

Tuesday, September 27, 2022
LIBRARY BOARD MEETING
SILVER FALLS LIBRARY DISTRICT

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

Board Members Present:

Michael Milhausen
Kathy Beutler
Ralph Sorensen
Ingrid Green
Dmitry White

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

None

Board Members Absent:

None

CALL TO ORDER

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

REVIEW OF AGENDA

Additions under New Business: A library board in the Midwest passed resolution on not removing books to help combat book challenges, suggest discussing.

APPROVAL OF MINUTES

Under changes, signification should be significant.
On page 2, board question should be in-person.

Motion: To approve the July 2022 Board Meeting minutes as amended.
(Motion by: Ralph Sorensen. Second by: Kathy Beutler).
Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

None.

FINANCIAL REPORT, JULY 2022

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of July 31, 2022)
2. General Fund Statement of Cash Receipts (as of July 31, 2022)
3. General Fund Statement of Cash Disbursements (as of July 31, 2022)
4. Check Register – Citizen’s Bank (July 1-31, 2022)
5. LGIP Account Statement (as of July 31, 2022)
6. Purchase Order – Visa (closing date July 26, 2022)
7. Journal Entries (as of July 31, 2022)

Motion: To approve the JULY 2022 Financial Report as presented, including checks #17068 through and including #17093, and all EFTs for a total of \$82,051.33.

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

Vote: Unanimously in favor.

FINANCIAL REPORT, AUGUST 2022

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of August 31, 2022)
2. General Fund Statement of Cash Receipts (as of August 31, 2022)
3. General Fund Statement of Cash Disbursements (as of August 31, 2022)
4. Check Register – Citizen’s Bank (August 1-31, 2022)
5. LGIP Account Statement (as of August 31, 2022)
6. Purchase Order – Visa (closing date August 25, 2022)
7. Journal Entries (as of August 31, 2022)

STATEMENT OF CASH DISBURSEMENTS

Board Question: Why have we spent 44% of the amount budgeted for *Postage* already? Stacy bought 3 rolls of stamps, which should last the whole year.

Board Question: We have already spent 50% of the amount budgeted for *Children’s Programs*. Dena has already made contracts for upcoming programs.

Board Question: Seeing that *Youth Spanish* materials are already being purchased, are we also purchasing *Adult Spanish Fiction* and *Adult Spanish Nonfiction*? Yes, but those purchases are being made quarterly instead of monthly.

Motion: To approve the AUGUST 2022 Financial Report as presented, including checks #17094 through and including #17122, and all EFTs for a total of \$91,909.13.

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

Vote: Unanimously in favor.

BUDGET RESOLUTION 2022-02

Christy read the email from Van Khieu from Marion County Assessor’s Office for explanation on the reason for the unexpected refund amount. Dena, Stacy, and Christy spent a combined 2.5 hours to set up the room for this meeting, and it’s still not ideal. The cords are a trip hazard, and the current audio/video set-up is not completely effective or trouble-free. Christy would like to investigate a ceiling mounted projector and 360-degree camera that can be used for Zoom meetings and other programs using these funds.

Motion: Silver Falls Library District hereby resolves that \$9,842.96 in Materials and Services Item be authorized for acceptance and expenditure in fiscal year 2022-2023 for the purposes of upgrading the Library’s technology infrastructure.

(Motion by: Michael Milhausen. Second by: Ingrid Green)

Vote: Unanimously in favor

OLD BUSINESS

1. **Update on status of efforts toward codifying Board attendance policy through the**

legislative process

Mary Kay Dahlgren attended the legislative session and learned that SDAO will not take on our attendance policy request. The lobbyists from SDAO don't want to do anything that would be unsuccessful. There is currently another bill on the table saying legislators with more than 10 unexcused absences can be removed. SDAO thinks there will be a fight (and there probably will) and don't want to be involved with anything related to it. There's no law that the board can't have its own policy regarding board attendance. Dmitry thinks the risk we run for removing someone for low attendance would be that we wouldn't have SDAO protection if that person challenged it. He's willing to take that risk because we could build a sufficient case that we can do it according to our own policy. He would rather err on the side of asserting our authority as a board and defend that position if needed. Library Board Members sign a form saying they have read and will abide by our policy manual. Christy says local governments can make laws that are stricter than state laws. Members are more likely to stop attendance than deliberately make trouble for the District, and our current policy is intended to address lack of attendance. The Board can appoint an interim until the next election. The only possible recourse if challenged would be reinstatement of the removed Board Member. Mary Kay says that these legislative requests are rarely passed the first go round, and we will present it again next year.

NEW BUSINESS

1. Board Duties and Responsibilities Policy Update Draft Review, including Policies Receipt Acknowledgement

Christy created a draft policy revision using SDAO's template. SDAO will require the revisions to be approved before November 4 to receive the Best Practices discount.

- 2.2, F1 – Change “must be authorized by the Board” to “must be authorized or approved by the Board in order to be reimbursed for expenses.”
 - 2.2, F1 – Remove “proposed”.
 - 2.2, F2 – Change “Minimum Requirements” to “Minimum Expectations”.
 - 2.2, F2 – Change “once per year” to “once per elected term”.
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- Section 2.2 G “Communications” is all new from the SDAO template.
 - 2.2 – Add section 2.5A of the SDAO template, “Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, they *must* support and advocated for the official district position on the issue.” This statement will become 2.2, G1, and “Communications with the Media” will become 2.2, G2, and the remaining numbering will be adjusted accordingly.
 - 2.2, G3 “Communications with Staff” – In the first sentence, add “or any designated sub-committee members” after “The board”.
 - 2.2, G3B – Change “board members” to “members” to include committee members.
 - 2.2, G3D – Change “criticism” to “concern or feedback”.
 - 2.2, G4A – Change first sentence to “On matters of confidentiality under law, board members will keep all written communications provided to them in complete confidence to ensure that the district position is not compromised.”

- Section 3.5 “Committees” – Under “General,” change “committee” to “committees” (typo).
- 3.5, 2 – Change “will be required to pass a background check” to “may be required to pass a background check”.
- Remove Section 3.6 “Standing Advisory Committees” and renumber appropriately.

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- Section 4.3D – Change heading to “Meetings Held Virtually”.
 - 4.3D – Change to “Meetings held by virtual attendance are subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum (ORS 192.670(1)). Notice and opportunity for public access shall be provided when meetings are conducted virtually. At least one location shall be provided where virtual meetings can be accessed by the public (ORS 192.670(2)). The media shall be provided access to a listening location whenever executive sessions are conducted virtually unless such executive sessions are exempt from media attendance pursuant to ORS 192.670(1) and 192.660(3).”

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- Change any instances of “district manager” to “district director”.
 - Change any gendered language.
 - Change any instances of “president” or “vice-president” to “chair” and “vice-chair”.
 - Michael will research what “censure” means for the district.
 - The Board will delve more deeply into the legislative advocacy section at or before the next meeting, including a discussion about our own priorities in the Strategic Plan.
 - Add the District Policy Acknowledgement Form to the policy.

2. **Director’s Wish/Help List**

The Board discussed items from the Wish List, including expanding the Library on the creek side, switching the Teen Room with the Periodicals Room, acquiring the Fischer Building and parking lot, and starting a Library Foundation.

3. **Vacation accrual proposal and discussion of Oregon’s new paid leave act**

The proposal would benefit those employees who work less than 20 hours per week and are currently ineligible for Vacation Leave. The proposed accrual rate would be the same as other staff. Our custodian and subs are important, and this benefit is affordable to provide. Christy will write this into our existing Vacation Leave Policy and bring it to the Board for a vote, including a start date.

4. **Review of Library Circulation Statistics**

Becky Elligsen, Technical Services Supervisor, ran several reports to show what materials circulated the most over the past year. They were provided as informational for the board.

5. **Ban on book bans** – Christy will research to find the language used and then will send it to the Board in an informational email. If desired, a Board Member can ask Michael to add it to the agenda.

LIBRARY DIRECTOR'S REPORT

Director Davis reported on the following:

Good things:

- Program Successes: Dena and I attended the Scotts Mills Community Festival in August. We gave away hundreds of children's books as part of the state funded Ready to Read grant for summer reading. Even better was making community connections. We would like to put a book drop in Scotts Mills either in front of City Hall or the Community Center. We even had people in the community volunteering to empty it and drive it to us. The community seemed enthusiastic that our library was at the event and there were lots of smiles.
- There is a new Government Accounting Standards Board, AKA GASB. It's GASB87 and it involves leases. Our only qualifying lease is our photocopier. The auditors believe that the amount is so small that it is immaterial. We would like to take their recommendation to state that it is immaterial. If it turns out that it is not, we can correct it in future year audits.
- We have some new hires. In Youth Services we have Kerri Evonuk and in Circulation, Angelita Flores who also goes by Angel. We are very excited about our new staff.
- The library's youth services department had great press in the most recent issue of Our Town. The paper covered our summer interns, and the cover story was about our young authors program.
- Mondays so far have been great. This is a people-pleasing change. Our circulation went from 99 the first week, to 160 the second week, and 240 checkouts yesterday. Word is getting out.
- We finally got a meeting scheduled with Marion County Treasurer Sam Brentano for October 18th. Dmitry, Kathy, and I will be going to the treasurer's office in Salem to learn more about timber revenue inside our district.
- We had over 680 youth complete our summer reading program this year and over 60 adults. Our mostly outdoor theme worked well with easing out of the pandemic.

Challenges:

- We have some new and well-established unhoused folks that are having some issues. Mainly, their issues are with law enforcement, but this also comes with the territory. I will inform you if things get more complex.
- Doug Yancey has once again been appointed to be interim director of CCRLS. Natalie Beach, the dean of library services at Chemeketa Community College has also left and moved back to be on the east coast with family. With John's departure as well as Natalie, and still no replacement for the IT head at CCRLS, things are running on pretty slim human resources.
- Now that we have a new youth services person on staff, we will resume live storytime on October 20th.
- On July 28th a volunteer noticed a mildew-y smell. Then youth services noted that a section of their carpet was saturated with water. A hose in the HVAC closet had come unclamped where it was joined. Water sprayed from the condenser pump for some time. Also, it turns out that condenser pump, which was purchased in 2017 had hairline crack in the bottom. Although

that crack didn't cause the big damage it has been a slow leak over time that caused moisture building up in the floor. ServPro was able to dry out the walls and carpet. There is asbestos in the sheetrock of that closet but since they were able to thoroughly dry it, it will not have to be abated. We are still working with insurance, Pace Loren's, and ServPro to figure out who is liable and how to proceed with the claim.

Director's time off since last report: 34 hours of vacation time and 14 hours of sick leave. I will be using bereavement and vacation leave to settle my sister's estate over the coming weeks.

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. Review Chapter 4, Parts 12 and 13 of Library Policy Manual.
2. Kathy, Dmitry and Christy report on October 18th meeting with Marion County Treasurer Sam Brentano.
3. Discuss November/December meeting(s).

ADJOURNMENT

Motion: To adjourn the meeting at 8:15 p.m.

(Motion by: Michael Milhausen. Second by: Ralph Sorensen).

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, October 25th, 2022 at 5:30 p.m. in the library program room.

Approved: _____(date)

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