

Tuesday, June 14, 2022
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT
Zoom Meeting ID #901 101 4308

Board Members Present:

Michael Milhausen
Kathy Beutler
Ralph Sorensen
Ingrid Green
Dmitry White

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Paul Nielson
Cody Savey

Board Members Absent:

None

BUDGET HEARING

Call to Order

Acceptance of Budget Committee Report

Typo: On Page 2, should be “*One thing he told Christy is that timber revenue for our district only comes if the harvest is inside our district.*”

Motion: To accept the Budget Committee Report as amended.

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

Vote: Unanimously in favor.

Motion: To adopt the Budget Resolution 2022-01.

(Motion by: Kathy Beutler. Second by: Ingrid Green)

Vote: Unanimously in favor.

Adjournment of Budget Hearing

CALL TO ORDER – BOARD MEETING

Chair Milhausen called the meeting to order at 5:46 p.m.

REVIEW OF AGENDA

Additions under New Business:

- Kathy requested to hear about Dolly Parton Imagination Library. Christy to give update in Director’s Report.

FINANCIAL REPORT, APRIL 2022

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of April 30, 2022)
2. General Fund Statement of Cash Receipts (as of April 30, 2022)
3. General Fund Statement of Cash Disbursements (as of April 30, 2022)

4. Check Register – Citizen’s Bank (April 1-30, 2022)
5. LGIP Account Statement (as of April 30, 2022)
6. Purchase Order – Visa (closing date April 26, 2022)
7. Journal Entries (as of April 30, 2022)

VISA STATEMENT

Board Question: What is the charge to Dell? It is the computer for the new Scan Pro microfilm reader.

CHECK REGISTER

Board Question: What is check # 16996 made out to KSCPP? It is the cost of the lantern kits for the Korean cultural program.

Board Question: What is check #16992 made out to Illinois Library Association? It is for t-shirts and other materials for Summer Reading Program.

Board Question: What are the payments to staff members Tina, Christy, Becky, and Dena for? Becky was reimbursed for supplies she purchased at Costco, Walmart, etc. for the Library. Dena, Christy, and Tina were reimbursed for travel expenses related to the PLA conference.

Motion: To approve the APRIL 2022 Financial Report as presented, including checks #16976 through and including #17004, for a total of \$99,571.63.

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

Vote: Unanimously in favor.

FINANCIAL REPORT, MAY 2022

The Board received and reviewed the following reports:

8. Statement of Assets, Liabilities, and Fund Balances (as of May 31, 2022)
9. General Fund Statement of Cash Receipts (as of May 31, 2022)
10. General Fund Statement of Cash Disbursements (as of May 31, 2022)
11. Check Register – Citizen’s Bank (May 1-31, 2022)
12. LGIP Account Statement (as of May 31, 2022)
13. Purchase Order – Visa (closing date May 26, 2022)
14. Journal Entries (as of May 31, 2022)

STATEMENT OF CASH RECEIPTS:

Board Question: Is there another tax turnover expected before the end of the fiscal year? Yes, the third of the scheduled property tax payments has already arrived and will show on the June financial reports. It is approximately \$14,000, so based on the error made at the assessor’s office, we are underfunded almost just what we thought we would be but still in the black.

Board Question: Is another CCRLS Reimbursement payment expected? Yes, we’re hoping for another payment of about \$20,000, but it may not arrive before the end of the fiscal year.

CHECK REGISTER

Board Question: What is check # 17013 made out to Ingram Library Services? They are our main book vendor. We tend to make large orders toward the end of the fiscal year due to publishing dates and to make sure we are purchasing what we budgeted for.

STATEMENT OF CASH DISBURSEMENTS:

Board Question: What is the \$0.05 payment in *Miscellaneous* line for? It is the fee for transferring funds from LGIP into our checking account.

Motion: To approve the MAY 2022 Financial Report as presented, including checks #17005 through and including #17023, for a total of \$79,540.68.

(Motion by: Kathy Beutler. Second by: Ingrid Green).

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

Paul Nielson and Cody Savey from Isler CPA introduced themselves as members of our new audit team and briefly reviewed the work they are slated to do for the Library in the upcoming months.

APPROVAL OF MINUTES

- On page 5 under Changes, “urd” should be “URD (Urban Renewal District)”.
- Any word on the PERS UAL side account match? We haven’t heard yet, but the intent was for the matching 25% to be deposited into side accounts before June 30.

Motion: To approve the April 26, 2022 Board Meeting minutes as corrected.

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

Vote: Unanimously in favor.

OLD BUSINESS

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

Michael sent emails to about 160 people representing 24 districts, including many he hadn’t heard of before. Many of his emails bounced back, but eventually he was able to contact them. At this time, 6 boards have officially approved, 25% so far. He is going to send another nudge email. Christy mentioned that SDAO asks for board contact information to be updated every year. Many boards don’t update regularly, but with our effort, SDAO is pleased that their records are now more up to date.

There is an SDAO form for legislative requests, and both Christy and Mary Kay Dahlgreen plan to fill that out with all the compiled info. The deadline is August 5. Spencer Rockwell, who is senior counsel for SDAO is very in favor of this effort and would like every district to be able to use it, but not have to use it. OLA is also for it. It’s slow going but we are making great progress.

(Dmitry leaves)

2. Accepting Policy from Chapter 4, Part 8: Public Records Custody, Maintenance and Access Policy

Motion: To accept the revised Chapter 4, Part 8: Public Records Custody, Maintenance, and Access policy.

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

Vote: Unanimously in favor.

3. Email migration and Board transition email process

Most board emails are being forwarded and received fine, but Kathy and Ingrid have a lot of emails from the Library (and others) going into their Spam folders. Christy suggested adding her and Stacy to their Contacts, along with the other Board members. Sometimes one can also right click on a message that is in the Spam folder and change the rules for that sender. Otherwise, it's going well. Dmitry was a big help. There was a span of 2-3 days where all the new Microsoft programs crashed at the Library, but Brian from City of Woodburn worked with Ashley Aman, who is the new IT person at CCRLS, and together they got it fixed. Kathy mentioned that emails dating back to 2011 were migrated and asked if the older ones can be deleted. Yes, Christy is confident that the Library has the responsibility of maintaining those records, and there is no need for individual Board members to duplicate those efforts.

NEW BUSINESS

1. Revise Policy Chapter 2, Part 5.4, Section E Unpaid Leave and on-call sub provisions

The current policy requires employees to exhaust all their accrued sick and vacation when on a leave of absence but makes no accommodations for substitute workers. While state statute requires that subs must be eligible for sick leave, it seems illogical to require them to use their accrued sick leave if they are on a leave of absence. For a sub, there are no guaranteed hours or regularly scheduled shifts to cover and going on leave just means the Library won't call them in to cover another employee's absence.

Motion: To accept the revised Chapter 2, Part 5.4: Unpaid Leave policy.

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

Vote: Unanimously in favor.

2. Policy Manual Review: Chapter 4, Part 10 Sponsorship and Part 11 Mandatory Reporting

Sponsorship

Christy will draft a policy folding this into an expansion of the Library's ethics policy, and change "printed materials" to "published materials" to include social media posts.

Mandatory Reporting

This policy is included in the employee handbook and covered with new staff on their first day of employment. We need to catch up on the annual trainings that we access through Vector Solutions. Stacy will edit the "his/her" on page 1, and Christy will check the current statutes for any revisions, and they will bring it back to the next Board meeting.

3. Review and sign contract for Library Conducting Business with Chemeketa Community Regional Library Services

The only changes are in personnel, and the addition of Grand Ronde to the CCRLS Cooperative.

LIBRARY DIRECTOR'S REPORT

Good things:

- The Oregon State Treasury Department has issued two rate increases which impact our LGIP account. The first one in May was an increase from 0.065% to 0.075%, and then in June another increase to 0.90%.

- Apparently, despite not finding any flaws in the sewage pipes when they ran their own cameras, the city still intended to replace the pipe under Water Street that leads out from our building. They are currently very behind in their elective tasks, and it may be a while.
- Our May 9th Repair Fair in the Coolidge-McClaine Park shelter was a great success and I very much enjoyed collaborating with Sustainable Silverton and the Marion County Environmental Services team. We had over 30 repair tickets and a 72% repair success rate. We look forward to doing this again in the fall at the Library, including behind the library for the bike repair piece. We have a new friend in the Silver Falls Terrarium shop across the street as well.
- While it wasn't as smooth as glass, the email migration wasn't jagged glass either. It really did go better than I had hoped and while very time-consuming, it was less time-consuming and painful than I thought it might be. So far, I am loving the Microsoft products interface as it makes organizing email and sharing documents significantly smoother than with the Google Suite.
- For under \$100 Lynn Richman patched a couple of spots in our roof and we haven't had additional signs of leakage since then.
- I am incredibly proud of how well the library operated during my absence. We have a very mature, responsible, and patron-oriented team and I am pleased to say that there were no emergency communications to me, and, upon returning, I didn't get any news that seemed oversized in urgency or problems. Well done team!
- Our sign audit is still underway and we're slowly replacing signage around the library with a standardized template. We have purchased and hung new Dewey Decimal signs in English and Spanish.
- Today is the first day of Summer Reading and we have already had over 70 sign-ups.

Challenges:

- Our primary challenge right now is staffing. Hilary Tsukakoshi will be leaving us in mid-July to take the job as Youth Services Librarian at Monmouth. Essentially, she will be the Dena for that library. Hilary was going to be working full time beginning July and she spread her duties over Youth Services, Cataloging, and a few hours in Adult Services. Summer is a terrible time to lose staff, especially in Youth Services. We are going to work some of our circulation subs extra hours and try to do a youth internship program with a subsidy from the Chamber of Commerce. We feel we'll get better candidates if we wait to post for a new assistant in the fall, but we must take care of the cataloging hours sooner than that. Our two subs who are out on maternity leave are both planning to come back in late July and early August and then we will have another regular part time employee go out on maternity in August. I have been reading the list serve for Oregon public libraries and most libraries are having staffing issues, including big ones like Multnomah County. Some libraries are cutting hours and services until such time as they can get their operations fully staffed again. There is the matter of hiring but then there is also the matter of training new staff, and just having a new person on board doesn't always mean that we can be ready to meet the same benchmarks as before. We are also facing rising costs with everything. Many of our service providers have increased their fees.

Director's time off since last report: 80 hours of vacation time and 1.5 hours of sick leave (in May)

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

Dolly Parton Imagination Library update: 152 kids have graduated, and there are currently 198 enrolled. Every week a couple more kids sign up and a couple graduate, keeping enrollment steady at 195-210. The program has a big sponsorship of \$2,000 per year from the local Elks Lodge and the program costs \$5,000 per year. The Kiwanis club wants to have the spelling bee fundraiser again next spring.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. Update Policy Manual Chapter 1, Part 2 to adopt additional recommendations from SDAO.
2. Christy’s performance review – Michael will send out form to staff.

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, July 26, 2022, at 5:30p.m. in the library program room and on Zoom.

Approved: _____(date)

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