



**Baker County Library District
Minutes
January 11, 2010**

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| Call To Order | <p>Betty Palmer, Vice-President called the meeting to order at 7:12 pm. The meeting was held in the large meeting room.</p> <p>Present were: Betty Palmer, Nellie Forrester, Kyra Rohner, and Gary Dielman who arrived a few minutes after call to order. Directors; Perry Stokes, Library Director; and Christine Hawes, Business Manager. Della Steele was absent. Guest: Kent Bailey arrived at 8:47pm.</p> |
| Agenda Approved | <p>Palmer asked for agenda changes. Stokes added items to the Administrative Reports: US Census Partnership, Workers Comp Claim, Book Drops, and Richland Frozen Pipes. Forrester moved to approve agenda as amended; Rohner seconded; passed unanimously.</p> <p>Palmer passed the meeting to Dielman.</p> |
| Minutes Approved | <p>Dielman asked for any changes to the minutes. Directors each reviewed the minutes. No changes were given. Palmer moved to approve the minutes from the December 14, 2009 board meeting as presented; Rohner seconded; passed unanimously.</p> |
| Public Comments | <p>Dielman stated for the record that there were no members of the public present for comments. Stokes had no written comments to share.</p> |
| FY 2008-09 Audit Report | <p>The audit delivery was tabled until later in the meeting when Mr. Bailey arrived. Due to a miscommunication he was delayed.</p> |
| Personnel Policy Revision | <p>The Board packets included the revised Appendix I – Definition of Qualifications as Bookmobile Driver along with information for School Bus driver certification and Oregon CDL requirements. The group discussed the qualifications. The primary concerns were the list of physical conditions taken from the Oregon State Department of Education. Some board members suggested inclusion of the complete list rather than only diabetes; and 1-year versus 2-year certification requirements. The Board also agreed a legal review was needed. Stokes will make the final changes, give the policy to those staff this will affect and forward the policy to SDAO for legal review.</p> |
| Mid-Year Budget Line Increases | <p>Stokes stated that Resolution R-5 will be tabled until the next meeting. He will be projecting revenues and mid-year budget adjustments over the next month. Resolution R-6 presented in the packets adds the funds required by the Gates Grant challenge program. The Library District needs \$3,900 to meet the requirement; \$4,000 are to be received from the Friends from the Minor Jubilee and Winter Book Sales funds. The funds are added to the computer maintenance line. Palmer moved to approve Resolution 2009/10 R-6 appropriating unanticipated funds from the Baker County Friends of the Library into the General Fund Computer Maintenance lines as stated; Forrester seconded; passed unanimously.</p> |
| Best Small Library Award | <p>Dielman offered congratulations to ourselves. Baker County Library District received a Finalist prize for Library Journal's Best Small Library Award 2010. Since there is one grand prize winner and two finalists, BCLD essentially tied for</p> |


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| | <p>second/third place. The awards will be announced in the February issue of Library Journal. The Gates Foundation sponsors the award and provides the winner a \$15,000 cash prize. Stokes spoke with Gates representatives last week. BCLD's prize package includes two paid annual memberships to the American Library Association and two paid conference fees plus \$4,000 in travel funds to the PLA conference in late March to be held in Portland.</p> |
| Administrative Reports | <p>Stokes gave the following administrative reports;</p> <p>Press & Programs Review – Dielman was featured in the Oregon field guide with the story of the limber pine. The Hells Canyon Journal had an article on the Pine Eagle School District. The Halley family has contacted the board expressing an interest in re-purchasing a portion of the property where the Richland school is located that their family originally donated with the provision that if the property ceased to be a school their heirs have the first right to re-purchase the property. It remains to be seen how this will affect the outcome. A letter to the editor was published in the Record Courier in late December from a person upset the library would have someone arrested for not returning children's books. Stokes' letter of response was published in early January and stipulated that the library's practice is to send out four notices in an 8 week period following the due date. Arrest warrants are the library's last available option to locate borrowers and recover materials. If a patron contacts the Library in any way, Stokes or other library staff is generally able to work with them to create a payment agreement for replacement of lost items. Library property is actually owned by the taxpayers and he feels a sense of duty to protect that community investment.</p> <p>LEO Anthology – Controversy has recently erupted around a book titled "A Sense of Place: an anthology of Eastern Oregon Writers", published by LEO as part of a federal grant. Stokes has had complaints from local writers who had contributed to the book that their pieces were published in an edited form that they did not authorize. He is seeking to work with the LEO director and board to productively resolve the situation with the writers. Directors asked if the cover image was of a tree snag in a field on the way to Anthony Lakes. Stokes clarified that it is actually a painting from Fossil artist, Dan Robinson.</p> <p>Custodial Contract – The Brunner's are semi-retiring. They are keeping a couple of their contracts but have decided to drop the Library. They have recommended a couple to fill as interim custodians until the District is able to go through the public contracting procedures.</p> <p>Restroom Mischief – The custodial crew has reported that on three occasions, one of the library bathrooms was found with a fecal mess all over bathroom stalls and toilet. Stokes is working with the staff and security system to determine a suspect.</p> <p>US Census Partnership – The US Census will be using a study room in the library for 20 hours a week beginning in March for approximately 8-10 weeks to help people fill out census forms.</p> <p>Workers Comp Claim – Haines branch staff tripped and fell at the Haines</p> |

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| | <p>Library a couple months ago. Stokes told her at that time to immediately file an incident report in case her injury proved to be significant. She has since had continued soreness, but hasn't been able to find a doctor who will treat her under workman's comp. Palmer recommended she first go to her regular physician and let them start the process.</p> <p>Book Drops – Stokes and staff member Carmen Wickam found a book drop model on clearance sale for \$1,000/unit (originally \$2,700 each), so they ordered three. Stokes hasn't ordered the digital microfilm reader yet, but none of the Leo Adler grant funds should be necessary. The book drops can be paid for from the anticipated E-Rate funds and unexpended grant funds for the Sumpter library. The units will be installed at the Haines, Richland, and Sumpter branches. Forrester commented that Baker's drive-up book drop is hard to reach. The group discussed possible improvements.</p> <p>Richland Frozen Pipes – Pipes froze December 7 in the Richland building. Fortunately, there was no damage or cracked pipes. Pine Eagle School District facilities manager re-set the thermostat in effort to prevent this again. He will have them keep faucets dripping.</p> <p>In other news - The Winter Book Sale grossed \$850 (70% increase from last year's \$500).</p> |
| <p>Delivery of FY 2008-09 Audit Report</p> | <p>Kent Bailey arrived at 8:47 pm to deliver the Fiscal Year Ended June 30, 2009 Audit Report to the Board of Directors. He began by stating he appreciates doing the audit and working with Mr. Stokes and Ms. Hawes. He read through the entire audit report on pages 2 and 3 that stated it is the responsibility of the auditor to express an opinion on the audit; the report states they received sufficient data to express that the financial statements are fairly stated.</p> <p>The Management's Discussion and Analysis on page 4 states the increase in total assets is due to an increase in current assets. Cash is increasing as the District has increases of the contingency fund. He confirmed that the District is meeting its contingency fund goals. The General Fund balance has more than doubled during the year.</p> <p>The government-wide financial statement on page 10 is on the full accrual basis. This is comparable to a business accrual statement. Most of the increase in assets is due to the increase in cash. The decrease in capital assets is due to depreciation. The increase in the current liabilities is due to the severance package payable to the retiring staff member. The total liabilities only increased by \$4,700.</p> <p>The statement of activities on page 11 shows operating revenues increased by \$35,000. In comparison, the current year showed a net gain of \$9,299 whereas the prior year showed a net loss of (\$3,195).</p> <p>On page 12, Bailey reviewed the fund balances of each fund on the modified accrual basis as compared with the prior year; and on page 14, he highlighted that the income statement is also on governmental modified accrual basis. The net change in fund balances increased by \$55,255; the General Fund balance</p> |

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| | <p>increased \$24,222 and the Special Uses Fund increased \$33,189. He anticipates interest will decrease again in the coming year.</p> <p>Bailey spotlighted several items in the financial statement notes starting at page 22, reviewing the summary of what happened with the District's assets. The value of assets is based upon open market sales price rather than replacement or original purchase cost. The total increase in assets was \$16,569 while depreciation was (\$94,173) for a net decrease of (\$80,024). The districts long term debt on page 23 shows the debt will be paid off in two years. In other supplemental information, page 32 the schedule of property taxes shows a 96.10% collection rate compared to the prior year rate of 96.05%; he expected the rate to decrease rather than increase.</p> <p>In the Audit Comments, on page 35 he states, "the records were found to be adequate for audit". Under budgeting, personal services was over budget by \$22,103 on the modified accrual basis but was under budget by \$1,331 on the cash basis. There were no material weaknesses found to address; he will deliver the Management Letter later in the week. He told the Board that the Library continues to operate very efficiently and has the public support for the tremendous services provided. Stokes asked if he could provide a supportive quote for use in the upcoming levy campaign. Kent replied he would be happy to do so.</p> |
| Business and Financial Report | <p>Hawes passed out the current financial statements and packets of checks for signatures. The District received \$13,977 in tax revenues. The big news is the USAC E-Rate funding has finally been approved for the two prior fiscal years 2007-08 and 2008-09 as well as the current year 2009-2010! Reimbursement requests can be filed shortly after filing the next form confirming receipt of services. In other news, District W2's will be out by the end of the week; Building maintenance includes a few large items this time: Arros Electric \$1,408 to repair outdoor lighting and other minor maintenance, the annual contract of \$4250 and the annual alarm contract of \$600 were paid. The annual liability insurance usually \$11,000 will arrive anytime.</p> <p>Checks were signed and approved.</p> |
| Next Meeting | <p>The next Board meeting is scheduled for February 8, 2010 at 7:00pm.</p> |
| Adjourn | <p>The meeting was adjourned at 8:45pm.</p> <p>Respectfully submitted,  Perry Stokes Secretary to the Board</p> <p>PS/ch</p> |