

Tuesday, July 28, 2020

LIBRARY BOARD MEETING SILVER FALLS LIBRARY DISTRICT

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

Board Members Present:

Michael Milhausen
Chris Childs
Kathy Beutler
Chris Mayou
Ralph Sorensen

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

None

Board Members Absent:

None

CALL TO ORDER

President Milhausen called the meeting to order at 5:41 p.m.

REVIEW OF AGENDA

Additions under New Business:

- Budget resolution 2019-02
- Budget resolution 2019-03

APPROVAL OF MINUTES

Corrections:

- Page 3 has an incomplete sentence: “except that Chemeketa has a hiring freeze”.
- Page 3: Change “we” to “they” will be exempted.

Motion: To approve the June 23, 2020 Board Meeting minutes as corrected.

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

Vote: Unanimously in favor.

FINANCIAL REPORT, JUNE 2020

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of June 30, 2020)
2. General Fund Statement of Cash Receipts (as of June 30, 2020)
3. General Fund Statement of Cash Disbursements (as of June 30, 2020)
4. Check Register – Citizen’s Bank (June 1-30, 2020)
5. LGIP Account Statement (as of June 30, 2020)
6. Purchase Order – Visa (closing date June 25, 2020)
7. Journal Entries (as of June 30, 2020)

STATEMENT OF CASH RECEIPTS:

Board Question: Why is *CCRLS Reimbursement* at 143% of what was budgeted? Christy will ask Doug Yancey.

STATEMENT OF CASH DISBURSEMENTS

Board Question: What is *Microforms* and why have we spent over the budgeted amount?

Microforms are digital images of our local paper, and the work done for 2018-2019 took longer than planned and was billed after the end of that fiscal year.

Board Question: Why have we only spent \$340 of the \$700 budgeted for the *Cultural Pass* program? We haven't been billed for all of our regular memberships, which could be due to the pandemic closing some of these museums and attractions.

Board Question: What are the payments to Loren's Heating and Air? We had a complete furnace replacement, and the service call to diagnosis it.

Director's Note – We only spent 98% on the Personnel line instead of going over like expected.

CHECK REGISTER

Board Question: Why are there payments to both Zippy and Century Link? Zippy is our local service carrier and Century Link is for long distance.

Board Question: Are all the checks for employees from the *Travel* line for delivery? Yes.

Motion: To approve the JUNE 2020 Financial Report as presented, including all EFTs and checks #16389 through and including #16438, for a total of \$106,214.52.

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

Vote: Unanimously in favor.

OLD BUSINESS

1. Revisit opening plan in light of current developments

- The Library has started to allow select volunteers into the building to help with shelving after courier service was restarted.
- Covid-19 infection rates have continued to climb since the last meeting.
- The Board agrees that the Library may move ahead with plans for an outdoor browsing event, which the City has indicated they will approve.
- Other browsing ideas include putting new books in the windows of the Library building, or offering browsing by appointment.
- The Governor's new metrics for opening schools can be used to help determine when to reopen, just as the Governor's orders regarding school closures were used in the decision to close the library.

2. Contact tracing and libraries

The Board received information from OLA and ALA regarding contact tracing and Intellectual Freedom and patron privacy. Different sectors have different requirements, but libraries are not specifically named in any current requirements. Only one library in Oregon is currently participating in contact tracing. Businesses which involve extended contact between parties, including personal services like haircuts and massages, are required to do contact tracing, while businesses that don't involve extended contact, like grocery stores, are not required to trace customers. Library staff and volunteers in the building are recorded on timesheets and sign in sheets.

Motion: To reconsider any contact tracing policy when the Library opens to patrons outside of appointments

(Motion by: Chris Mayou. Second by: Ralph Sorensen.)

Vote: unanimously passed

3. Landscaping issues

Isidro will come to the Library on Tuesday to discuss ongoing work needed as well as trimming the hedge on the north side of the building.

NEW BUSINESS

1. Discussion and approval of 2020-21 Holiday schedule

Motion: to approve the Holiday schedule as presented.

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

Vote: unanimously passed

2. Discussion and approval of financial software password policy

Motion: The Board requires that those employees with access to the financial software for the District change their passwords in January and again in July of each year.

(Motion by: Chris Mayou. Second by: Ralph Sorensen).

Vote: unanimously passed

3. Matter of approving payroll for August 2020

Motion: To extend the motion from the 5/12/2020 Board Meeting, paying staff regular wages and benefits through December 31, 2020, to be reviewed at that time depending on circumstances at the Library, and under the same terms and conditions that now exist.

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

Vote: Unanimously in favor. (Chris Childs abstained)

4. Approval of policy requiring facial coverings and social distancing of unrelated parties (staff and public) inside the library

Motion: The Silver Falls Library requires face coverings upon entry. Face coverings must cover the mouth and nose. Exception for children under two years of age. The Silver Falls Library intends to comply with the Americans with Disabilities Act and will make reasonable accommodation for those who cannot comply.

While in the library, a minimum social distance of six feet between unrelated parties, except when there are transparent barriers, is required. This is in addition to wearing face coverings.

These safety policies are to remain in effect until such time the Board deems it responsible to lift them.

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

Discussion: Board decided to amend age of children excepted to 5 years of age rather than 2, which is the Governor's recommendation.

Vote: unanimously passed.

5. Budget resolutions

Motion: To approve Budget Appropriation Resolution 2019-02 in the matter of authorizing the expenditure of a Coronavirus Relief Fund payment for reimbursable expenses made due to the pandemic in the amount of \$1,915.00.

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

Vote: Unanimously passed.

Motion: To approve Budget Appropriation Resolution 2019-03 in the matter of authorizing the expenditure, if received, of a Coronavirus Relief Fund payment for reimbursable expenses made due to the pandemic in the amount of \$3,362.58.

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

Vote: Unanimously passed.

LIBRARY DIRECTOR'S REPORT

Good things:

- Since the courier restarted on July 13th there has been a lot more circulation. Our Circulation tripled in just a few days after having the courier route reinstated. As a result of this, we have called back a few select volunteers for help with shelving. They have to go through all of our safety protocols to be here. They are happy to be here. We are happy to see them and very grateful for their help.
- Curbside is going well. Now that the courier is running again, we've had CCRLS turn back on the email and text notifications. For people with holds who have phone-only notifications, we are calling them, and, when possible, asking them to switch over to text or email notifications as this is very time and labor saving. One of the silver linings of the pandemic is that we have updated hundreds of patron accounts for address, phone numbers, emails, and other contact information.
- Summer reading program has started and so far we have 90 individuals enrolled. Our story times on Zoom are doing well and making some families feel happy and connected.
- The CCRLS Friday furlough ends in August so we will be able to have assistance from CCRLS staff again on those days. For the time being, the courier is still going to run only from Monday through Thursday. Libraries need a catch up day. Everything takes longer.
- Our computer usage by appointment has been slow, however, it's only been two weeks. The first week we had 2 people, last week we had 6. We have 18 available slots per week.
- Kathy Beutler surprised the entire staff with individually cut and packaged cheesecake slices from local vendor Beloved Cheesecake. It was really wonderful! She also brightened our entryway with flowers once again. Thank you!

Challenges:

- The biggest challenge, ongoing, is to know what to do next. What should we change or leave alone?

Changes:

- We interviewed one additional candidate for the 2nd 10 hour a week Technical Services Assistant, and kept the scores of the two other interviewees from the 1st open position. We hired Joan Arnett and she now works 10 hours weekly in Circulation and as many hours in Technical Services.
- We have posted for our custodial position. It closes on August 5th. We placed an ad in the Silverton Appeal. The current custodian will likely apply but his appointment was a temporary emergency hire so he must turn in an application to be considered.

Miscellaneous

- Our intern Alyria will start this week.
- Via Zoom, Dena and I interviewed a current library graduate student named Hilary who needs to get her practicum hours in between September and December. We really liked her and felt she understood all of our protocols for COVID. She is almost finished with her distance degree from Texas Women's University and is moving to Silverton in August from Albany where she currently works as a library assistant. We agreed with her school to take her on for her hours. This is an unpaid practicum
- I was asked by the Special Districts Association of Oregon to be on a 25 member panel to represent the interests of Oregon Districts in upcoming OSHA infections disease rulings hearings. The first one I'll be present at via Zoom is this Wednesday, July 29th. There is a lot at stake here with arguments that existing rulings should stand versus new ones being made. The Worker's Compensation issues alone on this are quite tremendous, as are issues of testing, air quality, PPE, cleaning protocols, and employees with disabilities.
- I have been in a Community Resources meeting via Zoom since mid-March with many of Silverton's agency stakeholders. As the emergency measures and response around COVID have settled more into routine, we have come to discussing the need for people in the community to connect. There is so much division about every topic on social media. To that effect, we are going to attempt a Neighborhood Night Out on August 14th. I have sent you information about it.

Vacation time taken since last report: 24 hours, Sick Leave 12 hours

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

Chris Mayou will be gone January through March of next year, and has already missed a number of meetings. She is not planning to run for reelection. The Board will investigate state election law regarding the appointment of a new member mid-term.

ADJOURNMENT

Motion: To adjourn the meeting at 7:18 p.m.

(Motion by: Kathy Beutler. Second by: Michael Milhausen).

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, August 25, 2020 at 5:30 p.m. in the library program room.

Approved: _____(date)

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