afternoon. In the meantime, delivery drivers are using their own hand sanitizer or relying more heavily on disposable gloves which are not difficult for us to source now.

- The budget, as previously discussed, is clearly a challenge. We're going to have a very different type of year ahead but then again, who isn't?

Leave used since the last Board meeting: 8 hours of Floating Holiday, 3 hours of vacation

Other Announcements:

Chris Mayou wanted to thank Christy for all the communication and hard work to make this all happen, and express that she's happy with how well we're doing.

Ralph wanted to pass along thanks to Larry. Chris Mayou will tell him. Larry did mention that the roof hatch was installed backward and is hard to access. We will consider limiting use of the hatch to workers who are licensed, bonded, and insured, or for emergencies only in case of liability.

Kathy wanted to comment on Budget Meeting, saying that everyone did a really good job and materials were well prepared. The meeting went well and it's nice to have everyone on board even though we really didn't know what to do. Chris Mayou appreciated the Budget Message and its helpfulness.

Christy reported that between now and our next meeting on May 12, we will do deliveries, but she may come to the board before then to ask about doing curbside pickup if it gets bigger than our capacity. Kathy would recommend starting to think about it and working on a transition plan.

ADJOURNMENT

Motion: To adjourn the meeting at 3:33 p.m.
(Motion by: Chris Mayou. Second by: Ralph Sorensen).
Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, May 12, 2020 at 5:30 p.m. in the library program room.

Approved: _____(date)

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