

Baker County Library District
Library Board of Directors
Regular Meeting Minutes
February 11, 2025

Call to Order

The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.

Attending in person were Beth **Bigelow**, Director; Perry **Stokes**, Library Director; and Christine **Hawes**, Business Manager. One director, Ashley **McClay**, attended online via Zoom. No guests or members of the public were present.

At 12:03 p.m., Stokes noted that without a quorum, business items would be skipped.

Roll Call

A roll call confirmed that two of the five directors were present, meaning a quorum was not met.

Consent Agenda

The meeting agenda was followed as presented. No action was taken on consent agenda items. The approval of minutes was tabled to the next meeting.

Conflicts of Interest

No conflicts or potential conflicts of interest were declared.

Public Comment

No public members were present to provide comment.

Old Business

None.

New Business

Policy Revision – Animals in the Library

Tabled to the March meeting.

Stokes invited comments on the topic. A discussion followed regarding service animals and the restrictions on other animals in the library.

Policy Revision – Personnel Policy Sections 8.9 and 12.14

Tabled to the March meeting.

Reports

Director's Report

Stokes noted that attendees had reviewed the administrative reports and provided highlights with two additions:

- The bookmobile was stranded in Unity due to fuel gelling. Ed will check on fuel treatment options.
- Stokes lost his library key bundle while walking in the snow. The keys did not have identifying tags.

Stokes also discussed a large stockpile of steel shelving acquired by former director Aletha Bonebrake over 20 years ago. The library plans to retain a small portion while recycling the remainder. Ed is organizing an inmate labor program to assist with its removal from the Haines Library basement.

Stokes asked if there were any concerns about his participation in the InterFaith Earth Summit on March 16 at the Nazarene Church. The event focuses on disaster preparedness, energy efficiency, and climate change. He was invited to represent the library. Beth and Ashley expressed support for his involvement. Beth inquired whether the Sheriff's Department had been invited. Ashley had not seen an invitation but believed the Baker County Emergency Management team would likely be included. A brief discussion followed.

Finance Report

Hawes reviewed the financial report, which was included in each board packet. Stokes displayed the report on-screen for reference. Key points included:

- The General Fund had not received tax turnovers in February. However, the library received \$8,812 from the Oregon State Library for the annual Ready-to-Read grant. The investment pool earned \$4,846.35 in interest in January. Anticipated ETO rebates of \$1,200 and \$330 were received.
- **Personnel Services:** Wages were on target at 64% of the budget spent.
- **Materials & Services:** Notable expenses included:
 - \$4,974.67 to Ingram for the monthly book order.
 - \$116.42 to The Globe Publishing for reference books (formerly Rowan & Littlefield, previously Bernan).
 - \$800.53 to ARROS Electric for replacing heat tape on the roof.
 - \$118.44 to Wells Fargo Financial for the new copier contract.
 - \$160.05 to CMGEO Oregon (formerly EO Media) for monthly marketing ads.
 - \$110 to Gaslin Accounting for filing required Federal 1099 electronic copies.
 - Heating expenses: \$1,653.17 paid to Cascade Natural Gas for the Baker Library (online payment) and \$470.34 to Ed Staub for Haines Library heating fuel.

- **Internet Costs:** The Baker Library's internet budget exceeded projections due to a change in E-Rate reimbursement procedures. The library now pays the full vendor cost and seeks reimbursement rather than having vendors apply the E-Rate discount upfront. Inland Development's service costs \$610 per month, with an 80% E-Rate reimbursement (\$488), resulting in a net monthly cost of \$122. The budget also included overlap payments to LinkOregon.
- **Other Funds:**
 - Amazon book sales generated \$414 in January.
 - A \$75 donation was received.
 - The investment pool earned \$901.56 in interest, distributed across departments.
 - No checks were issued; one online payment of \$106.45 was made to Visa for book shipping expenses.
- **Capital Investment Fund:** No activity reported.
- **Sage Fund:**
 - One membership payment of \$600 was received.
 - Four checks totaling \$1,362 were issued for small courier services, with one more invoice pending for January.
 - A \$967.38 check was written to OCLC for the annual EZProxy subscription renewal.

Check packets were distributed for signature. The attending board members initialed the Approved Bills Reports and signed checks.

Hawes reported that W-2 forms were issued on January 24 and distributed to employees either in person or by mail. Required federal and state filings were completed on time. Due to technical constraints, Gaslin Accounting was engaged to electronically file the Federal 1099 forms. Moving forward, the district will have its auditor's office handle this task for cost savings.

Hawes also updated personnel-related policies, including revisions to the Regence vision coverage through VSP. She provided a brief personal experience to illustrate the change. A discussion followed regarding the vision insurance update and personnel policy changes.

Next Meeting

The next regular board meeting is scheduled for March 11, 2025, at noon. Planned topics include the review and approval of two policy revisions tabled at this meeting.

Adjournment

With no further discussion, the meeting adjourned at 12:37 p.m.

Respectfully submitted,

Perry Stokes
Secretary to the Board

PS/ch