



# Baker County Library District Library Board Minutes

August 10, 2009

<b>Call To Order</b>	<p><b>Gary Dielman, President, called the meeting to order at 7:12 pm.</b> The meeting was held in the community meeting room of the Baker branch library.</p> <p><b>Present were:</b> Gary Dielman, Della Steele, Nellie Forrester, Betty Palmer, and Kyra Rohner, Directors; Perry Stokes, Library Director; Christine Hawes, Business Manager.</p>
<b>Agenda</b>	<p>Dielman asked for changes to the agenda. Stokes added Public Agency Transparency under Administrative Reports.</p>
<b>Minutes Approval</b>	<p>The Directors reviewed the minutes. There were no changes to the minutes.</p> <p><b>Nellie moved to approve the agenda as amended and the July 13, 2009 minutes as presented; Betty seconded; passed unanimously.</b></p>
<b>Public Comments</b>	<p>Dielman acknowledged that no members of the public were present. Stokes read a letter from Joan Jacobs, Director of the Baker Heritage Museum, who thanked the library for recent donations of local history artifacts including a bank deposit bag and first aid supplies from an old Baker drug store. Baker branch staff member Carmen Wickam had found the items while cleaning out storage cabinets.</p>
<b>Old Business</b> <b>New Business</b>	<p>As there was no old or new business to address, Dielman moved on to Administrative Reports.</p>
<b>Administrative Reports</b>	<p>Stokes presented administrative reports:</p> <p><b>Press &amp; Programs Review</b> – Articles in the past month covered the book sale and programs. The Fire Museum program had extremely poor attendance, unfortunately, with only a single participant. The Sagebrush Story about a woman’s trek across the West by Mule drew eight persons in Baker. The same program was also presented in Huntington during Pioneer Days and brought in 12, which Stokes said was a tremendous turnout for that location. An Oregon Chautauqua was well received at both Halfway (attendance of 28) and Sumpter (attendance of 16). The Bookmobile was entered by Stokes in the Miners’ Jubilee parade and won a Runner-Up ribbon in the Emergency Vehicle category. Bookmobile driver, Bill Albright, navigated the vehicle through parade route while Stokes, his wife Lara, and Diana Pearson walked alongside and passed out Library Fine Coupons, bookmarks, and candy. The fines coupons were particularly well-received, he said, and may be a great marketing tool. Over \$500 worth were distributed, but very few have been returned to date. A new approach with the Library Corner was tried this past month. Rather than an essay, Stokes submitted more of an</p>

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advertisement with several graphics to highlight various Library services. Stokes also said Lisa Britton from the Baker City Herald is scheduled to visit this week for a story about “what’s new at the Library. “

Dielman inquired about the reasoning behind a Library presence on Facebook. Stokes explained that the popularity of this Internet resource, and other “Web 2.0” social networking utilities such as Twitter, has exploded in recent years. Tech-savvy businesses and organizations are utilizing such tools to help market themselves. With this in mind, Stokes has set up a page for each of the branches. Facebook allows users a more interactive experience with the website, primarily allowing dialog and discussion with the public. Users can submit comments at any time or in response to news stories posted by the library. There is also space for a photo and video gallery to which the library can share media. Facebook users can submit their own library-related content there, as well. All content is able to be monitored and removed, if necessary, by the library’s administrator of the site. Other local businesses, including the Eltrym Theatre and Mad Matilda’s, appear to be getting good responses to their sites with over a hundred “fans”. By subscribing to a page as a “fan”, one automatically receives notices when new content is added to the Facebook page. Thus far, the library sites have gotten little attention but Stokes is confident the “fan base” will grow. He aims to train branch staff to contribute to their own pages this fall.

**Miners Jubilee Book Sale** – Stokes reported the Friends made \$2,700 on the book sale, which may be a record high. In contrast, last year’s sale grossed about \$2,100. A significant change this year was that the sale was extended for nearly a full week after Miners Jubilee weekend, netting about another \$200. Library staff received several comments of appreciation from locals who usually miss the sale due to an aversion to the Miners’ Jubilee crowds. Approximately \$200 in expenses was also saved by using the PRCF crew to both prep the room and pack up the books afterward. In past years, the Friends have struggled to find a local youth group willing to do the work. None of the past youth groups came forward for the job this year. Combined with donations from local service organizations last year, the book sale funds should be enough to cover the matching funds needed to secure Year 2 of funding from the Gates Foundation’s Opportunity Online Hardware grant. Stokes said the Friends also plans to have a Winter Book Sale again this December.

**Huntington Sign Update**– Stokes recapped that the news from the last board meeting that the new Huntington sign had been torn down within days after being posted. It turns out the sign was found lying in the park by Huntington City staff and kept secure. While the panel was previously just affixed as an overlay to the old sign with an adhesive, it is now securely attached with screws.

**SMART Update**– This literacy program was in danger of being shut down but will survive for at least one more year thanks to being rescued by funding from the 5J School District. Long-term sustainability of the program, however, is still in question.



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**Live Homework Help**— Due to poor usage last year, this grant-funded service was also at risk of loss but has been renewed for another year, as well. Stokes intends to make extra efforts to market the service so it catches on. Betty Palmer said she demonstrated the service to parents in Haines last year. She agreed it is a great program, providing help in all core study areas. Stokes said the service has added support for adults needing GED and community college level help, Spanish speakers, immigrants studying for the US citizenship test, and anyone needing resume-building assistance, in addition to the fundamental K-12 help. Since the Chalkboard Project could not fully fund the grant for year 2, LEO members are contributing funds. The District has committed \$750 for the service and another \$750 for advertising to get the word out. Stokes believes the key to sustainability is getting the word to parents.

**GVRL Expansion** – The District's Gale Virtual Reference Library (GVRL) service began last year with 10 E-books. With the District's investment of over \$4,000 this year, the collection now has grown to about five times that size. Purchasing was focused on perceived local need and interest, including resources for K-12 students, outdoor recreation enthusiasts (fishing & camping), and small businesses. Though hosted by the vendor, Gale, these E-Books are the District's property, Stokes emphasized. Should the contract with Gale be terminated, the District would retain copies of the E-Books, just like it does with print reference works. Stokes explained that many folks' first research strategy these days is to use electronic resources, particularly Google. In order to remain relevant, the library must have a robust set of online resources available, aggressively market the collection and train students, teachers, and parents about the enhanced quality and authenticity they provide. Besides appealing to these new research strategies, Stokes added, the GVRL provides enhanced accessibility and security for the District's reference collection. These resources can be accessed via the library website not only from the branches, but by patrons directly from home or anywhere they have an Internet connection. Since the works are digital, there is no risk of loss due to theft.

**Public Computing Upgrade**— All PCs in the adult room and several staff computers have been upgraded this past year thanks to 30 new computers purchased with the Gates Opportunity Online Hardware Grant. New PCs are scheduled to be added to the Richland and Halfway branches in the next few months.

**Hedges Trimmed per City Notice** – The District received a notice from the City of Baker City Planning Department that it had a visibility and safety issue due to overgrown hedges at the corner of Resort and Madison Streets. To comply with the city ordinance, Stokes had the PRCF crew trim the hedges to 18 inches. The trim does expose the air conditioner unit somewhat to the street view and the hedges currently look abused but Stokes expects new growth to fill them in.

**Bookmobile Breakdown** – The Bookmobile suffered an overheating-related breakdown on the north end of town. A cracked coolant hose sprayed the interior of the cab. Fortunately, however, no staff or books

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were damaged. Staff was able to use the onboard cell phone to call for help. The towing, repair and cleaning cost amounted to \$646.

**Roof Leak** – More roof leaks were discovered last week during the heavy rains. Williams Roofing will be coming to seal the ductwork on the roof. Due to the expansion & contraction of the metal roof materials, such sealing should be necessary every few years.

**Concrete Repair Bids Requested**– Several patrons have pointed out unsafe areas of sidewalks on the Baker library premises. The curb from the Adler pathway to the staff parking lot has about an 8 inch drop. The ADA sidewalk ramp in the front entry has also settled into the earth & created out about a 1” drop. Stokes has requested a bid from local contractor, Dan McQuisten, a specialist in concrete work, for repair costs of these two areas.

**Oregon Book Awards Tour**—The library has again partnered with Betty’s Books, Crossroads Art Center and the Writers Guild of Eastern Oregon to bring the Oregon Book Awards Tour to Baker this year. The event will feature 3 acclaimed Oregon authors and take place at Crossroads this Friday, August 14. Stokes encouraged board members to attend.

**Adler Grant Plan** – Stokes reviewed prospective ideas for a 2010 Adler grant request. New microfilm readers are a prime candidate this year. The District currently has one obsolete unit and another which is faulty and requires costly repair and maintenance since the nearest technician must travel from Boise. The next generation of microfilm readers, he said, utilizes digital technology and is much more efficient, user-friendly and effective. The software is able to digitally enhance images and allows for digital copies to be downloaded or emailed to the user. New units are about the same cost of a new mechanical reader at \$8,000. With less mechanical parts, Stokes says less wear and repair is expected. Another idea is for external book drops for a few branches. These items range from \$3,000 -- \$5,000.

**Red Box Letter of Inquiry**– After reading a library news item about a Redbox unit in a New Jersey public library, Stokes sent out a letter of inquiry to the Redbox parent company about the possibility of placing a unit at the Baker library. Redbox units are a sort of DVD vending machine which rent movies at a very low cost (\$1 per disc). Currently, the Albertson’s grocery store and convenience store in Baker have Redbox units & Stokes says he as often seen lines at them. Safeway has a similar unit from another vendor. Stokes proposed that a Redbox-type unit would not replace our collection or services, but would supplement them by providing more current materials than we are able to afford. Stokes speculated that the unit could draw in new patrons to the library and increase visibility and use of our materials; The Books budget could also be supplemented by the library’s portion of the rental revenue. He emphasized that the idea is just in an exploratory stage at this point and that he would bring additional information to the board should he get any interest from Redbox.

**Public Agency Transparency** – Upon reviewing literature about best practices to comply with “Sunshine Laws”, Stokes has begun posting



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	<p>more administrative library documents on the District's website. Thus far, he has begun to make Board meeting minutes, agenda, budget documents, and resolutions available.</p>
<b>Business: New Bank Signature Cards</b>	<p>Christine passed around new signature cards for both of the District's checking accounts for the Directors to sign. In order to remove Nancy Johnson and add new member Kyra Rohner, the bank requires all board members to sign new cards. The signature cards will be faxed to the bank tomorrow.</p>
<b>Business and Financial Report</b>	<p>Christine distributed the financial reports and checks for signatures to the Directors. Christine reported that general fund borrowed \$5,500 from memorial to pay the bills. We will begin using the TAN at the end of August for the September 1 payroll. We received a small tax turnover of \$3,845 this month. Other revenue items noted included the first contract payment of \$924 from the Oregon Trial Library and a LEO reimbursement of \$238.50 for a June event. Expense lines of note included the Tech Services Manager's contract travel expense line, which is overspent due to a reimbursement for June paid in July. The FY08-09 Lakeview contract has been completed. The Haines Summer Reading line has a negative amount as the \$250 donated funds were posted to this line for Melissa to see. Debt Service had the funds to make the July debt payment.</p> <p>Checks were signed and bills were approved.</p>
<b>Next Meeting</b>	<p>The next monthly Board Meeting will be Monday, September 14 at 7:00pm.</p>
<b>Adjourn</b>	<p>The meeting was adjourned at 8:18pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/CH</p>