



Baker County Library District Library Board Regular Meeting Minutes

June 13, 2023

<p>Call to Order</p>	<p>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.</p> <p>Directors attending the meeting in person include Kyra Rohner, Betty Palmer, Joan Spriggs and Ashley McClay. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager. A quorum is present. No one appeared to be accessing the meeting through Zoom.</p> <p>Meeting called to order at 12:01pm.</p>
<p>Consent Agenda</p>	<p>Rohner asked for any additions or deletions to the consent agenda or minutes from the previous meeting. Hawes had one addition, under New Business, Audit Fee Increase. There were no changes given to the minutes. Palmer made a motion to approve the Consent Agenda with the addition; Spriggs seconded; no discussion; motion passed unanimously (4 yeas: Rohner, Palmer, Spriggs, McClay) by those present.</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p>Public Comment</p>	<p>Rohner moved to public comments. No public present. Stokes had none.</p>
<p>NEW BUSINESS: Budget Hearing (Public Comment)</p>	<p>Rohner moved to the budget hearing, stating again that there are no guests or members of the public present. Stokes had none.</p>
<p>2022-23 Supplemental Budget Adoption</p>	<p>Rohner moved to the supplemental budget item.</p> <p>Stokes said the Supplemental Budget is to correct various budget lines at the end of the fiscal year. There are always some that need adjustment. Starting with Resources on LB-20, the major changes include increasing the networking capital by \$33,000 for unanticipated funds. Interest income is up significantly so that line is increased. We are increasing the Federal revenue line for Erate due to the subsidy received for the hotspots. Grants were less than expected, that line is being decreased. After recently reviewing the tax rates, taxes are anticipated to be more than originally estimated by \$24,000. All together, the Supplemental Budget increases the resources by \$83,000.</p> <p>Looking at the Requirements LB-30 summary. There are changes with</p>



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	<p>Personnel lines that will decrease personnel costs primarily for the change in the IT position. The new IT manager position was budgeted for the full fiscal year, but was filled later into the fiscal year. In Materials & Services, the major changes are an increase in the Collection Development budget and an increase in the Computer Maintenance budget to cover new software subscriptions including the new website. Stokes has also increased Capital Outlay by \$10,000 to provide capacity for projects such as vape sensors, replacing the PA system (the previous one no longer works), and purchase of new staff chairs.</p> <p>In the Other Uses Fund, cash carryover is increased by \$16,000. The primary increases are for interest income and donations that are more than budgeted. The increase is being distributed among the four departments. A total of \$20,000 increase to the Resources.</p> <p>The Capital Investment fund had minimal adjustments with no change in the total budget.</p> <p>In the Sage Library System budget, the working capital is being increased by \$21,000. Membership dues are being increased to cover what was received. The total increase in Resources is \$27,500 with the majority of that going into Contingency.</p> <p>Rohner asked if anyone had questions on the supplemental budget presented. There were none. She said there is a Resolution in the packets to be adopted..</p> <p>Palmer moved that we adopt Resolution No FY2022-23.05 making appropriations for the supplemental budget changes as presented. The total adjusted budget is \$3,002,147 ; McClay seconded; no further discussion; the motion passed unanimously (4 yea: Rohner, Palmer, Spriggs and McClay). Rohner declared motion has passed.</p>
<p>2023-24 Budget Adoption</p>	<p>Rohner moved to the next agenda item, FY 2023-24 Budget adoption.</p> <p>Stokes said that the next Resolution FY2022-33.06 is adopting the budget that was approved at the May 20 budget committee meeting. He has made a couple changes from what was approved at the budget meeting. He believes we will have a larger carryover than budgeted by \$25,000 with most of that going into contingency plus another \$4,000 being transferred to Other Funds to boost the election reserve. In Other Funds there is an increase of \$14,000 with \$10,000 in cash carryover and the \$4,000 transfer increase.</p> <p>Rohner asked about rules for making budget changes to what was approved by the committee. Stokes said local budget law allows the board to make changes</p>



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	<p>with the adoption. In addition to the carryover increase, he is also proposing a small change to the Personnel totaling \$719. This is due to a revised pay structure update strategy aimed to keep wages at a competitive level that will benefit more deserving employees. Spriggs commented that it is good for morale.</p> <p>Other Funds also has an increase of \$10,000 for cash carryover.</p> <p>Rohner asked if there were any questions on the proposed budget for FY2023-24. Rohner said she didn't recall that we have made changes in the past. Stokes said that we usually don't. Palmer said it seems odd that we would make adjustments since we don't make a practice of it, but in her experience it is pretty typical for the board to approve changes after the budget committee has met. Often the school district budget committee meetings are much earlier than ours, a few months ahead and things can come up afterwards. All agreed the changes were fine. Discussion on the resolution numbering which was discussed and resolved.</p> <p>With no further discussion, Palmer made a motion to adopt Resolution FY2022-23-006 which adopts the budget for the fiscal year 2023-2024, appropriates all funds, and imposes and categorizes the tax rates. The total budget being adopted is \$3,188,762. Spriggs seconded. No discussion. The motion passed unanimously (4 yea: Rohner, Palmer, Spriggs and McClay).</p>
<p>Discussion of 2023-24 Officers & Regular Meeting Schedule</p>	<p>Rohner moved to the next item. Palmer asked how everyone likes the noon meeting time. Spriggs likes having it at noon. She feels it is safer for her to commute from Halfway with the meeting being in the middle of the day, no driving at night. Rohner said she likes it; she had requested noon. She has missed a couple meetings but she is done with a contract that caused her that. McClay said noon is fine with her. Everyone agreed to Tuesdays at noon.</p> <p>Stokes said at the next board meeting we will be voting on the officers. Palmer said she will attend on Zoom for the July meeting and said that Bigelow may not be able to attend the July meeting.</p>
<p>Audit fee increase</p>	<p>Stokes said that we receive notification that the audit fee has increased from \$8,500 to \$10,000. He had budgeted \$9,500 allowing for an increase. We can ask either the Foundation or Sage to pay the \$500 difference. After some discussion on options including putting the audit up for bid, the board agreed to continue with Gaslin Accounting.</p>



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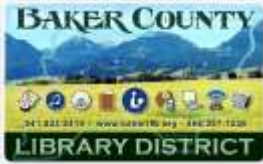
<p>OLD BUSINESS: Library of Things - Combat Game Kits and Shooting Tools</p>	<p>Stokes consulted the Baker County Sheriff's department about the Laser Tag game and the MantisX training software. The Sheriff is supportive and wants to borrow the equipment when it's available. Stokes also checked with the school district. The superintendent had no concerns and commented the games would help provide needed recreational opportunity for youth. He also reached out to Hood River library which has had these available for a couple years; the director said they had experienced no complaints, controversy or safety issues related to the loan of the Laser Battle Games. They also shared the waiver form they use which he included in the packets. We will be adopting their liability waiver form for our Library of Things checkout. The completed forms will be kept on file borrowing of any items from the Library of Things Collection.</p> <p>Rohner stated that her concerns about liability remain. Discussion ensued on the liability to the library district as well as the directors. She asked the other directors if they had concerns. The other directors agreed that they were fine with the library adding these items for patron use.</p> <p>With no further discussion, Stokes said that he will move forward with this program.</p>
<p>REPORTS: Director</p>	<p>Stokes shared his report and highlighted the following:</p> <p>Facilities & Vehicles:</p> <p>Street work - the natural gas company has been working out front on the street putting in new lines. The preliminary work has been done. The gas meter will be updated in coming weeks.</p> <p>Vehicles - the GMC Denali needed repairs in the dash to resolve electrical issues caused by water intrusion traced to the windshield. The Windshield Doctor will reinstall the windshield at no cost. The cost of the repair is around \$2,500.</p> <p>Roof repair - Ed has gotten part of the roof repairs done. He believes that he has finally found the problem. Stokes described the process. He is installing vapor barrier materials under the metal sheeting. No significant leaks occurred with the major rain storms we have had recently. He did the section over the meeting and archive rooms. This repair will also be done in the section over the magazines and reading room.</p> <p>The Dollar Store recently had their parking lot restriped. Ed approached that company about a quote for the library parking areas.</p>



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	<p>Operations & Services: The new website has been launched and is going well.</p> <p>Hoopla Digital service will be launched by July first. He has been working on finalizing the digital content that will be offered.</p> <p>Programming & Outreach: SRP - Missy had a table out at the Oregon Trail Days over the weekend for summer reading program sign ups. She has about 150 signed up so far. We had a couple events recently, Traveling lantern theatrical presentation and an old west storytelling event; both were well attended, about 20 at each event.</p> <p>Staff & Volunteers: Volunteer Appreciation Event - Sylvia did an outstanding job coordinating the event. Many of the staff, volunteers and two board members attended.</p> <p>Safety & Security: We have had two recent vandalism incidents Facility - one of the bathroom toilets was plugged. It is suspected to be vandalism. Ed was unable to get the materials out of the lines with help of a plumber. The blockage was determined to be a large plastic doll head and other debris.</p> <p>The Ford pickup had some vandalism. It was leaking gas due to damage to the gas lines underneath, probably due to an attempt to siphon fuel. It was taken to the repair shop for safety issues.</p> <p>There was an incident involving youth over the weekend. He investigated a report of a disruption in the reading room. Some teens were vaping which is not allowed. Stokes was able to capture images that he sent to the juvenile department. He will also communicate that to the parents and apply a significant exclusion penalty. He intends to install vape detectors at various points in the library. Some discussion on the incident. All agreed the sensors are a good idea.</p>
<p>Finance Report</p>	<p>Hawes gave an overview of the financial reports. Copies of the reports have been handed out and electronic copies are available.</p> <p>The General Fund has received tax turnovers of \$41,078.13 on June 1st. Plus May pool interest of \$2,598.20 (note that prior years pool interest was \$3,601.56 for the entire fiscal year). We received E-Rate funds of \$1,979.96 electronic deposit today. And the final BEAR for the ECF funding of \$900 was submitted May 30th. This is the final funding for the ECF program. Going</p>



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	<p>forward the support for the patron hotspot units will be paid by the District budget.</p> <p>In Personnel Services, there was one medical claim paid May 25th of \$1,500. The June PERS has been submitted. The statement will post June 27th totaling \$13,678.78 of which the General Fund pays \$9,413.38. In total, Personnel Services is on target with budget.</p> <p>The General Fund wrote several checks plus had online payments for a few utilities. Each packet includes some checks to sign and online payment receipts to review including the District's monthly VISA statement. Materials & Services has several checks of interest including checks to Ingram of \$5,079.17 for the monthly book order, Eastern Oregon Rental \$625.45 to rent a scissor lift and scaffolding for soffit repair work, Valley Metal & Heating \$337.50 to service the Halfway library furnace/AC unit, City of Baker City \$1,114.10 for the May LID payment, a last minute check to the City of Baker City \$3,587.14 for the May election,</p> <p>The VISA statement is \$10,500.35 this month. The VISA included audio book purchases of \$539.86, VUDU movie purchases of \$1,786.06 and DVD movie purchases of \$1,181.80, payment for Grumpy's Repair \$2,348.19 for repairs to the GMC, the volunteer reception total cost of \$334.54, and a new library of things items from CampSaver \$374.92 for 2 canopies. One of the directors had the complete VISA statement and documentation to review.</p> <p>Other checks written at the end of May include Midwest Tape LLC \$10,000 for the Hoopla subscription was paid on May 25th and Verizon monthly invoice of \$815.84 for two admin cell phones \$102.98, a mobile hotspot for the bookmobile \$40.85 and 18 hotspot units available for patron use costing about \$604.27 (16 in use, two have not been returned so service is put on hold). Typically the cost for the hotspots is \$720 a month when all 18 units are active.</p> <p>The General fund current cash balance was reviewed. It is estimated it will end with about \$650,000 in cash carryover.</p> <p>The Other Funds received <u>Amazon revenues</u> of \$36.91 in May, \$188.33 in April and \$351.47 in March. Other Funds had no checks this month. (<u>Correction to information given at the meeting</u>. In speaking with Diana Pearson about the Amazon sales. Amazon temporarily stopped sales while they worked to reestablish the Library District as a vendor. Amazon had requested official documentation, which was provided. That re-verification process took a few weeks. Diana said that Amazon sales have resumed this week.) Other Funds has total cash balances for all departments of \$188,290.</p>
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The **Capital Investment Fund** had no activity other than pool interest of \$248.29 for April and a current cash balance of \$81,086.

The **Sage Fund** is still waiting on the LSTA grant funds that were filed April 5. Beth Ross contacted them about the grant status. A confirmation came through shortly afterwards that it was being processed. The current cash balance is \$172,912, the fund has sufficient operating money. Checks written included the annual administrative fee to the Library District of \$2,214.68, small courier services totaling \$2,614.80 for May plus one last minute check of \$209.60, a check to Eastern Oregon University of \$455 for technical services, and Marcive subscription of \$1,560 for Sage System record maintenance.

There were no questions on the financial report. The Approved Bills Lists (ABL) printouts were passed around with the check packets. The checks were signed by board members present at the meeting who also initial the lists.

Other reports:

SAIF workers comp insurance update. Hawes received the special districts notice of workers comp insurance being canceled effective June 30th, but had not received notification that the SAIF insurance would be starting July 1. Hawes reported that she contacted Theresa at Clarke & Clarke, as our insurance agent assists us in setting that up. Theresa sent over a quote that was approved by Perry and the insurance has been confirmed. The coverage was slightly cheaper than what we had with a little better coverage. (Subsequent information, the SAIF policy was received in the mail June 14, 2023).

Hawes vacation - Hawes told the board that she will be gone on vacation for two weeks, June 23 through July 7, returning to work July 10 in time for the next board meeting. She has worked with Stokes on scheduling for payroll, and has outlined the business activities that need to be done to cover things for her department while she is gone.

Other reports and discussion:

Stokes talked about the VUDU account, movies and TV shows, what is being ordered and how the program will work. The movies will go out on ROKU sticks with a hotspot if needed, people can watch things they don't have access to otherwise. That program will roll out this summer. He feels that it will be popular.

Palmer commented that between Hoopla, VUDU and the Library of Things, that it feels like we are offering a lot for people to use. Rohner asked about the liability form and whether counsel from SDAO has looked at it. Stokes responded that he did on the last liability form, but has not on this one. He was told last time that it was a standard form. Rohner stated that she is still



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	<p>concerned about this game being offered. She wants an attorney to look the form over; Stokes will have that done. She said she wants to state for the record that she is opposed to making the Laser Battle Game Sets and MantisX devices available for public use.</p> <p>No further discussions.</p>
Next Meeting	<p>The next regular board meeting will be July 12, 2023 at noon. Palmer said that Bigelow may have a conflict in July and may not be here but was willing to attend via Zoom if we needed her for a quorum.</p>
Adjourn	<p>Palmer adjourned the meeting at 1:01 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>