

Tuesday, September 24, 2024
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

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

Board Members Present:

Megan Smith
Dmitry White (zoom)
Nancy Miller
Michelle Sanguinetti

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

None

Board Members Absent:

Ingrid Donnerstag

CALL TO ORDER

Chair White called the meeting to order at 5:38 p.m.

REVIEW OF AGENDA

No changes.

APPROVAL OF MINUTES

- On the last page, “Temple Beth Shalom” should be “Temple Beth Sholom”.
- There is an unnecessary comma in the last sentence of #2 on Page 3.
- In the last sentence of #2 on Page 3, change “article” to “press release”.
- On Page 1, the last question has an extra period.

Motion: To approve the August 27, 2024 Board Meeting minutes as printed/circulated (Motion by: Megan Smith. Second by: Michelle Sanguinetti).

Vote: Unanimously in favor.

FINANCIAL REPORT, AUGUST 2024

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of August 31, 2024)
2. General Fund Statement of Cash Receipts (as of August 31, 2024)
3. General Fund Statement of Cash Disbursements (as of August 31, 2024)
4. Check Register – Citizen’s Bank (August 1-31, 2024)
5. LGIP Account Statement (as of August 31, 2024)
6. Journal Entries (as of August 31, 2024)

STATEMENT OF CASH DISBURSEMENTS

Question - Do we have data on check outs of adult and youth Spanish language titles? Yes, the check outs are great on the youth side but not on adult side. Follow up question – Why are there no Spanish purchases made this month. We budgeted to spend 5% of *Adult Fiction* and *Adult Nonfiction* on

Spanish titles, then dedicated a little more to *Spanish Youth Books* because they check out more. Christy orders *Spanish Nonfiction* quarterly. Dena tends to order a little each month. Spring tends to order *Spanish Fiction* quarterly. We are also moving nonfiction DVDs to be inter-shelved with nonfiction books, then adult Spanish titles will take up a whole aisle without sharing. Valentina Ortiz Pandolfi, who recently did two storytelling programs at the Library, told us that the low adult checkouts may be cultural, and that it's not as common to go to public libraries in Mexico. However, parents are motivated for their kids to be bilingual, so the youth titles check out more. Youth titles are also an easy place to start for new Spanish-language readers young or old.

Question – Why have we spent more than 40% of the amount budgeted for *Postage*? Stacy bought a lot of stamps in July anticipating stamp prices going up.

Question - Was the overcharge for *Election Expenses* resolved? Yes, we paid a lower amount, but Christy will reconnect with the election office to see what we will be charged for next year's election.

CHECK REGISTER

Question - Can we print with the Check Register with grid lines? Stacy will try that or create a custom report. Some transactions don't show which accounts. Those are payments split between more than one expense account.

OTHER:

- Christy will check records retention rules for scanned documents and find out if we still have to save the paper hard copy. Mini scanners are about \$200, and using them would save us a lot of paper and storage space.
- We contacted Isler about the \$20 increase in charge for Circulation and they said to save \$20 back from the till. We saved their email and attached it to the deposit for that week as documentation.

Motion: To approve the AUGUST 2024 Financial Report as presented, including checks #17807 through and including #17831, and all EFTs, for a total of \$93,426.76.

(Motion by: Dmitry White. Second by: Nancy Miller).

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

None

OLD BUSINESS

1. Review changes to the Request for Reconsideration form, including fee schedule

The Board reviewed the revised *Request for Reconsideration* form and Public Records Request policy excerpt.

- Remove the first comma in the first sentence of the policy excerpt.
- Billing for Reconsideration Requests could fall under Research Fees, Copies of Public Records, or Additional Charges if extra copies of challenged materials need to be purchased.
- Add "request for reconsideration" to the first sentence of the fourth bullet point of the policy excerpt.
- Add "reviewing the material" to last bullet point.

Motion: To adopt the *Request for Reconsideration* form as presented and update the Public Records Request policy as amended, effective immediately.

(Motion by: Dmitry White. Second by: Megan Smith).

Vote: Unanimously in favor

2. Further discussion of Library's financial practices and status

The Strategic Plan is wrapping up, which may be a good time to review how we want to address our financial needs and goals. A new development of 52 homes is starting construction on Oak St. The federal interest rate has been lowered by .5%. Right now, the Library is not spending much outside of operating costs and maintaining the building. There are very limited funds for special or extra projects. Over the last few years, we have seen drops of \$20,000-\$40,000 in the *Beginning Fund Balance*.

If there was an increase in available funds, the Library could consider options to increase program and meeting spaces, renovation or remodeling projects, updating appliances in the break room, and more. The Friends of the Library are currently donating more to the Library than they are taking in, with annual donations of \$2400 and special projects here and there. A library foundation could augment funding but without that, looking forward the Library could consider contributing less to employee's health care premiums, trading PERS for a 401K plan for new employees, or reducing hours, or the labor force.

The Library operates with a comfortable cushion, and Dmitry feels good about where we are, but appreciates Christy thinking about the situation looking forward. We have accomplished most of the items in our Strategic Plan and need to look at what's next, including what we do not have enough space for and what we need, or what we could do better with the space we have. The primary space constraint is for programs. For example, we need to have 2 story times per week because the program room capacity for fire code is 49, and more people want to attend. The town and the Library's patronage are growing, which is great.

The Board would like to dedicate time early in 2025 for work sessions or meetings to review the Strategic Plan, including addressing the slow attrition in our *Beginning Fund Balance*.

NEW BUSINESS

1. CREP award

The phone call informing us that the Library would be awarded the Planning Grant was exciting. They said the grant cycle was very competitive and that our application was very good. Megan's email survey was complimented. Nancy and Megan will attend the CREP webinar on 10/10 with ODOE for awardees. Christy will be traveling, but hopes to attend the second session with Stacy on 10/11.

The timeline will be adjusted based on when the Performance Agreement is signed. It is not set in stone, but more like a list of things we need to do before the deadline. We don't want the timeline to be so delayed that it runs up against the grant cycle for the Construction Grant, and the holidays may cause delays. The work products will include preliminary designs, load analysis, structural analysis, data sheets, attrition analysis, models, and all other product deliverables.

The press releases, stakeholder meetings and other publicity and community involvement pieces are required for the grant. The resilience piece of the grant asks how the project will serve the community, so we should ask for more information about that from stakeholders. For example, if the power was out in town, but the Library had power, what would they need? Based on our project size, what will our capacity be to serve patrons and our community in an emergency? It may be beneficial to meet with City staff about their solar project and community emergency resource room. Can we coordinate our work with the City and CERTS team?

Christy will return on 10/15, so we can meet after that and discuss what we learned in the webinars, and that may allow time to get a press release published in the 11/1 issue of Our Town. The deadline to publish in Our Town is usually 7-10 days before we receive it in our mailboxes. We should plan to write a press release with an invitation to stakeholder meetings and Q&A sessions,

which should be considered public meetings with all notices required by public meetings law since several board members plan to attend. An email discussion of potential dates for those meetings may or may not fall under public meetings requirements, but Christy will follow up to be sure. Our next Board Meeting is 10/22 and the Board will plan to put together a schedule of dates for these meetings at that time. Christy will ask if 10/23 is too late to have the press release with invitations to stakeholder meetings and Q&A sessions published in Our Town.

2. DRAFTS of Revised Gifts section of Collection Development Policy, and new Archival Donations Form

Upon recommendation from the archival/preservation CCHAA(?), and with good reason, we've revised the Gifts section of our Collection Development Policy. Items are occasionally donated to the Library with an expectation that we can hold it or display it forever. It's important that our policy outlines what the Library needs and wants, within its mission, and what we cannot accept. The proposed policy revision and donations form are adapted from another organization's donation policy and recommended by the archivist who performed our assessment.

If the donation is easily identifiable as something we would want, like a yearbook from one of the years we are missing, we can just accept it without requiring the entire form to be completed, but if we are not sure, we can highlight which questions should be answered by the donor. Christy and Becky, the Technical Services Supervisor have spoken about creating a list of what we would like to have in our archival historical collection. Books and other materials are not to be accepted just because they are very old, if they don't hold inherent meaning related to Silverton history.

- Remove "are" from the last sentence on Page 2 of the donation form.
- On Page 4, change "the above statement" to "statement #4 above" on #5 of the donation form.
- On Page 5, move "to be consistent with the aforementioned criteria" to after "found" in the first sentence of the second paragraph of the donation form.
- In the first sentence of the second paragraph on Page 5 of the donation form, change "concluded" to "determined".
- In the third paragraph of Page 1 of the proposed policy revision, change "or" or "of".
- In the third paragraph of Page 1 of the proposed policy revision, change "must" to be "may be required to".

Motion: To adopt the Gifts section of the Collection Development policy as revised and adopt the Donation of Objects, Artifacts, and Printed Materials Intended for Archival Preservation and Display form as corrected.

(Motion by: Dmitry White. Second by: Nancy Miller).

Vote: Unanimously in favor.

3. Post Audit Communication letter from Isler CPA

The letter was received and presented to the Board. It says we were easy to work with and did a good job.

LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- As of today, the Silverton Kiwanis and Library partnership for the Dolly Parton Imagination Library climbed over the 500 participants mark. We currently have 215 kiddos under 5 enrolled, and 288 have graduated the program since it was launched inside our district in

2019. The Kiwanis Club is planning the annual trivia bee fundraiser for the first weekend in March 2025.

- Over the weekend, one of our senior patrons who is in her 90s offered up a donation of \$1,000 with which to purchase more large print books. She's bringing in the check tomorrow and Spring and I will spend the money on fiction and non-fiction large print items throughout the remainder of the fiscal year. Books purchased with the donated monies will have a book plate on the inside cover with Ms. Irveta Johnson's name inscribed.
- Of note here in the report: Our District will receive a solar planning grant award from the Oregon Department of Energy's Community Renewable Energy Program. We have our fingers crossed that it will lead to a solar construction grant in the coming year.
- Garden City Landscaping says it takes them less than 10 minutes to mow the grassy areas that will likely become ours if things go as anticipated with the City. They have opted to not charge us an additional amount.
- This Thursday night, Eric Hammond will give a presentation on OAKtober, a Silverton area event to bring awareness to the history and value of our native oak trees.

Challenges:

- Our attempt at getting the monthly PatronPoint e-newsletter switched over from CCRLS to Silver Falls Library didn't work at first. There were errors on their end and on ours. Both have been corrected, and now we believe it will work with the October newsletter. If it is successful, then we'll launch our welcome letter to all new patrons that outlines library services and opportunities.
- The RFID checkout pads that are at the two circulation checkout stations have been malfunctioning and doing what is called "phantom checkouts." The system seems to be storing the memory of checking in a book from a patron, and then randomly checking it (or a stack of items) out to a subsequent patron. This is a serious problem as people call us about having books on their account that they didn't check out, or even worse, receiving overdue notifications for books they never checked out. We find the books on the shelves. We have multiple members of the CCRLS IT staff working on this issue and the work will continue this week and next. It is possible that it is a vendor problem with the manufacturer Bibliotheca who makes both the pads and security gates, or it could be firmware issues on the CCRLS end. To be continued.
- After an angry patron's complaint about not being allowed to use their own cardstock for a print job at the Circulation Desk, we have instituted a procedural change about printing on patron-provided materials. Staff at the Circulation Desk allowed it for the upset patron to keep the peace in the moment, but Christy called Postal Connections and Zebra Print to ask what they do with similar requests. Postal Connections said they had to stop allowing it due to damage to their printers. Victoria at Zebra Print said that she doesn't let customers put anything in her machines with perforations, glitter, sticky labels and recommended allowing medium weight paper with a letterhead, but nothing else. The new procedure has been communicated to employees and will be posted at the computer station areas.

Building report

- Prior to completing the budget, Stacy and I met with three different contractors to get budget numbers for soundproofing the current study room, and for creating a new study room at the study carrel area near the beginning of adult fiction and audiobooks. We have asked for updated bids from two of the contractors and solicited bids from two additional contractors.

Once everything is in, we'll assess the bids, ask some questions of the contractors, and get the work scheduled. Upon recommendation from the Board, we will look into full windows on the doors for safety and liability concerns.

- We have scheduled reupholstering of several of the large mission style chairs that are in the back of the library. Matt Enos' company will be doing the work.

Reminders

- It is likely that the October 21st meeting of City Council will involve Library District participation. I have inquired with a local realtor about how to go about getting a real market value estimate of the anticipated parking lot and the one that we currently have part ownership of. I haven't heard back yet.

Miscellaneous

- The director used 4.5 hours of sick leave in August. I will be taking a few days off in early to mid-October for guests and for travel.

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

Question – Have we decided on a place for the burr wheel from Fisher's Flouring Mill? Yes, but the donors and the worker have had time commitments lately. We may also get the matching burr piece.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. Policy updates: Collection Development Policy, generally.
2. Planning for the next Strategic Plan cycle, including review of State of Oregon's Public Library Standards document

ADJOURNMENT

Motion: To adjourn the meeting at 7:22 p.m.

(Motion by: Nancy Miller. Second by: Dmitry White).

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, October 22, 2024 at 5:30 p.m. in the library program room.

Approved: _____(date)

Dmitry White
Chair, Library Board of Directors
Silver Falls Library District