Tuesday, July 22, 2025

LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

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

Board Members Present:
Ingrid Donnerstag
Dmitry White
Nancy Miller
Michelle Sanguinetti
Megan Smith

Staff Present:
Christy Davis, Director
Stacy Higby

Public Present:
None

Board Members Absent:
None

CALL TO ORDER

Chair White called the meeting to order at 5:34 p.m.

REVIEW OF AGENDA

Additions under New Business:
- Transfer of property to museum

ELECTION OF OFFICERS

Motion: To nominate Dmitry White to serve as Board Chair.
(Motion by: Ingrid Donnerstag. Second by: Megan Smith).
Vote: Unanimously in favor.

Motion: To nominate Nancy Miller to serve as Board Vice-Chair.
(Motion by: Megan Smith. Second by: Ingrid Donnerstag).
Vote: Unanimously in favor.

APPROVAL OF MINUTES

On Page 4, top paragraph, remove extra period after "Keeling".
On Page 4, 4th bullet should read "game has been played by", and "completion gets the player a prize", and "first-time" needs a hyphen.

Motion: To approve the June 24, 2025 Board Meeting minutes as amended
(Motion by: Dmitry White. Second by: Ingrid Donnerstag).
Vote: Unanimously in favor.

FINANCIAL REPORT, JUNE 2025

Board expressed appreciation to staff for higher than budgeted income and lower than budgeted expenses at the end-of-year financial reports, and thanked them for being excellent stewards of tax dollars.

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of June 30, 2025)
2. General Fund Statement of Cash Receipts (as of June 30, 2025)
3. General Fund Statement of Cash Disbursements (as of June 30, 2025)
4. Check Register – Citizen's Bank (June 1-30, 2025)
5. LGIP Account Statement (as of June 30, 2025)
6. Purchase Order – Visa (closing date May 21, 2025
7. Purchase Order – Visa (closing date June 20, 2025)
8. Journal Entries (as of June 30, 2025)

STATEMENT OF CASH RECEIPTS:

What was included in the deposit on 6/18? It was the regular weekly deposit of *Fines and Fees*.

STATEMENT OF CASH DISBURSEMENTS

How much of the carpet was cleaned? The whole building was cleaned. The carpet in the Program Room will be replaced this year or next.
Amazon made deal with SDAO to provide free business prime for members, a great benefit that helps orders arrive more quickly.

CHECK REGISTER

Is the payment to Ingram a split? Yes, between *Adult Fiction*, *Nonfiction*, *Youth Books,* and more. The purchases are made separately, but the billing is paid with one check.

Motion: To approve the JUNE 2025 Financial Report as presented, including checks #18103 through and including #18129, and all EFTs, for a total of $102,061.26.
(Motion by: Ingrid Donnerstag. Second by: Dmitry White).
Vote: Unanimously in favor.

Other financial news:
SDAO sent an email describing concerns about PERS investments in private equity.
PERS reported that the matching funds set aside for side accounts were exhausted within 15 minutes of opening the application portal.
A reminder that our new auditing firm, Accuity, will be here on Friday, August 22 for field work and that anyone on the board is welcome to stop in.

OLD BUSINESS

1. Parking Lot and City of Silverton updates

Bob from K&L Industries (asphalt company) emailed today to ask if there were any updates. City Council approved the land exchange agreement barring legal fine tuning. Christy feels confident about scheduling the paving to begin, but doesn't want to be surprised by anything. She wrote to City Manager Cory Misley and his assistant Hilary Dumitrescu this morning but hasn't received a reply yet. If Cory can see in good faith that nothing will go sideways, we can move forward with the paving, but the Board would like to know from Cory when the Library should expect payment for the parking lot upgrades. The City has approved the latest version of the agreement, but the Library Board has not seen or approved that version yet, and will need to review it after the actual lot numbers and other information is completed. Question – Will the City wait until the final agreement

is complete, approved, and signed before cutting the check? We are not sure, but want the final transfer to be as clean and precise as possible. Question – Did K&L have any concerns about the timing of the paving? Not really, so the Library can wait until the transfer is complete and the title and check are received before beginning the paving work. Christy will share whatever she learns from Cory and if anything changes. She will also ask about how the closing costs will be paid.

2. Group Health Insurance update

Proposals from Beyrouty Employee Benefits and SDIS Benefits were shared with the Board, along with the premium costs from the Library's current provider, CIS. The proposed premium costs from both Beyrouty and SDIS were well above our current costs, so we will stay with CIS. We have added a plan from United Health Care (Surest), which is likely the only avenue available to the employee who would like to continue to receive care at Salem Health. CIS has indicated that negotiations with the Pill Box for pharmacy services are stalled, but negotiations between Regence and Hi School Pharmacy have restarted. Christy will contact the City again to see if they have scheduled an Open Enrollment Meeting for their employees to answer questions about the Surest plan. If so, interested Library employees will be encouraged to attend.

3. Proposal and information from Pace/Lorens Heating & Air for updating the HVAC system

Ed Gates from Pace/Loren's sent a proposal to replace one HVAC unit and reconfigure another. Unit F-2 would be moved to serve the F-1 area, which is more appropriate for the unit's size. The F-1 unit is at the end of its life and would be replaced with a new upright position rather than horizontal, which should provide better air flow. Energy Trust of Oregon also recommended these units for replacement. The estimated cost of $19,563 is more than the $14,000 budgeted for an HVAC unit replacement, but we also budgeted almost $5,000 more than the new south roof is expected to cost, and another $3,000 extra was included in the Building Maintenance budget for unexpected costs, so the amount should not put that account line over budget. Our regular serviceperson, Geoff, also advised Stacy to reset thermostats to better take advantage of cool morning temperatures and that seems to have helped decrease the amount of failure notices we're receiving. Since we are financially poised to handle this small procurement, we will move forward.

The Board discussed reviewing the Library's procurement policies. There are limits and language within our policy that may have been written by previous boards that could be updated. There is a $10,000 limit for personal services contracts in the policy that doesn't seem to appear in the Oregon Revised Statutes (ORS). Christy would like to send the policy chapter to Eileen Eakins at NW Local Government Legal Advisors and ask her to review the policy in relation to the email Eileen sent on 6/25 regarding the solar planning and construction grants, let us know if the policy needs minor revisions or a total rewrite, and estimate the cost of her assistance with that work.

Motion: To send Chapter 3 of the Library's Policy Manual to Eileen Eakins at NW Local Government Legal Advisors and ask for a quote to review it, moving forward if the quote is within our budget.

(Motion by: Dmitry White. Second by: Ingrid Donnerstag).

Vote: Unanimously in favor.

4. C-REP planning grant process

The current estimate for the entire solar project is $520,000. Jason Knouse at ODOE has said it's better to ask for more (within reason) to account for potential tariff and volatility in the market for the materials needed, because we cannot come back if the grant award is not enough to finish the project, but we will be committed to completing it if awarded the grant. Question – are project

management costs eligible under the Construction Grant? Yes. The Construction Grant cycle opens 8/11/2025 and closes 9/19/2025.

Dmitry drafted a letter for faith and service organizations, asking for volunteers to sign up for help with staffing the Library building in emergency conditions, and asking the organizations for letters of support. All the documents included in the Construction Grant must be updated and can't be reused from the Planning Grant, so we will need new letters of support from Sheltering Silverton and Sustainable Silverton. Christy is planning to attend a CHAP webinar next week and learn more about another grant opportunity that may dovetail with our project. She also heard that the new Assistant to the City Manager helped to move the emergency planning conversation forward.

NEW BUSINESS

1. Oregon Library Association's Public Library Standards, 2021 edition, pages 27-32, Technology Standards

Tabled until next month. Christy reminded the Board to read the standards with the knowledge that CCRLS controls well over 90% of all of our technical updates including software and hardware updates and keeps firm control of the network. Technologically speaking, the Library is in charge of the website, the microfilm reader and printer, and the phones and fax machine.

2. Transfer of property to Silverton Country Historical Society Museum

The Library holds 25-30 scrapbooks with newspaper clippings, including obituaries, wedding announcements, articles and photos. Most were from Lara Ames, a member of the original Library Board in 1910. Most of our genealogy research books have been weeded and sent to Salem Public Library, which hosts the Willamette Genealogy Society. Silverton Country Historical Society has a collection of local-interest scrapbooks, and Christy would like the Board to approve a transfer of these scrapbooks to the Historical Society Museum.

Motion: To transfer the collection of Silverton area-specific scrapbooks to Silverton Country Historical Society Museum.
(Motion by: Nancy Miller. Second by: Dmitry White).
Vote: Unanimously in favor

LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- Our new south-facing roof should be completed this week. It's a small triumph that we've had our roof completely replaced over the seven years since I started here. I am hopeful that there will be no more leaks during my tenure. Fingers crossed, but tarps and buckets remain at the ready.
- Our attendance at the inaugural Silverton Pride was successful and fun. We had 12 people fill out library card applications and made contact (thanks to our clicker counter) with over 220 guests to the library's booth. We learned about things to not repeat and things to try for next year. Although I didn't authorize it, a clipboard was put out for collecting names and contact information for an LGBTQIA+ book club. Thirty-three people signed the interest form – 20 from SFLD, 1 from Stayton, 4 from Salem, and 8 with unknown library affiliation. I am exploring how soon we can gather the resources (staff time, multiple copies of books, a night the room is free) to make that happen – and I also want the Board's feedback as this is something that could be controversial in our community. Our current general book club has

between 11 and 20 participants at any given session and meets ten times per year. The Board discussed reaching out to larger library systems like Multnomah County for advice, and to ask if they had book club kits with related titles, and reaching out to local groups like PFLAG to ask about fundraising for multiple copies of titles. Christy will email the people who signed up to find out more about when and how often they would like to meet, and if they would be comfortable purchasing or helping to fundraise for the books. Information learned from other libraries could be included in this email. Responding to patron requests and interests is part of our Strategic Plan and the OLA Public Library Standards. The Board would like to think more and revisit the idea next month.

- The summer reading program is going swimmingly. We've had 606 youth registered and 213 of them completed all reading log steps in June. 93 youth have entered the raffle drawing so far and 303 brag tags given out for completing tasks like coming in wearing a hat or telling the librarians a joke. 838 kids have played Candyland at least once.
- The Friends of the Library's big annual book sale is coming up on August 15th and 16th.
- One of the nice surprises from moving to Larsen Flynn insurance is that "Dishonesty Coverage' AKA as a surety bond, went up from $80,000 to $200,000, while the price of it went down from $960 to $458.
- Our handywoman Amanda Sommers went around the library and adjusted 10 of our doors that were falling forward from 30 years of gravity. Next Monday she should finish up the door projects for our two study rooms, including painting the HVAC venting on the new room.
- In lieu of replacing the break room phone (which no one uses) with another phone, Dynamic Tech installed a speaker in there and in the new study room so that occupants can hear PA announcements.

Challenges:

- Active threat training with the City of Silverton for August 6 was cancelled.
- Stacy received a phone call at 4 am on Thursday, July 17th (after Christy slept through it) from Silverton Police Department's Officer Elliott Sikes. Officers have recently stepped-up patrols of the parking lot between the library and the Visitor's Center due to vandalism at the park and the restrooms. They apprehended a man on his bike. They found nothing on his person so let him go. Afterwards, Sikes saw that the lock on our basement door had been picked and that the door was unlocked. He and Stacy also noted that a can of paint was taken from the basement and left on the paved pathway behind the library. Christy and Sikes had a discussion on Friday and Sikes said he would arrest the suspect for probable cause. Christy said she was willing to press charges and received a subpoena from Marion County District Attorney's office today to appear before the grand jury at the county courthouse this Thursday afternoon.
- With luck, our new phone system will go live on Thursday morning, and with even more luck our new phone service provider will give us a credit for at least one month. Astound's slow service has caused a two-month delay in implementing the system.
- Last year the library switched from the Desktop version of QuickBooks to the online version as it was no longer an option to continue with the Desktop product. It was much less stressful than anticipated. However, the cost was significantly higher, going from a fee of $85 dollars every couple of years to nearly $500 per year for the online version. We budgeted for the transition last year with hopes that we could move to the subsidized product from TechSoup for non-profits. We had some glitches and stress during this most recent transition and are

now waiting for a refund from Intuit now that we've gotten our files copied over to the TechSoup license.

- We're doing more outreach events than ever before and realize that we need some training about how we present our institution outside of its four walls. Christy has reached out to staff at the State Library to request training recommendations.

Changes:

- New VOIP phone system, and a new roof.

Miscellaneous

- The director used 19.5 hours of sick leave in June.

ADJOURNMENT

Motion: To adjourn the meeting at 8:00 p.m.
(Motion by: Dmitry White. Second by: Ingrid Donnerstag).
Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, August 26, 2025 at 5:30 p.m. in the library program room.

Approved: _____(date)

_____
Dmitry White
Chair, Library Board of Directors
Silver Falls Library District