

Tuesday, August 25, 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
Ralph Sorensen

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

Ingrid Green

Board Members Absent:

Chris Mayou

CALL TO ORDER

President Milhausen called the meeting to order at 5:32 p.m.

REVIEW OF AGENDA

No changes

APPROVAL OF MINUTES

Page 1 – Should be motion to approve “as corrected,” rather than “as presented.”

Motion: To approve the July 28, 2020 Board Meeting minutes as corrected
(Motion by: Chris Childs. Second by: Kathy Beutler).

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

None.

FINANCIAL REPORT, JULY 2020

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of July 31, 2020)
2. General Fund Statement of Cash Receipts (as of July 31, 2020)
3. General Fund Statement of Cash Disbursements (as of July 31, 2020)
4. Check Register – Citizen’s Bank (July 1-31, 2020)
5. LGIP Account Statement (as of July 31, 2020)
6. Purchase Order – Visa (closing date July 24, 2020)
7. Journal Entries (as of July 31, 2020)

STATEMENT OF CASH RECEIPTS:

Because the Library received the 4th quarter CCRLS reimbursement check earlier than usual, it was deposited before the end of the 2019-20 fiscal year unlike previous years, which resulted in 25% more than budgeted for last year and will result in 25% less than budgeted for this year. There will be

a budget resolution at the next board meeting to correct this.

STATEMENT OF CASH DISBURSEMENTS

Board Question: Why is the Visa charge for Showcases so high? We purchased 1 case of single DVD locking covers and one case of 4 DVD locking cover, not just a single cover of each type.

Motion: To approve the JULY 2020 Financial Report as presented, including all EFTs and checks #16439 through and including #16450, for a total of \$68,118.36.

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

Vote: Unanimously in favor.

OLD BUSINESS

1. Landscaping

We met with Isidro, and they have addressed most of the issues. The hedge on the police station side of the building will be trimmed this fall. Kathy talked to a couple of other landscapers, but all are very busy. Kathy will look for some no-cost plants we plant to replace those that have died, and she will research xeriscape options for the one bed that doesn't get watered. Chris also gave a couple of names to Christy if we end up having other landscapers bid.

2. Possible outdoor event

Dena visited Lake Oswego Library to learn more about their outdoor browsing events. While they have more staff and more funding, Dena proposed using carts on the front walk to highlight new books and also popular titles and subjects that have been trending. Possible dates are September 10 and 19, but it could possibly be done once per week until the weather turns rainy. The Board supports the idea, mentioning that it would give more exposure for the Library and its current service options, and would be a good opportunity to further serve our patrons. Christy may also ask the Friends of the Library if they would like to try an outdoor book sale event too, maybe in conjunction with a sale planned for the Historical Society and Museum. Library staff could help with the social distancing and mask enforcement, as well as payment processing.

3. Window shopping for books

There are new books in the front windows with instructions for placing holds on them via the CCRLS mobile app just by scanning with their phones. Because it has not been as heavily used as we would like, our intern is making a video for social media. Salem has been taking photos of new books each week and putting them on social media, and we may also try that.

4. Revisit reopening to the public

The Board's consensus is that there are still too many unknowns for the Library to open safely, and based partly on the decision of the school district and current directives from the Governor, we should continue curbside and computer service as is, while continuing to look at innovative options for increased service.

5. Procedures for Board vacancies prior to term expiration

Current Policy:

Vacancies shall be filled as follows:

- 1. The person with the highest vote count in the previous election who was not a winner will be asked to fill the vacant position until the next regular election. If this person accepts the appointment, the appointment will be until the next election.*

2. *If the vacancy is not filled as above, then the Director will immediately post the vacancy and accept applications for this position for fourteen (14) calendar days from date of posting. Once applications are closed, the Board will meet at its earliest convenience to review the applications and appoint an applicant to the vacant term until a regular election is held.*

3. *If no applications are made for the vacant position, the Board will meet at its earliest convenience and appoint a new Board member.*

Kathy did some research and there was no third candidate for the election in question, but there was a third candidate for the most recent election. The Board has previously appointed a former board member to complete the term of a board member who passed away.

Motion: To post the vacancy and accept applications for this position for fourteen (14) calendar days from date of posting. Once applications are closed, the Board will meet at its earliest convenience to review the applications and appoint an applicant to the vacant term until a regular election is held.

(Motion by Chris Childs. Second by Ralph Sorenson).

Further discussion – Some board members expressed concern about changing the policy at this time, while a board vacancy is possible, but were not opposed to changing policy at another time.

Vote: 2 members voted yes, and 2 voted no. The motion does not pass.

Michael encourages the board to learn about any state statute that might apply. Christy would like to contact SDAO to ask if there's a standardized policy that might fit the situation, and will tell the Board what she finds out.

NEW BUSINESS

1. Upcoming OSHA rulings

The good news is that the Library is already doing all the things listed in the possible rulings. More detail may be needed (types of fabric face coverings, etc). The new rulings may be permanent or could end after 180 days. Answering a board question about providing masks to staff, Christy said that the Library has already provided 4-5 masks to each staff member, and there are disposable masks available in case anyone forgets theirs. That cost is reimbursable through the Coronavirus Relief Fund.

2. Potential thermostat upgrade from PGE (free)

Smart thermostats are available through PGE at no cost to the Library and we have applied for the program. Participating in at least 50% of peak hour events could also earn additional incentives of \$60 per thermostat.

3. CARES Act reimbursement update

The application process has been streamlined and a schedule of future rounds of funding has been provided. We can include costs that may have been forgotten during previous rounds. The Library has received 3 payments so far. The next application is due by September 11, which will be round 4. The state expects to have funding for 6 rounds, and other rounds are to be determined. Chris asked if this was federal money administered by the state, and Christy answered that it is, and each district is eligible for up to \$250,000.

4. **Budget Resolution 2020-03 for \$880.94 (if CARES Act reimbursement received by meeting time)**

Motion: To approve Budget Appropriation Resolution 2020-03 in the matter of authorizing the expenditure of a Coronavirus Relief Fund payment of \$880.94 for reimbursable expenses made due to the pandemic between July 1 and August 7, 2020.

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

Vote: Unanimously in favor.

LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- Our Circulation continues to climb. It goes up a couple hundred items each week. As of today, we no longer are holding any backlogged bins of Salem's material. Salem was only taking 15 bins per week once the courier started up and we had 13 here in our library alone. Salem is about one month behind in their holds fulfillment which means they are catching up at a rate of about two current weeks for every back logged month. This is helping circulation numbers all around.
- Our computer usage by appointment has picked up a bit. We are now allowing patrons two one-hour slots per week and this hasn't caused any backlog of people needing time and not getting it.
- Stacy completed a significant side project. She un-paginated our policy manual so that we can more easily edit it in the future. We will simply look things up by chapter and number and not have those associated with page numbers as this causes problems with indexing. She has also gone back and started clearing out old payroll records and other paper files that we have kept way past the requirements of the records retention rulings. This is freeing up much needed file cabinet space.

Challenges:

- I was called late on Friday night that one of our toilets was malfunctioning. It was the one we just recently had repaired with a new power flusher. The custodian and I turned off the water main. I called BC plumbing. The next day I came back and, by watching a YouTube video, we learned how to turn off the water on the toilet so that the rest of the building's water could be back on. I called BC plumbing again. Stacy called them too. I called them again on Monday. We have not heard back. We want them to come and take care of it because the source of the malfunction was the flusher that they replaced back in May. I even put a post on the Silverton Connections Facebook page asking how to reach them and only got confirmation that they don't return calls. What would the Board like for me to do? We'll try to reach them again, and then call another plumber.
- Our audit went well today, with findings similar to previous years. One new best practice report was about some timesheets not being signed off in April, when all staff was working from home and one supervisor was retiring. The auditors would like to see the Board asking their specific list of questions. Kathy will read them if we send them to her again.

Changes:

- We hired Paul McGuire for the custodial position. We formally interviewed him and called his references. We had one other applicant but that applicant had no maintenance experience and only one prior custodial job compared to Paul's multiple jobs doing janitorial and maintenance.

Miscellaneous

- The OSHA infectious diseases temporary rulings conversations continue. The committee keeps asking OR-OSHA to push back the dates. The good news regarding these temporary rulings is that our library is already doing all the things that are being put into the rulings and we've been doing them since we let folks back into the building in April.
- Over the past few months, our primary communication with staff has been via email or in small, face to face groups. Our staff had not met collectively since a Zoom meeting in May but we met on August 13 in the library, spread out and masked in the common area. We talked about book displays, how things were going with curbside, changes to due dates and online registration with PYM, and how to prepare pragmatically and mentally if, come November we had revenue shortfalls that could further decrease our expenditures, including staffing.

Vacation time taken since last report: 2 hours, sick leave 4 hours

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

There was a short discussion about board member resignation. While resigning is a personal decision, the Board Member in question may be looking for guidance or permission. Michael will continue to reach out.

ADJOURNMENT

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

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

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, September 22, 2020 at 5:30 p.m. in the library program room.

Approved: _____(date)

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