

Tuesday, July 26, 2022  
**LIBRARY BOARD MEETING**  
**SILVER FALLS LIBRARY DISTRICT**

Silver Falls Library Program Room and Zoom  
410 S. Water St., Silverton, Oregon  
Zoom Meeting ID: 901 101 4309

**Board Members Present:**

Michael Milhausen  
Kathy Beutler  
Ralph Sorensen  
Ingrid Green  
Dmitry White

**Staff Present:**

Christy Davis, Director  
Stacy Higby

**Public Present:**

T. Fly

**Board Members Absent:**

None

**CALL TO ORDER**

Chair Milhausen called the meeting to order at 5:31 p.m.

**REVIEW OF AGENDA**

No changes.

**APPROVAL OF MINUTES**

Correction – On the last page, add “and on Zoom” to the next board meeting line.

**Motion:** To approve the June 14, 2022 Board Meeting minutes and Budget Hearing as printed/circulated.

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

**Vote:** Unanimously in favor.

**APPOINTMENT OF OFFICERS OF THE BOARD**

**Motion:** To nominate Michael Milhausen as chair and Ingrid Green as vice chair,  
(Motion by: Kathy Beutler. Second by: Dmitry White).

**Vote:** Unanimously in favor.

**FINANCIAL REPORT, JUNE 2022**

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of June 30, 2022)
2. General Fund Statement of Cash Receipts (as of June 30, 2022)
3. General Fund Statement of Cash Disbursements (as of June 30, 2022)
4. Check Register – Citizen’s Bank (June 1-30, 2022)
5. LGIP Account Statement (as of June 30, 2022)

6. Purchase Order – Visa (closing date June 27, 2022)
7. Journal Entries (as of June 30, 2022)

#### STATEMENT OF CASH RECEIPTS:

**Board Question:** Why is *Fines and Fees* revenue higher than expected? It's partly due to being open to the public again but mostly due to ProPay allowing us to accept credit and debit cards.

#### STATEMENT OF CASH DISBURSEMENTS

**Board Question:** Why has the Library only spent 60% of *Adult AV* budget? Christy asked Spring and Dena to reduce expenditures due to the tax assessor's error, and they did.

**Follow up:** Is AV usage declining? No, it is going up. Christy will send Becky Elligsen's report of materials use by item, which shows AV at the top.

**Board Question:** Why was the *Ready-to-Read Grant* line overspent? The Ready-to-Read Grant is administered on a calendar year, while the Library budgets for a fiscal year ending on June 30. This means that although the grant itself is not overspent (it can't be), our financial reports overlap two different grant cycles, which appears to be over- or under-spending on that line.

**Board Question:** Why is *Adult Programs* underspent? We cut back on in-person programs this year, and also cut back on spending here because of the tax assessment error.

#### CHECK REGISTER

**Board Question:** What is Check #17043 to Weston Woods? They are a publishing company, partnered with Scholastic, that publishes somewhat specialty materials. We haven't used them in a while.

**Motion:** To approve the June 2022 Financial Report as presented, including checks #17024 through and including #17067, and all EFTs for a total of \$109,065.19.

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

**Vote:** Unanimously in favor.

### **PUBLIC PRESENTATIONS**

None (T. Fly has no comment).

### **OLD BUSINESS**

#### **1. Update on status of efforts towards codifying Board attendance policy through the legislative process**

As Michael shared in his email, the nudge worked well. Another 5 library districts have committed, which makes a total of 11 out of 24. There will be a measure on the ballot in November addressing absenteeism in the legislature, which could highlight the issue of public officials meeting their responsibilities in a way that could benefit this effort. Christy went to lunch with Mary Kay Dalgreen this week and they think the effort has traction. There is legal support from SDAO as well, and a legislative issue form that Christy will complete and submit. Board Members are encouraged to also submit this form. From the 11 boards that took up the issue, no one voted against it, and none of the library districts contact has responded in the negative.

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

**Motion:** To accept the revisions to Chapter 4, Part 10 Sponsorship of the Policy Manual.  
(Motion by: Michael Milhausen. Second by: Dmitry White).  
**Vote:** Unanimously in favor.

The Mandatory Reporting policy is a boilerplate policy from SDAO. The Library staff serve as mandatory reporters because we offer programs and services for children. There have been no updates to the Oregon Revised Statutes since the policy was adopted. The footnote will be revised to read “Reviewed and reaffirmed by the Board on July 26, 2022.”

**Motion:** To accept Chapter 4, Part 11 Mandatory Reporting of the Policy Manual as is.  
(Motion by: Michael Milhausen. Second by: Dmitry White).  
**Vote:** Unanimously in favor.

**NEW BUSINESS**

1. **Updates to Policy Manual, Chapter 1, Part 2, incorporating new recommendations from SDAO**

Tabled for the next meeting. The Board can adopt this policy revision any time before November 4.

2. **Holiday Closure Schedule for FY 2022-2023**

**Motion:** To approve the Library Holiday Schedule as presented.  
(Motion by: Dmitry White. Second by: Ralph Sorensen).  
**Vote:** Unanimously in favor.

3. **Library Director’s performance review (Executive Session) 6:06-6:43**

The Board wanted to express their appreciation for Christy and her service to the Library and the community. They wanted to rate her higher than the evaluation allowed, and to offer help wherever they could. Michael will share the comments from the staff with Christy and will compile the Board’s comments so they can also be shared with her. Ingrid remembers how excited she was while working on the Budget Committee that the Library had recruited someone so forward-thinking. It’s been a hard few years with the pandemic and all the other challenges. It’s obvious to Ingrid that the staff and Board really appreciate Christy and she would like to help if there’s anything the Board can do to take some of the load off. Kathy said that it’s been a fun but hard journey and that Christy does a wonderful job. She worries about Christy burning herself out and hopes that she’ll be here for a long time. Dmitry said he sees Christy’s passion for excellence in her work, both as a board member and library patron. He thinks the Library is very lucky to have her and hopes it’s for a long time. Ralph said to keep on keeping on.

## LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- Since the last time we meet in mid-June, the Oregon State Treasury Department has issued two more rate increases which impact our LGIP account. The first one on June 27 increased the interest rate from 0.90% to 1.15%, and the second increase that happened on July 22<sup>nd</sup> now puts our interest earnings at 1.4%.
- Program Successes: Our Oregon Humanities grant-supported program with psychologist Andrew Weitzman was well attended and engaging. We had 24 participants and requests for more programs like that or even a series of programs from Dr. Weitzman. Ann Altman taught a painting class for us last week and there were over 30 participants who came and had a great time learning some painting basics. Last Saturday we had an outdoor concert that attracted 74 guests. As of today, we have 614 youth signed up for Summer Reading and 60 adults.
- Our last two days with the new auditors from Isler went very well. I am glad that they send a proposal. I think we're going to enjoy working with us and they were very complimentary during the exit conference earlier today.
- As you saw in a prior communication, we will be receiving the \$44,467.50 match from the state of Oregon for our PERS side account to offset our liabilities for funding retirement payouts to District employees in the future.
- We received a certificate of appreciation from the Silver Falls School District's Transition program for the successful graduation of several Transitions Students this school year. This has been a good thing for the program and the library to sign up for and we will continue to do so.
- We have two interns who are partially grant-funded. They are being paid starting wage but \$5 of that wage is being offset by ARPA and Library Services and Technology Act funds. There are 19 such interns in Oregon's public libraries this summer.
- Today the city was able to clear our sewage output line. We were unable to flush any toilets for several hours. Hopefully this will prompt the city to do the big work under the street so that this won't recur.

Challenges:

- We are having difficulty recruiting qualified candidates for our part time Circulation Assistant position and we are also suffering more attrition in that department. This is a challenging time for all employers. I am going to attend an SDAO webinar next week on employee recruitment and retention. One of the reasons I want to have vacation accrual for all hires is to have another thing to sweeten the deal for prospective employees.
- Speaking of challenges, CCRLS has lost its new IT head already. The good news is that she has moved over into the Chemeketa Community College IT department and will continue to support us in the interim while they figure out the next recruitment process. It may be that CCRLS simply contributes to the salary of an additional CCC IT staff person to have someone

with the desired level of credentials interfacing with our technical needs. More to be learned about that in the coming weeks.

Changes:

- Significant changes have been noted in the prior two sections.

Director's time off since last report: 24 hours of vacation time and 8 hours of sick leave.

Miscellaneous info and questions:

- The new president of the Friends of the Library has COVID, so the meeting has been moved to next Wednesday. Tonya Smithburg will attend to discuss the mural.
- On August 8, Rite Way Electric is installing new lighting in the technical services area and an outlet in our electrical room for the security and fire alarm system upgrade.
- We have had a formal book challenge (only the 1<sup>st</sup> or 2<sup>nd</sup> since Christy has been here). Christy is working with Dena to craft a response. The book that's been challenged is in terrible condition, is very old and has low circulation and will therefore be pulled, but we have lots of books with similar content. Christy will share her response with interested board members.
- Dmitry asked about our medium procurement policy based on the auditor's comments. We should have gone out for 3 quotes. Isler will help us with the next one.
- Dmitry also wanted to ask about exit interviews with staff who leave, especially with the current job climate and recruitment efforts. Christy noticed in our files that exit interviews have generally only been conducted when there has been a big problem. We luckily haven't had that while Christy has been here. There are lots of reasons people have left and we usually know why. We should do an exit interview if there is a problem or if we don't know why they're leaving. Dmitry sees its usefulness as a tool regardless of circumstances. A simple form could be created with boxes to check and a space to write more details if desired. With the current recruitment struggles, it would be good to know if there's something we could have done to retain employees.
- Are we an official cooling station? No, we are a de facto cooling station because we can't be open more hours than we have budgeted for.
- Kathy asked if there was any progress in getting a meeting about the state timber tax. Christy will call. Kathy and Dmitry would like to attend.

### **AGENDA SUGGESTIONS FOR FUTURE MEETINGS**

1. Review Director's proposal for all employees to accrue vacation time
2. Updates to Policy Manual, Chapter 1, Part 2, incorporating new recommendations from SDAO

### **ADJOURNMENT**

**Motion:** To adjourn the meeting at 7:24 p.m.

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

**Vote:** Unanimously in favor.

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The next Library Board meeting is scheduled for Tuesday, September 27, 2022, at 5:30 p.m. in the

library program room and on Zoom.

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

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