

Baker County Library District
Library Board of Directors
Regular Meeting and Budget Hearing Minutes
June 10, 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.

Directors attending in person were Betty **Palmer**, Beth **Bigelow**, Joan **Spriggs**, and Ashley **McClay**. No one attended via Zoom. Also present in person were Perry **Stokes**, Director, and Christine **Hawes**, Business Manager.

No guests attended in person or online.

The meeting was called to order at 12:07 PM by Vice President Betty Palmer. With four directors present for Roll Call, a quorum was established.

Consent Agenda

Palmer asked if there were any additions or deletions to the agenda. Stokes noted one change: in item VII.c, the word “Supplemental” was removed, as the item concerns the adoption of the fiscal year 2025–26 Budget. There were no changes to the minutes.

Motion: McClay moved to approve the consent agenda as amended. Bigelow seconded. ***The motion passed unanimously.***

Conflicts of Interest

Palmer asked if any conflicts or potential conflicts of interest needed to be declared. None were stated.

Public Comment

Palmer invited public comment. No members of the public were present, and Stokes had no communications to share.

Old Business

None.

New Business

Budget Hearing

Palmer opened the floor for public comment on the proposed budget. No members of the public were present. Palmer asked for comments from the board. Bigelow noted the budget meeting had gone very well, and all others agreed.

FY2024–25 Supplemental Budget

Stokes presented the supplemental budget adjusting current-year budget lines. He reviewed general fund changes by category, citing major adjustments:

- A higher-than-expected cash carryover
- Additional tax revenues
- Lower personnel costs due to unutilized budgeted hours

Surplus funds were allocated to enhance collection development, facility maintenance, operations, and general administrative costs. A \$5,000 transfer to the Technology Reserve Fund was included. Key figures:

- **General Fund increase:** \$217,538
- **Personnel decrease:** \$30,000
- **Materials & Services increase:** \$87,000 (mainly facility projects)
- **Technology Reserve transfer:** \$5,000
- **Unappropriated Ending Fund Balance increase:** \$150,000

The **Other Funds** budget increased by \$5,000 to accommodate the transfer.

Capital Investments: no change.

Sage Fund: decreased by \$13,000 due to:

- Increased interest income
- Lower-than-anticipated membership and grant revenue
- Higher tech support costs

Stokes asked if the board wanted to review the detail sheets; the group declined. The board reviewed the resolution and summary chart of changes.

Motion: Bigelow moved to adopt Resolution No. FY2024-25.06, approving the Supplemental Budget for FY2024–25 as proposed. Spriggs seconded. **The motion passed unanimously.**

FY2025–26 Budget Adoption

Stokes noted there were no changes to the proposed budget following its committee review. He referenced a summary chart included in the board packet.

Palmer invited directors to review the resolution and chart. With no questions, she called for a motion.

Motion: *Spriggs moved to adopt Resolution No. FY2024-25.07, adopting the FY2025–26 budget as presented, making appropriations totaling \$3,586,088 and imposing the tax rates. McClay seconded. **The motion passed unanimously** (4 yeas: Palmer, Bigelow, McClay, Spriggs).*

Special Election Results / Board Officers / Meeting Schedule

Stokes reported that all board candidates were elected. Betty Palmer’s term concluded with this meeting and she will be succeeded by Jacque Cobb. Palmer expressed appreciation for Cobb and felt she would be a valuable asset to the board.

Jacque Cobb had mentioned possibly proposing a new meeting time. This will be addressed at the July meeting.

Tribute Proposal – Former Library Director Aletha Bonebrake

Stokes proposed a tribute to Aletha Bonebrake, the library’s longest-serving director (1985–2007), prompted by the temporary removal of wall art during the painting project. He suggested replacing a portrait of Ron Walrod—who served only a few years—with one of Bonebrake, or relocating his portrait elsewhere. He sought input, especially from Palmer before her departure.

Bigelow supported keeping Walrod’s portrait but suggested relocating it. Palmer and McClay liked the idea of asking Walrod’s family if they would like the portrait. McClay supported displaying both portraits. Palmer and Bigelow agreed that honoring Bonebrake was fitting due to her reputation and service.

Stokes referenced a historical list of district librarians dating back to 1902, available on the library website.

Motion: *Palmer moved to proceed with appropriate recognition for Bonebrake, such as a portrait or print. Spriggs seconded. **The motion passed unanimously.***

Recognition of Betty Palmer's Service

Stokes presented a plaque to Betty Palmer honoring nearly 30 years of service to the Library District. He read the inscription and expressed appreciation for her dedication. Bigelow took a photo of the presentation. Palmer thanked the board and Stokes. McClay noted she would be missed.

Reports

Director

IMLS Status:

Stokes reported that the State Librarian had received an LSTA allotment table indicating full funding for the Sage courier and Ready to Read programs in the upcoming fiscal year. He noted that due to its unique structure and extensive geographical coverage, Sage receives its dedicated grant separate from the competitive grant processes but said future funding may still be at risk. He encouraged members to consider ways to generate local support and contributions. Discussion followed.

Facilities:

- **Interior Painting:** Completed during a planned three-day closure. Some delay due to contractor illness, but the meeting room, bathrooms, and hallway were repainted successfully.
- **Business Manager Office:** New office furniture has been ordered and will be installed during the June 19 holiday.
- **Upcoming Presentation:** Stokes was invited to speak at an event in Geiser-Pollman Park on June 28, addressing library issues such as book banning and federal funding threats. The board expressed support.

LEO / Roundhouse Foundation Film Crew:

A crew will visit June 13 to film a documentary about the Sage Courier and library interconnectivity.

Programs & Services:

- **Summer Reading Program:** Registrations are open for "Level Up at Your Library," promoting skill-building activities.
- **Bingo Game:** Promotional activity open to all ages.
- **Food Preservation Series:** Events on canning and dehydrating in partnership with OSU and LEO.
- **Table Tennis Kits:** Offered through a Rotary Club partnership.

Personnel:

No updates.

Technology:

New computers pre-installed with Windows 11 are being deployed, which is more cost-effective than licensing upgrades.

Finance Report

Hawes provided the financial report. Copies were distributed and available electronically.

General Fund:

- Received \$47,341.60 in tax turnover on June 9. Final amounts will be adjusted upon receiving detailed reports.
- Final pool interest and tax revenue interest expected by end of June.
- E-Rate refunds for May and June are pending.
- Sage Fiscal Agency Fee will be paid by electronic transfer in June.

Personnel Services:

95.5% of budget spent. Group Health Insurance and PERS lines reflect 12 months. Final adjustments will be made during accruals.

Materials & Services:

- **Collections:** Paid \$4,693.23 to Ingram for books. Digital Materials line is significantly overspent, primarily due to a \$23,517.27 investment in streaming movies.
- **Building & Grounds Maintenance:** Overspent due to:
 - Soffit & Gutter Repair: \$14,663
 - Siding Replacement: \$10,499
 - Interior Painting: \$9,680 (posted to Capital Outlay)
- **Bookmobile Maintenance:** \$2,621.70 to Grumpy's Repair for service, including oil change, wiper motor replacement, and generator servicing.
- **Elections:** Invoice pending.
- **Telecommunications:** Switched from BendTel to Ooma VoIP:
 - Monthly cost reduced from \$367 to \$175 (savings of ~\$2,300/year)
 - Initial Ooma payment (May 29): \$940.86, including \$765 in installation fees
 - Final BendTel invoice expected under \$100 (6 days of service)
- **Internet:** Overspent due to vendor change and E-Rate reimbursement timing. Adjustments will be made at year-end.

Capital Outlay:

Overspent; details attached.

Other Funds:

- \$483.85 in online book sales.
- \$431.94 spent on May's Volunteer Appreciation Event.

- \$4,000 transfer to General Fund pending for book budget support.

Capital Investment Fund:

No activity.

Sage Fund:

- \$2,119.94 in monthly courier expenses.
- Interest income above budget, with one month to go.
- Payroll will be processed June 30 to account for accrual.
- Administrative fee and annual postage will be reimbursed to the General Fund in June.
- \$325 paid to EOU on May 28 for May tech support.

Approved bills reports were included for board members to initial during check review and signing.

Some discussion followed regarding the importance of the Sage interlibrary loan program.

Next Meeting

Palmer asked for any final questions. None were raised. She reviewed the July agenda.

The next regular board meeting will be held **July 9 at noon**. Agenda items will include:

- Election of board officers
- Approval of the FY2025–26 meeting schedule
- Presentation of a new Internal Displays policy

Motion: Bigelow moved to adjourn. McClay seconded. The motion passed unanimously.

Adjournment

The meeting was adjourned at 1:14 PM.

Respectfully submitted,

Perry Stokes
Secretary to the Board
PS/ch