

Tuesday, June 4, 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:

Board Members Absent:

None

CALL TO ORDER

President Suggs called the meeting to order at 6:04 p.m.

REVIEW OF AGENDA

Additions under New Business:

- Updated contract with CCRLS with minor changes
- Budget Hearing

APPROVAL OF MINUTES

Corrections

- Page 1 - Amended has only one "M"
- Page 2 – In Old Business, there should be only one "list", and "updated as changes occur" rather than monthly.
- Page 4 – In Miscellaneous, should be Homer not Home.

Motion: To approve the April 23, 2019 Board Meeting minutes as corrected.

(Motion by: Chris Mayou. Second by: Chris Childs).

Vote: Unanimously in favor.

FINANCIAL REPORT, APRIL 2019

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of April 30, 2019)
2. General Fund Statement of Cash Receipts (as of April 30, 2019)
3. General Fund Statement of Cash Disbursements (as of April 30, 2019)
4. Check Register – Citizen's Bank (April 1-30, 2019)
5. LGIP Account Statement (as of April 30, 2019)
6. Purchase Order – Visa (closing date April 25, 2019)
7. Journal Entries (as of April 30, 2019)

CHECK REGISTER

- Check #16014 to Josephine Community Library was lodging reimbursement for travel to SDAO conference.
- Checks #15985 and #16012 to PGE were for two months of service.
- Check for Leupitz Pest Control was spraying for ants.
- Check #15993 to Visa is payment for the statement received at the end of March, and included in the March financial reports received by the Board.

Motion: To approve the April 2019 Financial Report as presented, including checks #15980 through and including #16019, for a total of \$34,274.87.

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

Vote: Unanimously in favor.

OLD BUSINESS

1. Facebook postings - update

There were recently two incidents in which the Library employee administering the Library's Facebook page accidentally posted on the Library's page instead of her personal page. The employee has apologized and resigned from administering the Facebook page. Dena Chaffin will be administering the Library's Facebook page moving forward.

2. Roofing quotes, procurement compliance

The Board discussed the different bids, focusing on warranties, product quality, and scope of work.

Motion: To accept Pfiefer's quote for partial roof replacement.

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

Vote: unanimously passed.

3. Dolly Parton Imagination Library Update

Kick off will be during Summer Reading Program registration, which starts June 11. The Facebook posts will begin tomorrow. Roll out may be slow as more people learn about it. Registration will be done through the Library, so that participants can be verified as living in the school district, and so that registrations can be done in bulk by Library staff each month. The first book all kids receive is The Little Engine That Could.

4. OLA-WLA report, Chris Mayou

Session 1 – Going Fine-Free

- People may avoid the library if they think they owe fines.
- The library's mission does not include teaching responsibility.
- Seeking an affirmative relationship with patrons, and to reduce barriers to library use.
- Use a "No" log and/or a "Yes Committee" to find ways to say "yes" more often.
- Lesson learned – Include past fine amnesty when going fine-free.
- Going fine-free is a newsworthy event. Use it for positive publicity.
- Check out the Colorado study on <http://bit.ly/finefreeola>.
- Going fine-free has increased return rate of materials, and decreased staff time needed.
- Lesson learned – Make sure patrons know they will be charged for lost books.

- Christy will find out how many accounts are blocked due to fines.

Session 2 – Activate, Educate, Collaborate

This session was mostly focused on health care support and not as relevant to our Library as Chris had hoped.

Session 3 – Making Space

- “Did You Know” display board at the front desk, change monthly.
- Anonymous suggestion box in an anonymous location.
- Survey community, or go to community events to get input and feedback.
- How can your spaces work better for your community?

NEW BUSINESS

1. Holiday Closures 2019-2020

Motion: to approve holiday closure schedule for 2019-2020 as presented.

(Motion by: Chris Childs. Second by: Chris Mayou).

Vote: Unanimously passed.

2. Staff pay for fiscal year 2019-2020

Michael will abstain from voting due to conflict of interest. His spouse is an on-call substitute at the Library. The 2019-20 budget was created using the highest proposed COLA increase and a \$1/hour increase for Circulation Assistants, so there is adequate funding for whatever the Board decides. The additional increase for the Circulation Assistants was included because of the salary study from the State Library, which indicated that, while the pay for Circulation Assistants was not found to be inadequate, the gap between their pay and that of assistants in other departments was larger than in other comparable library staffs. The District also seeks to stay ahead of the scheduled increases in Oregon’s minimum wage, so that skilled employees can be recruited and retained. Chris Childs commends Director Davis’ work in guiding the District to increased equity.

Motion: To approve a 2.5% COLA increase for all staff plus an additional \$1/hour increase for Circulation Assistants.

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

Discussion: Kathy Beutler wonders if this increase is sustainable? Will the District’s income from property taxes continue growing enough to maintain regular increases? The Board reviewed COLA increases from 2017 (2.6% COLA plus 1.4% SMILE) and 2018 (2.2% COLA and 1.3% Step).

Vote: Unanimously passed (except for Michael, who abstained)

Further discussion resulted in adding review of the Director’s contract to the July board meeting, with the consideration of a partial year or 18 month contract to move subsequent contract and salary review to the same schedule as the other staff wage discussions. The current contract is from January 1 through December 31.

3. Supplemental Budget

Motion: to approve the Supplemental Funds Resolution 2019-02 as presented.
(Motion by: Chris Childs. Second by Chris Mayou).

Vote: Unanimously passed.

4. Collection Development Policy

This item was tabled until July meeting.

5. CCRLS Contract

Two items were added to the 5-year contract, which is now in Year 2:

- Share local core collections with other CCRLS MEMBER LIBRARIES as determined appropriate by Polk, Yamhill and Marion Library Association (PYM) and CCRLS Advisory Council.
- Provide daily fulfillment of loan/hold requests from other CCRLS MEMBER LIBRARIES, originating both within the shared ILS (Integrated Library System) and from other resource sharing systems adopted by CCRLS, on days the CCRLS courier runs.

Motion: to approve the 5-year CCRLS Contract as amended.
(Motion by: Chris Childs. Second by: Chris Mayou).

Vote: Unanimously passed.

LIBRARY DIRECTOR'S REPORT

Successes:

- We had all but one employee at the Ryan Dowd training in Salem and we also got to have Chris Mayou from our Board and Sarah White from Sheltering Silverton in attendance. We'll be following up on what we learned at our June full staff meeting. An overarching theme of the training was that it reinforced best practices for customer service and was applicable for all patrons and not just those experiencing homelessness.
- Our insulation work is complete, both in the ceiling and underneath. Additionally we got a lot of junk hauled away from both spaces. The best part of this is that Youth Services staff have already noticed a big difference with temperature stability in their part of the building, and there is no longer a noticeable temperature change when walking from one part of the building to the other. While the expense of this will take years to recover, the comfort for patrons and staff is immediate and the energy savings do matter.

Challenges:

- We received word from our insurance provider, CIS (which contracts with Regence Blue Cross) that they no longer have a relationship with Salem Hospital starting July 1. We find this somewhat alarming but we're of course grateful for Silverton Hospital. There is an open enrollment meeting for those entities who are covered by CIS on July 19th which we'll be attending. We may need to investigate other insurance alternatives because when you consider how many City and County employees CIS covers in Marion County, it is a significant concern to lose a contract with Salem Hospital.
- In April, CCRLS instituted automatic renewals of materials. For the most part, it's going well and people certainly enjoy the combination of more time with their materials and fewer overdue fees. However, there are issues with new materials renewing automatically and this is going to be discussed on Friday and the PYM director's meeting in Newberg.

Changes:

- New organizational chart – updated by Christy.
- After 12 years, our wonderful and friendly custodian, Roberto Valenzuela has retired. He and his wife Ruby sold their home here in Silverton and moved back to Southern Oregon in order to be closer to their adult children and the grandchildren. We'll all miss Bob but we're happy for him too.
- We have hired a new custodian. Richard "Rick" Drake, started here last week. He has years of custodial and maintenance experience and worked for Service Master in Washington for many years. He lives just a few blocks away and we hope this works out. Yes, he is the brother of our Adult Services Assistant, Ron Drake.
- Please bear in mind when viewing next month's financials that you will see an over-expenditure in *Building Maintenance* and an under-expenditure in *Minor Equipment and Furnishings*. This does not alter the bottom line for Materials and Services and requires no resolution. The reason for this change is because of the decisions to have the Library insulated and to get a power wash of the library's exterior late this fiscal year in anticipation of having trim replaced and paint touched up at the beginning of next fiscal year. We underspent on *Minor Equipment and Furnishings* in order to do this as preventative maintenance will be cheaper now than serious repairs would be later.

Misc:

- When we met last we talked about creating an updated vendor list from our Quickbooks software. We have completed part 1 of this. Part 2 of this is a little bit trickier. For lots of our vendors, we have multiple entries. Things as small as a difference in spacing or a slightly different entry format and voila, we have more than one entry for a vendor. We need to get some help on cleaning this up because we don't want to delete any past data about payments to any vendor. This is an ongoing project and we'll report on it as we go along.
- Coming up for future discussion and Board approval will be the annual Best Practices Program from Special Districts Association of Oregon. Each year SDAO focuses on a different aspect of District compliance and improvement and they rotate through these points in a cycle. This year's Best Practice focus is on Public Records compliance. We have a good, SDAO-approved records policy but it will need to be updated to reflect the new Oregon laws regarding the timeframe allotted for responding to public records requests. We'll get that on a future agenda for September or October as the deadline for updating our policy is November 1st. Google email services, which are used by CCRLS and all its libraries, will be replaced because it is non-compliant with Oregon public records request laws. Some districts will use a small private server for this purpose. It will cost money and we will need to budget for it.
- Kudos to Kathy Buetler for once again providing the library with the beautiful hanging flower baskets. Thanks to Kathy's mom, who loved libraries and gardening.

Leave used since the last Board meeting: Sick: 9 Vacation: 6

Regular Board Meeting recessed at 8:30 p.m.

BUDGET HEARING

CALL TO ORDER

President Suggs called the meeting to order at 8:30 p.m.

ACCEPTANCE OF BUDGET COMMITTEE REPORT

Motion: To accept the April 23, 2019 Budget Committee Report as presented.

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

Vote: Unanimously in favor.

ADJOURNMENT

The Budget Hearing was adjourned by consensus at 8:32 p.m.

Regular Board Meeting Reconvened at 8:32 p.m.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. Discuss new Board member orientation at June 25th meeting
2. July meeting includes: Oath of Office, Board Member Officer Elections, Annual Announcements
3. Resume Public Library Standards in July with District's collection development policy
4. Have Margaret from Pauly Rogers visit Board in September or October
5. Have John Maine from Pace-Lorens present to Board about HVAC at October or November/December meeting
6. Director salary in July
7. Update on Dolly Parton in June (directors report)
8. SDAO revision of public record request policy in September or October

ADJOURNMENT

Motion: To adjourn the meeting at 8:40 p.m.

(Motion by: Chris Mayou. Second by: Chris Childs).

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, June 25, 2019 at 6:00 p.m. in the library program room.

Approved: _____(date)

Wayne Suggs
President, Library Board of Directors
Silver Falls Library District