

**Thursday, June 11, 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  
Ralph Sorensen (zoom)

**Staff Present:**

Christy Davis, Director  
Stacy Higby

**Public Present:**

None

**Board Members Absent:**

Christine Mayou

**CALL TO ORDER**

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

**REVIEW OF AGENDA**

Corrections:

- Financial Report should include check #s and total expended.

**APPROVAL OF MINUTES**

On Page 4 under Service Hours, “If November... could be avoided”, should be “could be advised”.

**Motion:** To approve the May 12, 2020 Board Meeting minutes as printed/circulated  
(Motion by: Kathy Beutler. Second by: Chris Childs).

**Vote:** Unanimously in favor.

**FINANCIAL REPORT, MAY 2020**

The Board received and reviewed the following reports:

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

**Board Question:** On the LGIP statement, are “purchases” income? Yes, “Purchases” is income and “Redemptions” is payments out.

**Board Question:** On the Visa statement, what is Weebly? Weebly is the company on which our website is built.

STATEMENT OF CASH RECEIPTS:

**Board Question:** Is there a formula problem in the *Misc Income* line? That's the way the budget spreadsheet deals with a line that doesn't have a budget amount.

CHECK REGISTER

**Board Question:** On Page 2, is Overdrive a new vendor? Overdrive owns Libby, which provides audiobook titles for all of CCRLS. Recently, we used the Library's Advantage account to purchase our own copies of some popular digital audiobook titles so the wait time for our patrons is less.

**Board Question:** What is Check #16386 to the Statesman Journal? That check is for publication of the budget meeting notice.

**Motion:** To approve the May 2020 Financial Report as presented, including all EFTs and checks #16376 through and including #16388, for a total of \$72,438.87.

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

**Vote:** Unanimously in favor.

## **OLD BUSINESS**

### **1. Transition from Delivery to Curbside Service**

Just like starting delivery, there was an explosion of patrons requesting curbside pickup, which plateaued and is now surging again. There are lots of materials going out and being returned, and patrons seem grateful and enthusiastic. Switching between models is logistically enormous with scheduling and more, but it's going very well.

### **2. Furnace replacement**

Pace/Loren's completed the work quickly once the unit arrived, and followed our safety protocols.

### **3. E-Mail Migration update**

No new info. City of Woodburn is still closed, and we haven't heard anything from Streamline either.

### **4. Staffing for July through November**

Based on what the Board discussed at the last meeting, including reducing hours for some staff, not filling open positions left by internal promotion, and some staff choosing to reduce their hours voluntarily, the amount we expect to spend for Salaries is down to \$554,000 from \$626,000 (a \$72,000 reduction). Adjustments may be needed if there is not enough coverage for the Library's open hours once it's open again.

### **5. SDAO intern**

After discussing it with the YS staffer who voluntarily reduced her hours, we would still like to hire the intern with the SDAO matching grant (\$1680). Because the Program Room is currently our quarantine area for materials, and there's no sense of when on-site programs will resume, Dena would like to use funds from her Children's Programs budget to cover the Library's portion (\$1680). Staff is very supportive and feels that hiring the intern is an important opportunity. Christy asked for the Board's approval and support, which they granted. Michael asked how the Summer Reading Program would look this year. There is a large insert coming out in the June 15<sup>th</sup> issue of Our Town, part of a collaboration between SFLD and Mt Angel Library, including a reading log, and activities for kids, teens, and adults. We are working on safe ways for patrons to pick up prizes and books, and looking for lots of alternatives to screen time, but that will take a lot of social media and computer work for

the staff. The article that came out in the June 1 issue of Our Town was very flattering of the collaboration between the two libraries.

## **NEW BUSINESS**

### **1. Next Phase(s) of Library Service**

After a lengthy discussion, the Board's consensus is to continue curbside service, and keep the building closed to the public for now. More guidance may come if Marion County is approved to move into Phase 2. Christy has begun working on a reopening plan and will share it with the Board after staff input. The Library will need more time to prepare for opening the building to the public, as PPE is still not abundant, and lots of logistics need to be considered further. The Board and Christy agreed that small, slow steps toward reopening, balancing the needs of patrons and staff safety, as the best course forward at this time.

### **2. Communication from Penny Hummel RE Strategic Planning**

Christy wrote to Penny (and talked to the Mural Society) about our budget concerns. While the proposal could be downsized and modified, the uncertainty at this time makes meaningful long range planning difficult. The Board advised Christy to tell Penny that we are still interested, but need to be on firmer footing before we can commit, and Christy will maintain communication with her.

### **3. Oregon Library Association PL Standards, Part 7, Facilities**

The Library scored well in this section, meeting most of the standard "Essential" indicators with scores of at least "Enhanced" on many of the questions.

### **4. Scheduling of Next Meeting** - Tuesday, June 23 5:30pm

## **LIBRARY DIRECTOR'S REPORT**

Good things:

- Auditors are coming next week. We will be setting them up in their own area, and they will wear masks and have their own restroom assigned to them. Communication with the team has been friendly and helpful so far.
- When we were informed that the CARES act reimbursement grant was open to Special Districts, and we had less than three days to get our paperwork gathered and submitted, we managed to do so. The grant request was limited to COVID-specific expenditures up to May 15. We had over \$2K of expenditures. We do not yet know our status or if we'll receive any money. The funds were limited at the outset. There will apparently be other rounds for grant reimbursement opportunities.
- Despite the heavy rains, there have been no more leaks. All the ceiling tiles have been repainted so we will know if there are any new leaks.
- Our furnace was successfully installed.
- Thank you to Kathy Beutler for once again planting flowers in the entry pillar planter barrels and for paying for our hanging baskets.

- Before we transitioned to curbside, we had over 400 patrons signed up for delivery service. We got a lot of kudos – verbally, written, and on social media. It was challenging but also somewhat exhilarating and it's something none of us will ever forget in our lifetimes.
- Our emergency generator kicked on at its scheduled weekly test run last night. The first time it has kicked on since I started working here. The battery needed to be replaced. Voltmeter checks are next and then making sure it is talking to the panel inside. Our current custodian and another staffer's husband helped figure this out.
- Our summer reading program log is coming out in the June 15 edition of Our Town. It is really awesome looking and is a collaboration between us and Mt. Angel library. The program is for anyone, regardless of age. Both libraries are grateful that we were allowed to use state aid grant funds to pay for the insert.

#### Challenges:

- Earlier this year, the company ZIPLY bought out Frontier communications. We think it was about that time that we lost access to our 4<sup>th</sup> line which is dedicated to the youth services department. However, our phone system company, ACS, thought it might be on their end. We spend almost \$200 to have them troubleshoot it to let us know that it was a Zply issue. Zply had it fixed remotely within a day. They are going to prorate our bill. I will ask them to also reimburse us for the service call to ACS, though I doubt they will.
- One of the toilet flushers wore out and we had to have it replaced. An unanticipated expenditure of nearly \$300.
- A computer server issue that we thought had already been resolved has not yet been resolved. We are trying to schedule Geoff from Valley Tech to help us get the issue behind us.
- Our wand inventory software had to be updated by CCRLS and we lost several days of inventory work while waiting for it to be upgraded.
- The biggest challenge remains that COVID makes change and adaptation unrelenting. The movement from one type of service - such as to delivery, and then to curbside - is logistically complex. It involves lots of communication with one another and with patrons via the phone. There are written procedures that are constantly updated, and one of the most difficult aspects is getting the right number of staff in the right spot at the right time while maintaining OSHA required distancing protocols. We know that our next transitions, when we have a public that is hard to guide, are going to be really challenging. There is further stress from political divisions about the virus and the response to it at all levels of government.

#### Changes:

- Next Wednesday we are interviewing for the Circulation Supervisory Position and the Technical Services Supervisory position. On Friday we will interview for a 10 hour Technical Services position. When we know that we are admitting the general public to the building we will post for the custodial position which has been a temporary emergency hire since late March.
- We are now sharing assigned shared restrooms with all of our cleaning protocols in place.
- The first five of our 8 sneeze guards have been completed and delivered. The other three are awaiting the delivery of plexi-glass which is on back order at ACE. All other hardware stores and glass shops in the region have been called, and there is no plexi-glass in stock.

- I am hoping to take some more vacation days in the summer months but it's unlikely it would be more than just a few days at a time because of the rapidly shifting environment.

Leave used since the last Board meeting: 8 hours of vacation

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

- The flower beds in front need maintenance – Stacy will call Isidro tomorrow.
- Zoom meetings have proved difficult with several people in the room. Next time we will try bringing our own laptops or devices if we will be physically present at the meeting.

**ADJOURNMENT**

**Motion:** To adjourn the meeting at 7:15 p.m.

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

**Vote:** Unanimously in favor.

---

The next Library Board meeting is scheduled for Tuesday, June 23, 2020 at 5:30 p.m. in the library program room.

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

---

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