

Tuesday, August 27, 2019  
**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:**

Terra Chapek

**Board Members Absent:**

Christine Mayou

**CALL TO ORDER**

President Milhausen called the meeting to order at 6:02 p.m.

**REVIEW OF AGENDA**

No changes

**APPROVAL OF MINUTES**

The June Board Meeting minutes listed the financial documents distributed to the Board. Stacy will add the June list and continue to include the list moving forward.

**Motion:** To approve the July 23, 2019 Board Meeting minutes with the inclusion of the list above.  
(Motion by: Chris Childs. Second by: Ralph Sorensen).

**Vote:** Unanimously in favor.

**PUBLIC PRESENTATIONS**

Terra Chapek attended the meeting to learn more about the library and how to get involved. New to Silverton, she loves the library.

**FINANCIAL REPORT, JULY 2019**

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of July 31, 2019)
2. General Fund Statement of Cash Receipts (as of July 31, 2019)
3. General Fund Statement of Cash Disbursements (as of July 31, 2019)
4. Check Register – Citizen’s Bank (July 1-31, 2019)
5. LGIP Account Statement (as of July 31, 2019)
6. Purchase Order – Visa (closing date July 25, 2019)
7. Journal Entries (as of July 31, 2019)

- **Board Question** – Why was the *Election Expense* so much more than budgeted? Director Davis contacted the election office to find out and, based on the conversation she had with an elections clerk at Marion County, it might be difficult to accurately project the cost of an election. The clerk shared all the variables that determine the costs each year – and the fact that until after the filing deadline, they aren't going to be aware of the costs. She suggested plumping it up a bit in the future because it's difficult to impossible to anticipate number of ballot measures, the number of ballots cast, and thus the number of hours required of the elections office to pay for.

#### CHECK REGISTER

- **Board Question** - Is Findaway a new vendor? No, we've used them for a while. They sell Playaways and Launch Pads.
- **Board Question** – What is Ck #16136 for \$27.99 to Eric Horter? The check was written to refund him for a book which was lost and paid for, then found and returned.

**Motion:** To approve the July 2019 Financial Report as presented, including checks #16098 through and including #16137, for a total of \$29,731.97.

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

**Vote:** Unanimously in favor.

### **OLD BUSINESS**

1. **Roofing report**  
Our partial re-roofing is largely done. In fact, they may be done today and just taking away their dumpster and other implements tomorrow. Based on their work ethic, organization and communication, we think we made a good choice.
2. **Strategic Plan process update**  
Strategic Planning sessions will cost in the ballpark of \$10K. They would include an all-day retreat that would engage, at different times of the day, Board, staff and community. There would also be some surveys and focus groups. Director Davis can look into funding support from Ford Family Foundation, the state library's small pool of funding that can go for such things, and also from the Oregon Community Foundation. We would realistically need to pay for at least 1/3 of this from our budget. Does the Board want Director Davis to proceed with looking at funding options and a timeline? Yes, and the Board would like more information. Director Davis will send the Board a website to review.
3. **Mural update**  
Director Davis spoke at length with Vince Till about a mural for the library and he gave lots of information about costs, mural mounting strategy, and yearly maintenance. He encouraged her to go to the City to ask them to make an exception to their policy of not allowing a mural on the street-side of the building, with the argument that this was originally put in place so as to not detract from the historic frontages of downtown buildings. The approximate costs for the mural would be \$5-\$10K and this would include the approximate \$1500 costs for the mounted panel and the paint, and the \$35-\$50 per square foot fee for the muralist to paint. He said that we should absolutely plan on having it washed once a year and for budgeting \$200-\$300 annually for maintenance of the mural which would include the paint and labor to keep it looking fresh and crisp.

Director Davis also spoke to Darryl at Public Works in the City, who referred her to Jason Gottgetreu, also at the City. Jason said that as long as we kept the mural less than 100 square feet, it fits within the City's signage allowance and we wouldn't have to ask for an exception to the city's policy. He explained some things that would need to happen with our existing Silver Falls Library lettering in order to remain in City compliance. Those things are to move those letters to the side of the building and to consider getting a protruding sign to hang off our gable out front.

A good idea to fund this would be to split the cost three ways between Friends, the Library budget itself, and a grant, most likely from the Marion County Cultural Coalition, the small funding arm of the Oregon Cultural Trust. The deadline for application for money for the following year is October. Director Davis will be making the application with Board permission. Other possible funding includes Urban Renewal and Tourism grants from the City.

4. **PERS update**

From the data in the Board packets, the District is allowed to apply for the partial matching grant for the unfunded actuarial liability (UAL) in early December. We have budgeted for this and, barring severe economic adversity between now and then – for example, too many federal interest rate cuts - will be pressing ahead with this plan unless the Board says otherwise. The minimum payment required to apply for a 25% match would be \$25,000, but we would like to put in the approximate \$178,000 that was budgeted and apply for an additional \$45,000 in matching funds, approximately. The District plans to use the 2018-19 *Timber Revenue* received (about \$135,000), and round it out with money from the *General Fund*. This step would reduce our total liability of approximately \$700,000 by about one third.

5. **Library Director Salary and Contract**

The corrections made at the last meeting were added to the contract and the contract was signed by Director Davis and Board President Michael Milhausen.

## **NEW BUSINESS**

1. **Public Library Standards Part 4, and Project Outcome and program surveying**

The Board reviewed information about Project Outcome and Part 4 of the Oregon Public Library Standards, finding some opportunities for improvement, but SFLD is meeting all of the “Essential” and most of the “Enhanced” and “Exemplary” indicators.

2. **Review proposed policy updates from SDAO regarding a Public Records Policy**

The Board suggested capitalizing the work “District” consistently throughout and asked that Director Davis match fees with the City of Silverton for certification, sound recordings, and research fees. Michael Milhausen would like Director Davis to consider inserting texts about patron privacy and public records. Kathy Beutler noted that was already in the Policy Manual.

## **LIBRARY DIRECTOR'S REPORT**

Director Davis reported on the following:

Successes:

- Our final number for summer reading registration was 1004 youth, and 106 adults. We are currently at 216 registrants for the Dolly Parton Imagination Library

- The Friends of the Library made \$936 for their annual book sale and were able to donate the unsold materials to Goodwill. The company that used to come after the sale and buy up everything by the pound has stopped. In some ways, donating to Goodwill helps to keep more of the books and money in our community.

Challenges:

- We have been having problems with our main curbside trash receptacle overflowing every week and now we have put a lock on our can and things are better. Too many people walk past and use it. In fact, too many people do that to the one outside our front door as well. Director Davis will contact the city about putting another can near here that the city might maintain as the library seems to be absorbing too much public trash.
- We really need a free, non-residential, accessible, visit-once-a-month space to store excess books for the annual book sale. Director Davis has put two notifications on social media and received no response so far. Does the Board have any ideas for free, non-residential storage?

Changes:

- We are going to be subscribing to a new graphic arts software called Canva that will help us create better flyers, posters and library signs. It's only \$10 a month for the subscription.

Misc:

- At our August full staff meeting we discussed the newly updated Collection Development Policy, our summer reading program progress, things we want our new custodian to know and pay attention to, board officer elections, the potential of having a library mural, a concept called The Human Library – where we'd have members of the community come in and be able to be "checked out" for 20 minute segments, our new volunteers, and the need for storage for Friends of the Library. We also talked about library t-shirts. There is an order form here for anyone who might want to order one. We cannot order until we have at least a 10-shirt batch. Does anyone here wish to order one?
- Thank you so much to those who came out to the Homer Davenport Parade to see our inaugural book cart drill team routine! We had fun and we will do it again.
- We hope you'll come to the Oregon Humanities' Conversation Project called *Can We All Get Along?* this Wednesday the 28<sup>th</sup> starting at 7pm in the program room. There has been a lot of promotion of this program from the City, particularly Mayor Palmer. There has been some social media flare-up about it as well. A City Police Officer will be in attendance.

Leave used since the last Board meeting:

Vacation: 36 Sick: 8

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

During the September Board Meeting, the Board will consider changing the date of the October Board meeting to make sure enough members will be present for a quorum. If needed, the Board will consider rescheduling the October meeting to the first Tuesday in November and holding the combined November/December meeting on the second Tuesday in December.

**AGENDA SUGGESTIONS FOR FUTURE MEETINGS**

1. September: Discuss rescheduling October meeting
2. September or October: Public Records Policy update and revision for compliance with SDAO Best Practices Program
3. November or December: Have John Maine from Pace-Lorens present to Board about HVAC upgrades
4. January or February: Have Margaret from Pauly Rogers visit Board

**ADJOURNMENT**

**Motion:** To adjourn the meeting at 7:52 p.m.

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

**Vote:** Unanimously in favor.

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The next Library Board meeting is scheduled for Tuesday, September 24, 2019 at 6:00 p.m. in the library program room.

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

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