

Tuesday, September 29, 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
Chris Mayou
Ralph Sorensen

Staff Present:

Christy Davis, Director
Stacy Higby

Public Present:

None

Board Members Absent:

None

CALL TO ORDER

President Milhausen called the meeting to order at 5:30 p.m.

REVIEW OF AGENDA

Additions under Old Business:

- Library reopening update

APPROVAL OF MINUTES

Corrections:

- On Page 2 under Landscaping, it should read “xeriscape options.”
- On Page 3, Under CARES Act Reimbursement Update, it should read “and additional rounds are to be determined.”

Motion: To approve the August 25, 2020 Board Meeting minutes as corrected
(Motion by: Chris Childs. Second by: Ralph Sorensen).

Vote: Unanimously in favor.

PUBLIC PRESENTATIONS

None.

FINANCIAL REPORT, AUGUST 2020

The Board received and reviewed the following reports:

1. Statement of Assets, Liabilities, and Fund Balances (as of August 31, 2020)
2. General Fund Statement of Cash Receipts (as of August 31, 2020)
3. General Fund Statement of Cash Disbursements (as of August 31, 2020)
4. Check Register – Citizen’s Bank (August 1-31, 2020)
5. LGIP Account Statement (as of August 31, 2020)
6. Purchase Order – Visa (closing date August 25, 2020)
7. Journal Entries (as of August 31, 2020)

STATEMENT OF CASH DISBURSEMENTS

Board Question: Is the plan to not purchase as much to alleviate potential budget issues? Yes, we're trying to spend half as much as usual on materials through November when tax revenue comes in.

CHECK REGISTER

Board Question: What is check #16462 to the Statesman Journal for? We placed an ad for the open custodial position.

Board Question: What is the reversed and reprinted check #16461 to Cassandra Portner for? She teaches Toe-Tapping Tuesdays and Dena asked for a check for her for 2 classes, but she only taught one before we closed. Stacy reversed and voided the first check, and cut another for only one class.

Board Question: Is Valley Network Tech a new vendor? No, he's our IT contractor, but we only have to hire him occasionally.

Motion: To approve the AUGUST 2020 Financial Report as presented, including checks #16451 through and including #16468, plus all EFTs, for a total of \$62,920.05.

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

Vote: Unanimously in favor.

Questions to management about finances (from the auditors)

Kathy offered to read 3 of the questions from the list provided by the auditors.

- 1) Are all the books balanced and reconciled? Yes.
- 2) Have payroll reports been filed and have all payroll liabilities been paid timely? Yes.
- 3) Are there any other financial-related matters we should be aware of? No.

OLD BUSINESS

1. Outdoor Browsing (postponed due to fires)

We had to cancel our two outdoor browsing events because of the wildfires but we have now rescheduled them – weather permitting – to October 15th and 17th. It cannot be raining or below 65 degrees. We're hopeful.

2. Window shopping for books and other no-contact initiatives

Our library window shopping doesn't have high turnover but we really do like doing it and we get compliments on it.

3. Status of OSHA rulings related to COVID

OSHA rulings are delayed and becoming more convoluted, and there are complaints about rules that will be difficult to enforce. Significant changes from the earlier versions are primarily about ambiguous language related to HVAC systems, and an exposure risk assessment that must be submitted to OSHA, but employers are not sure what it means. Whatever is decided, we'll have to do it, and put up posters about it.

4. Library Reopening update

Although the City has reopened its building, the Library Board continues to view the case numbers in Marion County as too high to safely reopen at this time. Some of the other libraries belonging to CCRLS have opened with restrictions from the State and from their city governments (all are city-run libraries). Most are still operating at the same level of services that they began in June.

Silver Falls School District will continue distance only education through the end of the first quarter on November 12, then re-evaluate based on county case numbers and the Governor's metrics for reopening schools.

Director Davis can understand wanting to be open to patrons, especially for browsing, and will do whatever the Board decides, but is watching numbers across the state daily, and last week Oregon saw its highest new infection rate since the beginning of the pandemic. The staff feels the same way, missing our patrons, but not sure if reopening at this time is safe or wise.

NEW BUSINESS

1. Discuss impact of wildfires on library operations and facility

The wildfires were a real challenge in several ways. Two members of the staff were at Level 3 evacuation and one staff member had to move twice after her first refuge spot, Molalla, was also upgraded to Level 3. Many staff members at Level 2 evacuated and several stayed. Director Davis checked on the library every day as did our custodian.

We had a signal for excessive smoke go out to our alarm provider but likely many people did and they never called to find out if our building was OK. Director Davis ordered an indoor air monitor right away and was able to get it by Friday the 11th. Our smoke had been worse in days prior but by the time the monitor was charged up on Saturday the 12th, the indoor air was still at an AQI of 247. The college was also using air monitoring and felt that the air outside needed to be at least below 150 in order for it to be safe enough to work. We were able to move up the date of our big HVAC maintenance by a week and in that process had our furnace filters upgraded from MERV 8 to MERV 13. The AQI in the building, several hours later was down to around 20. In days since then we've had pretty consistent AQI of under 10 throughout the building.

Director Davis and the staff would like to thank the Board for allowing us to stay safe and stay home or evacuate or otherwise deal with our needs during the fires. It was an incredibly stressful time for almost everyone. We did have a couple of complaints about not being open but the majority of people were really understanding and supportive.

In Lyons, part of the town burned and lots of library materials were probably lost in the fires, but we will not charge for items lost in fires.

2. HALO LED air filtration proposal from Loren's

Since the CARES Act will cover the cost of the equipment and installation, and there is no ongoing maintenance costs, and the equipment will be covered under warranty for 7 years, the Board consensus is to accept the proposal. Director Davis will research similar systems, but hasn't seen a significant price difference in the ones she has already reviewed.

3. Budget Resolution 2020-04 for \$803.69 for CARES act reimbursement

Motion: To approve Budget Appropriation Resolution 2020-04 in the matter of authorizing the expenditure of a Coronavirus Relief Fund payment of \$803.69 for reimbursable expenses made due to the pandemic between the dates of August 8 and September 11, with any missed eligible expenses dating back to March 1, 2020.

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

Vote: Unanimously in favor.

5. Discuss timeline and procedure for Library Policy Review

The discussion about a potential timeline and procedure for Policy Manual review included:

- Whether to move through the manual in order or choose older or more timely or problematic sections first;
- Changing any “legalese” to more easily understood language;
- Reviewing policies that may be inadvertently disenfranchising to any populations;
- Using ALA and OLA suggestions, and the policies of more recently established districts, paying attention to diversity, equity, and inclusion in our organization; and
- Keeping a clean line between policy and procedure.

Motion: To request staff bring to the Board a policy for consideration changing the current policy (put section here) to eliminate Paragraph 1, and language in Paragraph 2 up to “... The Director will immediately...” and renumber the paragraphs accordingly.

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

Further discussion resulted in withdrawal of the above motion and a request to put the motion in writing for the next Board Meeting.

Motion: To discuss the first 10 pages of Chapter 1 of the Policy Manual at the next Board Meeting.

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

Vote: Unanimously in favor.

LIBRARY DIRECTOR’S REPORT

Director Davis reported on the following:

Good things:

- Despite our pause with the fires, we are now back to normal operations and having a climb in circulation numbers.
- Although attendance was poor, Ron has done his first online writers group and improv group via Zoom. He is working on some more programs that can be adapted to Zoom interface. Spring’s book club is going well. She thought that no one would want to be at Zoom book club during the wildfires but she had her most well-attended book club on Zoom to date. Evidently, people needed something good - a connection and an escape.
- Youth services is at a full roar. They are starting so many new great things this month. We have Take and Make crafts that can be picked up curbside. A million page reading challenge for school aged youth and their parents will generate book prizes for the winning classrooms, and the new story time via Zoom, called The Itty Bitty Book Club will allow the Zooming Hummingbirds to pick up backpacks full of interactive manipulatives to use during story time. Our two interns are invaluable right now as these programs are new to us and take extra planning time. Story time takes place from our staff members’ homes so that they can address the participants without face masks on.
- The library has joined in with Strong Silverton for the rock hiding and finding challenge that starts this Friday. There are 50 rocks and we’re going to print 50 certificates. Every child that finds a rock will be able to redeem that certificate for a Scholastic book (State-Aid money) at the library’s prize window.
- There were NO detected leaks or stains during the recent downpour! The roof appears to be holding for now. It’s important to pause and acknowledge what goes well.

- CCRLS had a three day deadline to write a competitive CARES act grant and they received the \$166,000 they asked for. Part of the money will be spent to provide each member library with a number of T-Mobile wi-fi hotspots. These will be available for patrons to check out for an amount of time set by the individual loaning libraries.
- The local volunteer gleaners group has been dropping off produce for the library staff on occasion. We've gotten apples, corn, peaches, green beans and blueberries. We appreciate being thought of by this kind and generous group of people.

Challenges:

- We had some challenges with our QuickBooks server update. The new locally hosted server was installed on August 12th and it kept reverting back to that date and not storing any of the deposits, transfers or checks. Geoff thought that it was with QuickBooks. We didn't think so. It turns out that there was a CCRLS security setting on the computer that wasn't allowing the data to update. We believe that has now been fixed. Stacy had to input and re-input the data many times. But we think we're good and relieved to have a new server for our financials as the old one was past obsolescence.
- Our toilet that had to be repaired, had to be repaired in a different way. There are three parts to the flushing mechanism. During the flooding incident, we had one part replaced. Then we had to have a different part replaced. So, we thought we had a repair that was under warranty but it turns out it was a different part that malfunctioned.
- We're not sure what to do about curbside during inclement weather. One consideration is to rent scaffolding so that the area of our curbside pickup is covered from the library's entry way out to the street and down alongside the curb spots. I would like Board feedback on whether to investigate that idea with the city and get pricing. CARES ACT funding would reimburse the expense. We will investigate what other libraries are doing too.

Changes:

- None to report at this time.

Miscellaneous:

- Nothing to report at this time.

Vacation time taken since last report: 1.5 hours sick leave and 1 hour vacation

I will be out of the library part day Wednesday and all day Thursday and Friday. I'll be working remotely for a few hours on Friday as I have a PYM library directors meeting.

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

A shout out to Director Davis for her participation in Silverton Strong and other community groups, bringing the Library out of the dark and helping it to become a known and well-functioning part of the community - job well done!

AGENDA SUGGESTIONS FOR FUTURE MEETINGS

1. Policy Manual review 1st 10 pages

ADJOURNMENT

Motion: To adjourn the meeting at 7:01 p.m.

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

Vote: Unanimously in favor.

The next Library Board meeting is scheduled for Tuesday, October 27, 2020, at 5:30 p.m. in the library program room.

Approved: _____(date)

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