

Tuesday, June 25, 2019

LIBRARY BOARD MEETING

SILVER FALLS LIBRARY DISTRICT

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

Board Members Present:

Wayne Suggs
Chris Childs
Kathy Beutler
Christine Mayou
Michael Milhausen

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Ralph Sorenson

Board Members Absent:

CALL TO ORDER

President Suggs called the meeting to order at 6:01 p.m.

REVIEW OF AGENDA

No changes

APPROVAL OF MINUTES

Corrections:

- Page 2 – “Quotess” should be “quotes”.
- page 3 – How many accounts blocked due to fines? Answer is in the Director’s Report.
- page 4 – Define ILS in text “Integrated Library System”
- page 5 – Trim should be “replaced” not “replace”.

Motion: To approve the June 4, 2019 Board Meeting minutes as corrected.

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

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

None

FINANCIAL REPORT, MAY 2019

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of May 31, 2019)
2. General Fund Statement of Cash Receipts (as of May 31 2019)
3. General Fund Statement of Cash Disbursements (as of May 31, 2019)
4. Check Register – Citizen’s Bank (May 1-31, 2019)
5. LGIP Account Statement (as of May 31, 2019)

6. Purchase Order – Visa (closing date May 28, 2019)
7. Journal Entries (as of May 31, 2019)

STATEMENT OF CASH RECEIPTS:

Board Question: Is there a date by which the State Aid Grant must be spent? Yes, and there are a number of Ready to Read purchases in the June Ingram order.

STATEMENT OF CASH DISBURSEMENTS

Board Question: Why haven't we spent the amount budgeted for books? There are more purchases pending before the end of the fiscal year.

Board Question: Why are we purchasing escape room kits? They will be used for adult, teen, and children's programs.

Board Question: What are "Compensated Absences Provision"? This is the amount for accrued vacation leave. It is balanced by "Compensated Absences Liability."

CHECK REGISTER

Board Question: Are the \$10 checks per diem for Salem training? Yes.

Motion: To approve the May 2019 Financial Report as presented, including checks #16020 through and including #16067, for a total of \$38,843.93.

(Motion by: Chris Mayou. Second by: Michael Milhausen).

Vote: Unanimously in favor.

OLD BUSINESS

1. Roofing bids, procurement compliance, part II

At the suggestion of Luanne Richey at SDAO, the District sent Notice of Intent to Award letters to all of the four roofing contractors who gave quotes for the partial replacement. The 7-day protest period ends June 26, 2019 at 5pm. If a protest in writing is received, it will be addressed at the next Board Meeting. A special meeting may be called if necessary.

2. Dolly Parton Imagination Library Update

As of today there are 87 kids signed up for imagination library. Seven of them have an address that needs to be confirmed inside the district boundaries. The goal was about 100 kids the first year, but we think we'll exceed that number. The database switched on yesterday. Staff has begun entering kids into the database. Anyone entered by July 2 will start receiving books in August. The registered participants are mostly from Silverton, but there are a few from Scotts Mills, Salem, and Sublimity. Books will be delivered to their homes and any that are undeliverable will be held at the post office for pickup by Library staff. Will any more publicity be coming out? After we hit 100, we'll send something to Our Town. Christy will attend Kiwanis on Thursday.

NEW BUSINESS

1. New Board Member Orientation

Board member suggestions for orientation included:

- Thorough explanation of financial reports.
- Overview of PERS and unfunded liability

- Regular vendors and what the District purchases from each
- Review of staff responsibilities and job descriptions
- Trainings and conferences, including SDAO new board member orientation
- Annual meeting schedule
- CCRLS and how it works, including relevant terminology
- Overview of Policy Manual
- History of Silver Falls Library
- Public Library Standards

Regular Board Meeting recessed at 6:37 p.m.

EXECUTIVE SESSION MEETING OF THE SILVER FALLS LIBRARY BOARD OF DIRECTORS

To discuss Library Director's annual labor negotiations, as per ORS 192.660.

Adjournment of Executive Session Meeting 7:32 p.m., followed by a 5-minute break.

NOTE: Tape of the Executive Session was placed in an envelope and sealed with sticker #4010999.

Regular Board Meeting reconvened at 7:37 p.m.

In summary, the Board expects to accept all requests from the Director into the new contract, which will cover either an 18- or 30-month period so that future salary negotiations will take place during the budgeting process. In addition, Section 11 will be re-evaluated so that the actual costs of various professional dues are reflected.

LIBRARY DIRECTOR'S REPORT

Successes:

- I am happy to report that Regence Blue Cross, under contract with CIS, was able to work out a deal with Salem Health to continue health care coverage at Salem Hospital and the other Salem Health service points.
- Our building and sidewalks were expertly power-washed by ACE Pressure Washing. Window trim replacement where needed, as well as trim and siding paint touchups will take place in early July.
- At the June PYM Directors' meeting in Newberg the discussion was opened up about new materials at all the libraries and whether or not they would be subject to automatic renewals. It was discussed and then voted on. The result is that new items get one checkout period. If the owning library wishes to extend the checkout period to one if its own patrons, it may do so. A non-owning library may not, except under special circumstances, renew a new item that belongs to another library. Patrons will not be able to renew new items on their own and will have to call or come in to have the loan period extended on new items. We see this as a successful outcome and hope that it will help our newest items reach more patrons, and also increase overall circulation.

- Our Youth SRP program started off with an auspicious turnout of 228 participants at our Thursday, June 21st Reptile Exhibition. Thus far, we currently have nearly 700 youth and 100 adults signed up for our Summer Reading Program.

Changes:

- Suggestion boxes. Our library just received two suggestion boxes that we're going to mount in the library, out of view of staff. Having a suggestion box out of view of staff is one of the items in the Oregon Public Library Standards. The boxes will be checked at least twice per month. Christy will read all the comments and suggestions. Action items that can be handled by various library departments will be shared with those departments for follow up.
- Our new custodian Rick has done some nice new things that we're liking here at the library. We've changed from Pine Sol to a less smelly product; Rick works mostly days and he can better see cobwebs and fingerprints on glass; he has started dusting and will be working his way in a cycle across the library over time and then repeating; he knows how to clean computers and he did a deep clean of our machinery that is in our computer hub room; he's breaking down old computer and printer boxes that were cluttering up the storage area in our attic, and he's pulled out the non-functional soap dispensers in three of our restrooms, including the staff restroom. We gave Rick 10 extra hours this month to do some deep cleaning so that he can maintain things better in the future. So far so good!

Misc:

- At our June full staff meeting we met a half hour early and discussed our training with Ryan Dowd. We also introduced Rick Drake to the staff and talked about the automatic holds, staff pay, building projects and summer reading.
- We'll be sending two of our staff to the Oregon Library Association's Support Staff Division conference in July. Both Joan Arnett and Bonnie McKee will attend this year and take book mending classes, hear speakers, and participate in other support staff enrichment activities. This is our second year sending staff to this conference.
- A reminder that the Talking Books and Braille Services open house at the Oregon State Library is this Thursday, June 27th from 2-4. There will be a short program at 2 and the rest of the timewill be tours, chatting, snacking. I called Crystal the coordinator and she is very happy to have any from our Board who can make it and is pleased with our interest. She recommended that we either use the metered parking outside the library that costs \$1.25 an hour and takes coin or card, or the Yellow Lot at Winter and Center that costs \$6 per day and only accepts cards.

Leave used since the last Board meeting: Vacation: 8 hours in June

Upcoming time off – Director Davis is planning to take a half day on July 3rd, a half- to a full-day on July 5th, a half day on July 10th, full days July 11 and 12, and a half day on July 26th.

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

Board question – What about the possible mural? The process is extensive, and funding will need to be secured. Local artists Ann Altman and Delana Betolli are being considered.

Follow up to previous Board Question - How many patrons are blocked due to fines? Director Davis reported there are 768 blocked accounts. Of those, 134 are kids. Going no-fine for kids would clear all the kids' accounts of fines.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. July meeting includes: Oath of Office, Board Officer Elections, Annual Announcements
2. July: Resume Public Library Standards with Part 3, and review Collection Development Policy
3. September or October: Have Margaret from Pauly Rogers visit Board
4. September or October: Public Records Policy update and revision for compliance with SDAO Best Practices Program
5. November or December: Have John Maine from Pace-Lorens present to Board about HVAC upgrades

Wayne's goodbye

ADJOURNMENT

Motion: To adjourn the meeting at 8:05 p.m.

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

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, July 23, 2019 at 6:00 p.m. in the library program room.

Approved: _____(date)

President, Library Board of Directors
Silver Falls Library District