

Tuesday, August 24, 2021
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

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

Board Members Present:

Michael Milhausen (Zoom)
Kathy Beutler (Zoom)
Ralph Sorensen (Zoom)
Ingrid Green (Zoom)
Dmitry White (Zoom)

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Penny Hummel (Zoom)

Board Members Absent:

None

CALL TO ORDER

Chair Milhausen called the meeting to order at 5:33 p.m.

REVIEW OF AGENDA

No changes.

APPROVAL OF MINUTES

Motion: To approve the July 27, 2021 Board Meeting minutes as printed/circulated
(Motion by: Dmitry White. Second by: Ingrid Green).

Vote: Unanimously in favor.

Motion: To approve the August 6, 2021 Special Board Meeting minutes as printed/circulated
(Motion by: Michael Milhausen. Second by: Dmitry White).

Vote: Unanimously in favor.

FINANCIAL REPORT, JULY 2021

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of July 31, 2021)
2. General Fund Statement of Cash Receipts (as of July 31, 2021)
3. General Fund Statement of Cash Disbursements (as of July 31, 2021)
4. Check Register – Citizen’s Bank (July 1-31, 2021)
5. LGIP Account Statement as of July 31, 2021)
6. Purchase Order – Visa (closing date July 27, 2021)
7. Journal Entries (as of July 31, 2021)

STATEMENT OF CASH RECEIPTS:

- There is some income from *Fines and Fees*, which will likely be lower than previous years,

but enabling patrons to pay via ProPay with debit and credit cards is already increasing the income.

STATEMENT OF CASH DISBURSEMENTS

CHECK REGISTER

- Would we make better interest by moving the amount in the checking account into the LGIP account? Yes, but we need that amount in the checking account to cover monthly expenses. The interest rate for the LGIP account is only 0.5% currently.

Motion: To approve the July 2021 Financial Report as presented, including checks numbered #16745 through and including #16755 and all EFTs totaling \$75,981.44

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

Vote: Unanimously in favor.

Budget Resolution 2021-02

Motion: The Silver Falls Library District hereby resolves that \$6,000 of the unappropriated fund balance be authorized for expenditure in fiscal year 2021-2022 for services rendered by Pauly Rogers & Co. in the previous fiscal year.

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

Vote: Unanimously in favor.

STRATEGIC PLAN PRESENTATION – PENNY HUMMEL

The process will be most like the proposal from February 2021, with more of the content online than in person. The starting place is a meeting between Penny and the Board to set priorities and timeline.

A community survey will be created and the results, along with demographic data, circulation statistics, and input from staff and focus groups will be collected. Penny will compile this info and draft a plan to send to Christy and the Board.

Penny will lead a meeting with staff to coordinate how the plan will be implemented, including definable and actionable goals for logistics and fundraising.

The timeline will call for public information gathering in October and November, and wrapping up in January, for a total of about 4 months from start to finish.

OLD BUSINESS

1. COVID protocol updates

Not everybody on staff or in public are thrilled with mask mandates but they are mostly following. It's disappointing that we can't do more in-person programming. For ADA purposes, the reasonable accommodation we can offer is curbside service on Thursdays from 4-6pm and Saturdays from 10am-noon. Patrons wishing to utilize curbside service must place holds on items at least 24 hours in advance and wait to be notified. Items on the shelf at SFLD will be available more quickly than items coming from other libraries.

2. Review revisions to Policy Manual, Chapter 2, Parts 8-12

Motion: to approve revisions to Policy Manual, Chapter 2, Parts 8-12 as presented.

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

Vote: Unanimously in favor.

NEW BUSINESS

1. Oregon OSHA wildfire ruling, air quality, and our District

The wildfire and air quality rulings will not apply to us because our workplace is indoors with air purifying devices. However, last September we had particulate matter inside the building causing the Air Quality Index (AQI) to be in excess of 400. Christy will recommend that we close the building if the indoor AQI goes above 200.

2. Strategic Plan engagement discussion

The Board consensus is to move forward, but there is some concern about the timeline. Christy will contact Penny and then set a date with the Board.

3. Library Hours post-Labor Day

September 12 would be our first scheduled Sunday being open according to our regular calendar. With current staff levels, including several new employees still training, this could be a stretch. These hours have been budgeted, but they still have financial impact and we want to use funds wisely. Community input from the strategic plan survey could be used to identify whether Sunday hours are important to patrons or if they might prefer a different day like Monday. Circulation and people-counting statistics can be reviewed to see if Sundays are high traffic days historically. Christy will compile this data for the Board to review along with survey results and for now, the Library will remain closed on Sundays through the end of this calendar year.

4. Policy revision Chapter 1, Part 2, Section 2.1, "F" Vacancies, #5

Our current policy says the Board can appoint a new member if a member stops attending meetings, but this language is not recommended by SDAO, and is only true for school boards, according to Oregon statute. With some pressure from districts, SDAO could try to get a legislative answer codified as recall and other special elections are expensive and the current rules could end up with smaller districts dissolved due to not having enough meetings or quorum to vote on district business. Dmitry will write a draft letter encouraging SDAO to take up this issue and give it to the Board for review.

5. Policy Manual Review: Chapter 3, Parts 1-5

Tabled until next Board Meeting.

LIBRARY DIRECTOR'S REPORT

Good things:

- The Homer Davenport Parade was a success. We're grateful to all the Staff, Board members, and Friends of the Library members who participated. The library got a great response from the crowd and Giggelbitches the Clown was a great asset to our efforts.

- After a one year hiatus, and with a new Board, the Friends of the Silver Falls Library pulled off a truly successful book sale. They were well organized and positive and made a good amount of funds – over \$1,100. They are discussing having a second sale in February.
- Our recruitment for substitutes in the Circulation department was successful. We now have Dayana and Tatiana on our staff. Dayana is a native speaker of Spanish, with English being her second language. Tatiana is fluent in spoken Russian.
- At our last full staff meeting, a representative from the Cascade Center’s Employee Assistance Program (EAP) came to talk to us, offer a slide presentation of benefits and services, and answer questions. This is a benefit for all members on staff, as well as their family members. Privacy is protected in this EAP and the only data recorded and reported to our primary insurer, CIS, is the number of staff who utilize the service.
- Our IGA with City of Woodburn’s IT Department is now fully executed and signed. I will be talking with IT head Brian Miles in the next couple of weeks to implement a timeline for email migration.
- Library usage is continuing to go well, with Circulation number remaining steady. Last month children’s SRP was at 540, and this month we’re at 565. Adult registration is at 51. Over 100 children and their families visited our indoor/outdoor dinosaur self-guided program.

Challenges:

- We’ve had a few challenges to the mask mandate but the overall acceptance of it has been good. As per discussion at the last Board meeting, we offer masks freely to our patrons if they have forgotten theirs or don’t have one for whatever reason. COVID itself continues to present challenges to programming and makes planning difficult. As the rules change, we have to flex a lot and fatigue is a factor. One of the aspects of going back to indoor masking is that the District must have a reasonable accommodation for those who do not – for whatever reason – wear a mask. We now have optional curbside hours Thursday from 4-6 pm or Saturday between 10 and noon.
- Two weeks ago, one of our CCRLS couriers abruptly quit and the other courier is no longer able to run the route due to personal reasons. As a result, none of our libraries had courier service for several days. I coordinated with McMinnville, Dallas, and Mt. Angel libraries to do some exchanges of materials just so we wouldn’t be so backlogged. However, there’s good news ahead regarding the courier, and that segues into the next section...

Changes:

- Chemeketa Community College has already managed to recruit and hire a new part time courier and the process for securing two more is well underway. The new courier, Rodney Fishell, did his first route this week. With the new director, John Hunter, and the employee turnover, there was a review regarding the sharing of the CCRLS courier with the College’s Auxiliary Services department. It was decided that CCRLS needs dedicated staff that is not shared with the AS department. This should make for a smoother future with the consortium’s courier system.

- Other notable changes at CCRLS include the new director’s decision to hire an outreach services librarian for the purpose of better serving and coordinating efforts for the unincorporated citizens who live within the CCRLS service area. This new position will also oversee a yearly intern from the marketing program at Chemeketa Community College, with the purpose of keeping our branding and communications fresh. The recruitment for a new IT head for CCRLS is ongoing.
- After working here since 2008 and then officially retiring last year, in March of 2020 Robyn Cadell interviewed and was hired for a 10 hour position in Technical Services. Robyn has now decided that she is really truly going to retire and her last day with the District is August 31st. We will miss Robyn and her expertise in mending damaged library materials. Department supervisor Becky Elligsen and I will be working together to update the job description for this position and hopefully get it posted around the time that Robyn leaves.
- SDAO did announce today that all in-person trainings scheduled for the rest of this year will now be virtual and refunds will be issued to anyone who has paid to attend a live training.

Director’s time off since last report: 8 hours of vacation and 8 hours of sick leave

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. Information Security Policy from SDAO for Best Practices discount
2. Policy Manual review, Chapter 3, Parts 1-5

ADJOURNMENT

Motion: To adjourn the meeting at 7:30 p.m.

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

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, September 28, 2021 at 5:30 p.m. in the library program room.

Approved: _____(date)

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