

Baker County Library District

Board of Directors

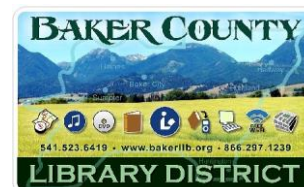
Regular Meeting Agenda

Monday, Mar 14, 2016, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

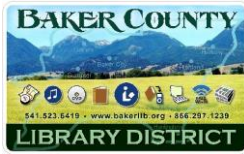


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|-------|-------------------------------------------------------------------|-----------------------------|
| I. | Call to order | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |
| V. | Open forum for general public, comments & communications | Dielman |
| VI. | Previous business | |
| i. | None | |
| VII. | Annual / Recurring business | |
| i. | Insurance coverage report | Guest presenter: Kevin Bell |
| ii. | Ballot Language on Renewal of Local Option Levy (ACTION) | Stokes |
| iii. | 2016-17 Budget - schedule (ACTION) | Stokes |
| VIII. | New business | |
| i. | Oregon ethics law training | Stokes |
| IX. | Administrative reports | |
| i. | Director's Reports | Stokes |
| ii. | Business and Financial Report | Hawes |
| X. | Agenda items for next regular meeting: Apr 11 2016 | Dielman |
| XI. | Adjournment | Dielman |

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

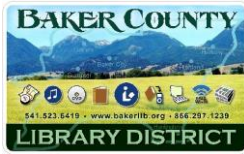
ORS 192.660 (2) (d) Labor Negotiations
ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property
ORS 192.660 (2) (a, b, i) Personnel



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Call To Order	Gary Dielman, President called the meeting to order at 6:04pm. The meeting was held in the Riverside Meeting Room of Baker County Public Library. All five Directors were present including: Gary Dielman , Della Steele , Kyra Rohner-Ingram , Betty Palmer and Nellie Forrester . Others present were Perry Stokes (Library Director), Christine Hawes (Business Manager), Carmen Wickam (Library Manager), Melissa Shafer (Youth Services Specialist) and Lindy Cloyd (retired Library employee).
Agenda Approved	Dielman asked for additions or changes to the agenda. Stokes asked to strike the Personnel Policy revision from the agenda. He will present that at a future meeting. No other changes were given.
Conflicts of interest	Dielman asked if there were any potential conflicts of interest to be declared. There were none.
Minutes Approved	Dielman called for approval of the minutes stating that we are approving minutes for the past two months. Forrester made a motion to approve the agenda as amended and the Regular Meeting Minutes for both December 14, 2015 and January 11, 2016 as presented; Rohner-Ingram seconded; motion passed unanimously.
Public Comment	<p>Dielman noted that guests present included two library employees, Melissa Shafer and Carmen Wickam and a member of public, Lindy Cloyd, who is a former employee.</p> <p>Dielman said Shafer had requested time at this meeting to address the library board. He advised Shafer that for discussion of Personnel issues, an Executive Session may be necessary unless she elects to waive Executive Session and requests an open meeting. Rohner-Ingram added that without going into Executive Session the meeting is open to the public and minutes will also be made public.</p> <p>Shafer stated that she felt she was no longer an employee so would make her statement in the regular meeting. Dielman said that to his knowledge she was still a library employee, which Stokes confirmed.</p> <p>After a short discussion, Shafer elected to wave Executive Session and to provide her statement in open general session during the comment period. Shafer said that she was not present to dispute matters, but wished make a statement. Lindy Cloyd said that she would not be speaking, but was present to support Shafer. Dielman asked when Shafer</p>



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began work for the library to which Shafer replied she and Cloyd both started in 2000. Dielman asked Shafer to proceed with her comments.

Shafer described her dissatisfaction with working conditions, coworkers and the Library Director. She provided a few interpersonal conflict and management examples in recent years which offended her and contributed to her increasing unhappiness with the library workplace and a desire to escape her library work at any opportunity. By Friday each week, she feels exhausted. She had requested a shortened work schedule on Fridays, she said, but that was denied by Stokes. As supporting evidence she pointed to Cloyd's presence and provided a written statement from another former library employee in which other complaints were made against various library employees and the Director. Shafer concluded by stating that while it saddened her deeply, she would now "need to go do something else" for health reasons.

Cloyd added that she retired before age 65 due to similar dissatisfaction with working conditions, coworkers and the Library Director.

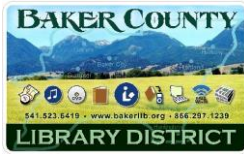
Shafer stated that was all she had to say and prepared to leave. Dielman told Shafer that he appreciated her coming to the meeting and letting the board know her feelings. The feedback is appreciated as pertinent to the operation of the library.

Stokes asked Shafer to report to work as scheduled in the morning or submit a formal resignation. Shafer chose to sign a resignation form offered by Stokes.

Dielman thanked Shafer and Cloyd as they left the meeting.

Dielman asked the group if Executive Session was necessary given Shafer's statement. Stokes said that he wanted an opportunity to respond to Shafer's complaints for which Executive Session would be necessary. Stokes requested that Wickam be present in Executive Session as part of the management team.

At 6:28pm Executive Session was declared pursuant to ORS 192.660(2)(b) "To consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent, if the individual does not request an open meeting" ; the Executive Session closed at 7:26pm.



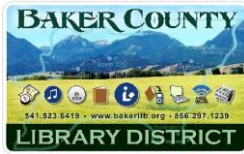
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	<p>Dielman thanked Carmen Wickam for attending, inviting her to stay for the rest of the meeting but adding she was certainly welcome to leave. Wickam thanked him, saying she was ready to go home and left the meeting.</p>
<p>Annual/ Recurring Business: Levy</p>	<p>Stokes told the board that the Local Option levy will be on the May 17, 2016 ballot for renewal. The district will be seeking to renew the same rate so there are no surprises. The Resolution will mostly replicate the 2011 documents with updates to dates and dollar amounts. Steele asked how many voters are required to approve the ballot measure. Stokes replied a simple majority. The resolution was read aloud. Palmer moved to adopt Resolution 2015-16.007 Calling an Election to Authorize Local Option Tax of \$0.249/\$1000 TAV for District Operations for five years beginning July 1, 2017; Forrester seconded; the motion passed unanimously.</p>
<p>New Business: Proposed Minimum Wage Increase</p>	<p>Dielman moved on to the next agenda item, the proposed statewide minimum wage increase for Oregon. Palmer said the bill made it out of committee today so it could happen. Stokes said he and Hawes put together a calculation of the cost to the District should it pass. At an increase to \$12.50 would cost the District another \$4,251 annually; at \$13.50 another \$6,358 annually. If the district were to proportionately increase all staff by a rate equivalent to the minimum wage increase, then the District cost is approximately \$100,000, which is unworkable.</p> <p>Palmer said that at a conference she recently attended one idea proposed was to hold back those who received the pay increase due to minimum wage so they don't increase as quickly; bumping up the others over time. In this way it doesn't affect those already above minimum wages and the agency doesn't have to re-calibrate the entire wage scale. All agreed that was a good strategy.</p>
<p>Administrative Reports</p>	<p>Stokes gave administrative reports starting with updating of the Library's job applications. In compliance with new state regulations, he has removed the question of criminal history from print forms and digital files available online. Effective January 1 2016, agencies are prohibited from asking that at the application stage except in certain circumstances, although it can be asked in advanced stages of the applicant review process. He has no new information from SDAO on the insurance claim that was submitted requesting \$10,000 for the alleged visitor injury. Kevin at Clarke & Clarke Insurance reported that SDAO insurance has done very well in regards to low claims and investment return. He</p>



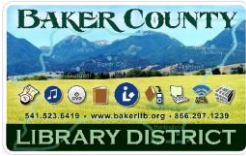
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	<p>anticipates that there should be very little increase for the upcoming health insurance renewal. Stokes had Special Districts counsel review a waiver document Hawes had prepared for the one library employee who wished to “opt out” of the new sick leave accrual. Counsel advised that the statute does not appear to permit opting out of accrual. While the benefit is mandatory for the employer to provide, the employee does not have to claim it. This still leaves the question of how to handle the district’s practice of paying out half of unused sick leave. That payout is not required by statute so the district could craft its own policy in that regard. There have been several donations in memory of Joanne Brown, a prior library employee. The donations will be applied toward purchase of a specific reference book in her area of interest. Stokes was pleased to have BCLD’s growing gadget collection featured in an online article by US News & World Report as part of an article about the trend of innovative library loans.</p>
<p>Business Manager’s Report</p>	<p>Hawes passed out check packets. On the financial report, General Fund received tax turnovers of \$6,771.45. USAC E-Rate program has been billed for \$2,393.52; one refund from BendTel has already been received. While Hawes usually features review of large and unusual items for the board, this month she is doing something different with a look at a something “typical”. Miscellaneous Revenues on the financial report of \$831.04, includes an OTEC rebate of \$465.50, payments from Swire Coca-Cola \$96.60 for vending machine commissions, Better World Books \$84.39 proceeds from surplus books shipped to them that did not sell in the library book sale, restitution from the DA’s office of \$51.00 for collections actions, and surplus furniture sales of \$133.50. Notable checks in Materials & Services, include Ingram \$5,829.10 and Grey House Publishing \$451.05 for reference Guide To Common Stock. Under Building, snow removal costs for Baker were \$375 and for Haines \$50. The annual liability insurance is due to Special Districts \$15,864.00 which includes flood insurance. Looking at a couple typical payments: Quill \$729.77 was for Xerox toner, HP printer cartridges, tape, laser labels and copy paper. Ed Staub & Sons for heating fuel in Halfway was \$719.82 and Haines \$486.18.</p> <p>On the Other Funds financial report, donations in memory of Joanne Brown of \$150 were received along with Amazon book sale proceeds of \$433.54.</p> <p>The Sage Fund deposited 3 membership renewals totaling \$1,533. There</p>



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	<p>are 6 libraries that haven't sent in their renewals; the Accounts Receivable report has been sent to Beth Longwell to review. Sage Fund also deposited a check for \$22,707.19 moving grant funds deposited into the General Fund checking account to the correct fund.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p>
Next Meeting Date	The next regular board meeting will be March 14, 2016.
Adjourn	<p>The meeting was adjourned at 7:50 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

LOCAL OPTION LEVY RENEWAL 2011

NOTICE LANGUAGE – DRAFT 5.

CAPTION (10 words):

Renewal of 5-Year Local Option Levy for Library Operations

QUESTION (20 words):

Shall Baker County Library District impose \$.249 per \$1,000 of assessed value for general operations for five years beginning 2012-13? This measure renews current local option taxes. ORS 280.075(4)(b)

SUMMARY (175 words):

This measure will not increase current tax rates. It continues a current local option tax that, without renewal, will expire in 2012. If renewed, the tax revenue will be used to continue general operations of six libraries and bookmobile in Baker County at current levels of service for five years. Without this additional revenue providing 1/3 of library support, the district will experience severe reductions in workforce and services, including hours open to public, early literacy service to children in daycares, books and media purchases, online database subscriptions, bookmobile runs, and computer technology upgrades. The proposed rate will raise approximately \$262,970 in 2012-13, \$268,886 in 2013-14, \$274,936 in 2014-15, \$281,122 in 2015-16, and \$287,447 in 2016-17. Total revenue provided over five years amounts to approximately \$1,375,362. The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of estimate. ORS 280.075(6)

NOTICE LANGUAGE – PREVIOUS DRAFT

CAPTION (10 words):

Renewal of 5-Year Local Option Levy for Library Operations

QUESTION (20 words):

Shall Baker County Library District levy .249 per \$1,000 of assessed value for operations for five years beginning 2012-13? This measure renews current local option taxes. ORS 280.070

SUMMARY (175 words):

The purpose of this tax is to provide funds to maintain county-wide library service at current levels. The current local option operating levy will expire June 30, 2012. The requested levy of .249/1,000 for operations would begin July 1, 2012 and expire 5 years later. The renewed levy would provide funding for continuation of free services at each library branch, including children's early literacy programs, books and media purchases, public computer access, student homework help, online subscription databases, facilities maintenance, public programs for lifelong learning, and county-wide bookmobile service. This levy is payable from taxes on property or property ownership and subject to the limits of sections 11 and 11b, Article XI of the Oregon Constitution. This levy would raise approximately \$293,000 each year for Library operations for a total of \$1,465,000 over five years. This estimate is based on estimated assessed valuation of the County on July 1, 2010, and could be greater or lesser in accordance with actual assessed valuation of the district in the fiscal year in which the tax is levied.

**NOTICE OF MEASURER ELECTION
MAY 17 2016**

Notice is hereby given, that on Tuesday, May 17, 2016 an election will be held in Baker County, Oregon. This will be a vote-by-mail election. The following shall be the ballot title for the measure submitted to the electors thereof:

CAPTION: Renewal of 5-year local option tax for library operations

QUESTION: Shall Baker County Library District impose \$0.249 per \$1,000 of assessed value for general operations for five years beginning 2017-18? This measure renews current local option taxes.

SUMMARY:

This measure will not increase current tax rates. It continues a current local option tax that, without renewal, will expire in ~~2012~~ June 2017. If renewed, the tax revenue will maintain funding for ~~be used to continue~~ general operations of Baker County libraries ~~six libraries and bookmobile in Baker County at current levels of service~~ for five years. Without this additional revenue providing 1/3 of library support, the district will experience severe reductions ~~in~~ to workforce, services and operations including: hours open to public; keeping collections current and facilities in good repair; providing programs for children's reading and learning such as early literacy events, online research, homework and tutoring services; and maintenance of computer and network infrastructure resources. ~~workforce and services, including hours open to public, early literacy service to children in daycares, books and media purchases, online database subscriptions, bookmobile runs, and computer technology upgrades.~~ The proposed rate will raise approximately \$277,937 in 2017-18, \$282,666 in 2018-19, \$287,466 in 2019-20, \$292,336 in 2020-21, and \$297,277 in 2021-22 for a total of \$1,437,682. ~~\$262,970 in 2012-13, \$268,886 in 2013-14, \$274,936 in 2014-15, \$281,122 in 2015-16, and \$287,447 in 2016-17. Total revenue provided over five years amounts to approximately \$1,375,362. The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of estimate. ORS 280.075(6)~~

Any elector dissatisfied with this ballot title may file a petition for review of the ballot title in Baker County Circuit Court no later than 5:00PM on **March 24, 2016**.

Published pursuant to ORS 255.085 by Cindy Carpenter, Baker County Clerk

CAPTION: ~~Renewal of 5-Year-year Local-local Option-option Levy-tax for Library-library Operationsoperations~~

QUESTION: Shall Baker County Library District impose \$0.249 per \$1,000 of assessed value for ~~General general Operations-operations~~ for five years beginning 2017-18? ~~[This measure renews current local option taxes.]~~

SUMMARY: This measure will continue a current local option tax that, without renewal, will expire in June 2017. If renewed, the tax revenue will maintain funding for general operations of Baker County libraries for five years. This replacement levy would run from July 2017 through June 2022. Without this supplemental revenue providing 1/3 of library support, the district will experience severe reductions in workforce, services and operations including: hours open to public; keeping collections current and facilities in good repair; providing programs for children's reading and learning such as early literacy events, online research, homework and tutoring services; and maintenance of computer and network infrastructure resources. The proposed rate will raise approximately \$277,937 in 2017-18, \$282,666 in 2018-19, \$287,466 in 2019-20, \$292,336 in 2020-21, and \$297,277 in 2021-22 for a total of ~~\$1,437,681~~682.

~~The estimate tax cost for this measure is an ESTIMATE ONLY based upon the best information available from the County Assessor at the time of the estimate and may reflect the impact of early payment discounts, compression and the collection rate.~~

Commented [MC1]: This statement must be included, but does not count toward the 20-word limit.

Commented [MC2]: The total for all years comes to \$1,437,682.

Commented [MC3]: This statement is not required unless an estimated rate is given when the levy is a "fixed-dollar" levy. In this case, the district is imposing a rate, so the statement is not required.

Notice of Measure Election

District

SEL 803

rev 01/16 ORS 250.035,
250.041, 255.145, 255.345

Notice

Date of Notice

Name of District

Name of County or Counties

Date of Election

Ballot Title Prepare with assistance from the district attorney or an attorney employed by the district.

Caption 10 words which reasonably identifies the subject of the measure.

Question 20 words which plainly phrases the chief purpose of the measure.

Summary 175 words which concisely and impartially summarizes the measure and its major effect.

Explanatory Statement 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the district governing body; **or**

→ any initiative or referendum, if required by local ordinance.

Explanatory Statement Attached?

 Yes

 No

Authorized District Official Not required to be notarized.

Name

Title

Mailing Address

Contact Phone

By signing this document:

→ I hereby state that I am authorized by the district elections authority to submit this Notice of Measure Election and I certify the above ballot title is true and complete.

Signature

Date Signed

Government Ethics (Full Course (Oregon)) Quiz

1. In Oregon, the Oregon Government Ethics Commission, or OGEC, enforces the government ethics laws.
 - 1) True
 - 2) False

1. While Oregon Government Ethics Law defines what is and isn't permissible for public officials, there are no penalties for the violation of this law.
 - 1) True
 - 2) False

1. Ethics laws in Oregon only apply to employees that have the word "official" in their title.
 - 1) True
 - 2) False

1. Ethics laws in Oregon forbids two or more relatives from being employed at the same public agency.
 - 1) True
 - 2) False

1. In Oregon law, there is a \$50 limit for gifts that involve a legislative or administrative interest.
 - 1) True
 - 2) False

1. A gift from a supervisor to an employee is permissible under Oregon law.
 - 1) True
 - 2) False

1. An employee is on the hiring committee for a new assistant position. His sister applies for the job and he does not notify anyone of this. The employee violated ethics laws.
 - 1) True
 - 2) False

1. Potential and actual conflicts of interest are treated the same by Oregon Government Ethics Law.
 - 1) True
 - 2) False