

Director's Report November 2023

Meetings and Visits

The management team plus others continues to meet twice a month for Building Updates.

I conducted all of the coordinators' annual performance evaluation. I am reviewing and signing all other staff members as they are completed by their appropriate supervisors.

The majority of staff at the Pankratz building will be on vacation Christmas week. I will be on-site covering the building over that week.

I attended the final Technology, ILS, Delivery Committees meetings for 2023.

Building Update

The switch from temporary power to the permanent power infrastructure occurred 12/5-12/6 at the Pankratz building. This required power to be shut down for about 36 hours. Administrative staff worked remotely for the 2 days. This was the last large building event before being able to finish the project. All went well.

A fourth change order was issued to install a venting system to cool the audiovisual closet located in the front foyer in order to keep the expensive equipment cool in the summer. It also included a cost to replace the interior valves for the existing building's hose bibs. When we went to winterize the outside water spigots, we discovered they would not fully shut off. We asked the plumber on-site to do it for us since it would not involve a travel charge.

Keller and SCLS did a punch list walk through on 12/15 to start closing out the work in the new addition. The dock plates and mechanical lift need to be installed. Fearing's and the security company are still finalizing equipment. These are the responsibility of SCLS.

Final inspections are occurring this week and next. Staff has been receiving training from vendors on the new utilities and equipment. The construction trailer was removed from the site. The light at the end of the tunnel can be seen.

Personnel

On November 20, 2023, I sent the following email to Gary Poulson, Mary Nelson, and Joan Honl as the board president and the chairs of the Personnel and Budget & Finance Committees.

We have a situation at SCLS that needs immediate attention. Since last Friday we have lost 4 delivery drivers through resignations and injury. We need to fill these positions as soon as possible.

At the 8/15/2023 SCLS Personnel and Budget & Finance Committees meeting, it was voted "to approve the 2024 wage grid and system director's salary with a 2% increase and, if money is available, to activate the increase to Delivery on October 1, 2023."

At the 9/28/2023 SCLS Board of Trustees meeting, "on behalf of the Budget/Finance/Personnel committee, M. Nelson moved approval of the 2024 Organizational Chart, 2024 Wage Grid, 2024 System Director Salary, and the 2024 Budget & Notes. N. Foth Seconded."

We would like to implement the new 2024 Delivery wage increase now, but Kerrie and I noticed that the delivery increase reference was not recorded in the 9/28/2023 minutes. We don't know if this is a simple oversight since it was coming from the committees' recommendation, but do not want to assume approval of the increase without checking with the involved chairs. We can afford the increase for the rest of the year. We did not think we could afford it in October and delayed implementation. Corey Baumann, Delivery Services Coordinator, feels that we are at a breaking point and will not get any applicants without an immediate raise in the advertised wage.

How would you like to proceed? Do we need a special board meeting or was the intent clear to proceed forward with the Delivery increase now? Thank you.

<https://www.scls.info/sites/www.scls.info/files/board-trustees/9-28-2023-board-minutes.htm>

<https://www.scls.info/sites/www.scls.info/files/budget-finance-committee/personnel-finance-budget-8-15-2023-minutes.htm>

The 3 trustees agreed that the increase should be implemented as there was evident need and necessary funding and that they would report this action and explain the circumstances at the next SCLS Board of Trustees meeting. The increase for the delivery personnel went into effect on 11/12/2023.

Foundation

The next Foundation meeting will be 1/25/2024 at 1:30.

Good News

The Oregon Public Library is moving into their new building and will have a ribbon cutting and grand opening party January 4, 2024 from 4:00-7:00.

SCLS has a tentative date of February 22, 2024 at 2:00 for its ribbon cutting.

I hope everyone has a peaceful and enjoyable new year.

Respectfully submitted by,

Martha Van Pelt

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