

Baker County Library District
Library Board
Regular Meeting Minutes

April 11, 2023

Call to Order	<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 Betty Palmer, Joan Spriggs and Ashley McClay. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager. There were no zoom attendees.</p> <p>Palmer called the meeting to order at 12:07 pm. Three directors are present at the start of the meeting which constitute a quorum.</p>
New Board Member Oath of Office	<p>Palmer announced the first order of business of swearing in our new board member, Ashley McClay. Stokes asked Ashley to read and sign the oath of office. Stokes said that an Oath of office for elected officials is required by Oregon statute. Ashley McClay read aloud the Oath in full and signed the agreement presented by Stokes. Everyone officially welcomed her.</p> <p>Note: McClay was appointed by the board at its February 2023 meeting to fill the position vacated by retiring board member Gary Dielman.</p>
Consent Agenda	<p>Palmer asked for any additions or deletions to the consent agenda or minutes from the previous meeting. Stokes had no changes. There were no changes given. Spriggs made a motion to approve the Consent Agenda; McClay seconded; no discussion; motion passed unanimously (3 yea, Palmer, Spriggs, McClay) by those present.</p>
Conflicts of Interest	<p>Palmer asked if there were any conflicts or potential conflicts of interest to be declared. She explained what this opportunity means as a point of discussion for the new board member. There were none stated.</p>
Public Comment	<p>Palmer moved to public comments.</p> <p>Stokes said that public comments are periodically submitted in Comment Boxes or through email and other communications. In the Comment Box at the Baker front desk, he recently received a complaint about the cleanliness of tabletops and other areas. He has passed this along to Ed</p>



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	<p>Adamson who will work with the janitorial crews. He had another thank you note from the 4H Lego Club for hosting the program. Stokes said there have been 12 or more consistently participating. Bryan Ames, the District’s IT Manager, is administering that program. Palmer talked about how hard it is to find a space large enough for a program and felt it was an amazing program. There was no further discussion.</p>
<p>OLD BUSINESS: None</p>	<p>None</p>
<p>NEW BUSINESS: FY23-24 Budget Calendar & Committee</p>	<p>Palmer moved on to New Business, the first item being the Budget Calendar. Stokes asked everyone to reserve the date of May 24th for the first budget meeting. The following day is reserved to continue the meeting if necessary. That has never happened but it is best practice to plan for that.</p> <p>New member, Jacque Cobb has confirmed that she will be on the committee. The other three committee members have confirmed they can make it. Another new member is Gary Dielman who agreed to fill the last vacancy. Stokes proposes that we add Jacque Cobb and Gary Dielman to the budget committee. Palmer added that we can do business if a majority attends the meeting.</p> <p>Palmer asked for a motion. McClay made a motion to approve the budget committee roster as presented, with the two new people as recommended. The budget committee meeting will be on May 24 and a secondary meeting scheduled for May 25; Spriggs seconded; there was no discussion. The motion passed unanimously with 3 yea (Palmer, Spriggs, McClay).</p>
<p>Insurance Coverage - Health Plan & Workers’ Comp</p>	<p>Palmer moved to the next item on the agenda, Insurance Coverage. Stokes said that he and Christine have met with district insurance agent, Kevin Bell, to review the district’s health coverage. There are copies of the proposed renewal information in the board packets.</p> <p>Stokes reported that for our employee pool, the premium will increase 6% on the current plan. The plan coverage benefits are not changing,</p>



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	<p>assuming the board approves continuing with the plan. In addition, for a small monthly increase, we have the option to increase dental coverage from \$1,500 to \$2,000. Stokes described the dental coverage increase. The additional cost is about \$5 per person which is nominal. Both he and Christine recommend the board approve the dental coverage increase.</p> <p>Palmer asked for a motion on the insurance and dental. She asked for questions or comments. Spriggs commented that she felt it was important to have good coverage on dental. McClay made a motion to approve the larger dental coverage and continue on with the current medical plan; Spriggs seconded; no discussion. The motion passed unanimously with 3 yea (Palmer, Spriggs, McClay).</p> <p>The district has also been notified that effective July 1, 2023, SDAO and SAIF will be partnering to provide worker’s compensation coverage for SDAO members. While SDIS will no longer be offering worker’s compensation coverage, this partnership allows the District to continue receiving services with SDAO. We will need to join the SDAO Service Group by signing a form and returning that by May 15th. It doesn’t change our rates; in fact, it may actually decrease our rates and possibly increase group benefits. Palmer talked about the insurance and what was covered at a recent regional SDAO training. Stokes directed the group to read documents presented in packets on the SAIF benefits. Palmer asked if there were questions. Hawes told the group about volunteer coverage, adding this is the one piece she is concerned about. Hawes feels covering the many volunteers while they are on the library premises is important. Our agent thought it would still be an option.</p> <p>Palmer asked for a motion. Spriggs made a motion to approve to join the SDAO group for workers comp coverage through SAIF; McClay seconded; motion passed unanimously 3 yea.</p>
<p>FY23-24 Budget Preview</p>	<p>Palmer moved to the Budget Previews. Stokes shared on screen the master Excel spreadsheet he uses for projections and described the budgeting process. Various columns represent prior year expenses going back several years, projections for the current fiscal year, the current budget, actual expenses to date, a supplemental budget to be presented for approval in June to correct lines that are over and under, and the next year draft budget.</p>



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Stokes said that we are still anticipating a large payment of funds that are being held by the County due to litigation. Palmer talked about where the District gets its revenues. The majority of our funding comes from property taxes. We are separate from the County which means funds come to us directly. Stokes described other revenue sources.

A tax revenue surplus for the current fiscal year of about \$30,000 will be allocated in June. The original budget was based on an estimated 4.5% property increase and the actual is 5.5%. McClay asked if we usually have a carryover into the next fiscal year. Stokes confirmed that we do, and explained how the operating contingency funds the library from July to November. The proposed budget is based conservatively on a 4% growth. For Personnel costs, we will be below budget by approximately \$35,000, mostly due to PERS and health insurance costs related to retirement of a senior staff member. Traditionally, available funds are re-allocated to boost the collections budget and facilities project needs.

In Expense lines, the Facilities budget is good. Stokes is budgeting for a purchase of new office chairs for staff, and ergonomic workstations if possible. Major facilities improvement projects include a new roof for the Haines branch and upgrade of the rooftop HVAC units at Baker.

Investment in personnel is also a high priority, both to adjust for the inflation rate and bring salaries for professional staff up to a level that is competitive with peer libraries. Stokes will be proposing a 5% cost of living increase. He will also conduct a new salary survey to show how Baker staff compensation compares to peers.

In Materials & Services the district will be absorbing increased costs for a new email system, website platform, and Wi-Fi Hotspots no longer subsidized by federal programs. A large portion of funds will also be directed to facilities to work on the backlog of projects. Spriggs asked whether the book budget included various formats. Stokes confirmed that, while nicknamed “the book budget”, the Collection Development line does cover databases, audiobooks, magazines, DVDs, and digital collections as well.

Stokes demonstrated how the master spreadsheet is linked to the State Legal Budge (LB) forms so that they auto-update any changes. That has



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	<p>Draft legal budget sheets will be presented at the next meeting.</p>
<p>REPORTS: Director</p>	<p>Stokes passed around his report and highlighted the following:</p> <p>Bookmobile- Repairs were needed to trace a persistent oil leak. The issue has been identified and resolved.</p> <p>Facilities – Roof leak issues persist over the west side wing, particularly in the Archive, Genealogy, and Oregon Rooms. He described our Facility Specialist staff Ed Adamson’s assessment of the challenge. A drain pipe runs within the building envelope, which in Ed’s opinion is poor engineering because it inevitably fails and is costly due to water damages and repair difficulty. Ed brought in a specialist with equipment to trace the current leak. The specialist found saturated insulation under the roof membrane which is still discharging water. Once that dries out, he will determine how to correct the issue, but would like to seal off the internal drain pipe if possible. A copy of that specialist’s report is included in the board packets. Palmer said that she read the report from the consultant and asked about what the results meant. Stokes said the specialist felt the issues were due to the failure of the drain pipe and engineering issues that have surfaced. Some discussion on the issue.</p> <p>Natural Gas Odor – Stokes reported a significant natural gas odor is periodically present in the north area of the Baker branch, mostly in the Study Rooms and Reading Room. It is due to exhaust from the rooftop HVAC units being pulled back through intake vents. Ed is working on installing “snorkel” devices on those units to better dissipate the exhaust. He is also exploring upgrade and replacement costs on those units which are 40-year old technology and not very energy efficient.</p> <p>Landscaping Prep - Ed has ordered hanging baskets. He is also supplementing the creeping thyme along the river and walkway; most of the creeping thyme survived the winter.</p> <p>Incidents - Stokes reported a rash of vandalism incidents in recent weeks, including a smoke grenade in the men’s bathroom, tampering with a security camera, and vandalism of the public phone. In most cases the security camera evidence enabled identification of persons responsible and trespass orders were applied for disciplinary action. In the case of youth involvement, he works with the Baker County Juvenile Department</p>



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	<p>and applauds staff at the agency for their cooperation and assistance.</p> <p>Materials tampering – Staff reported suspected new incidents of DVD’s on LGBTQ+ themes being moved and hidden. He described how the incident is being addressed.</p> <p>Program Highlights: Spring Break Programs - Missy Grammon, Youth Services Specialist, reported that she had over 100 kids participating in activities over the week of spring break.</p> <p>Summer Reading Program - Missy is working on planning and purchasing supplies for the summer programming.</p> <p>Staff Wellness program - Missy is doing a program for staff for the month of April. With a challenge to walk 60 miles during the month. The theme is based on Lord of the Rings and is titled a Walk to Mordor. The staff is excited about the program.</p> <p>Walk-Off-Fines - Missy and Heather are planning an event in early June to promote and give an opportunity for reducing patron fines.</p> <p>OBOB Battles - Courtney and Heather will be taking 2 OBOB teams to Salem for the State finals tournament. This is the first time any Baker team has qualified for the State competition, and it’s remarkable to have two. Stokes described how the program and competitions work.</p> <p>Traffic Report - A graph of the last three years of visitor traffic in the Baker Library was shown. Stokes said that the libraries are getting much busier with visitors. People are returning. The library is noticeably bustling.</p> <p>Technology: Website – Development of the new website is underway. The plan is to launch it in May. It will bring the district in compliance with ADA accessibility rules, and is much better for display and navigation on mobile devices. He demonstrated features of the new website.</p> <p>New Directions – Stokes was contacted by New Directions about a possible partnership to enable remote counseling. The library is</p>
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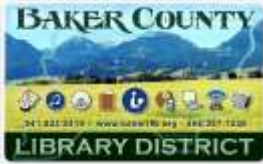
	<p>amenable to helping facilitate the outreach. IT Administrator Bryan Ames is helping them develop a plan.</p> <p>PurpleAir Sensors – Last year, the district was approached by the Umatilla Tribes to install outdoor air sensors at our branches, supplied by CTUIR, for the purpose of helping keep their tribal members of air quality hazard risks in our region. Units are now installed and functioning at every location except Richland, which is pending approval by NEOHA which owns the building. Stokes displayed the real-time PurpleAir map and demonstrated how it works.</p> <p>Room Booking Tool - Bryan is exploring new software to restore the convenience of an online room reservation tool to the staff and public.</p> <p>Personnel: OLA Conference - Perry and two staff will be attending the annual conference held in Bend in mid-April.</p> <p>Volunteer coordinator, Sylvia Bowers, reports several new recruits are helping with various projects.</p>
<p>Finance Report</p>	<p>Hawes has handed out Financial Reports and electronic copies were shared for those attending via Zoom. Hawes gave an overview of the financial reports:</p> <p>The General Fund received tax turnovers of \$7,850.24 for April. We usually receive another small turnover in May (last year \$5,599) followed by larger turnovers in June (prior year \$38,608) as the County closes out the year. We received \$1,350 in ECF Funds on March 3rd (for Nov-Dec-Jan Verizon services) plus another \$2,365.18 in E-Rate refunds on March 8 (Nov 22-Feb 23, 4 months of Internet services). She has applied for another 2 months of ECF Funds yesterday of \$900 (Feb-Mar) with another 2 months of funding available. This will be the end of the ECF funds as they are no longer available. We will have to decide whether or not to continue offering the hotspot units to patrons.</p> <p>General Fund wrote several checks plus had online payments for utilities and VISA. Each packet includes some checks to sign and online payment receipts to review. Materials & Services has several checks of interest. In the books budget, Ingram \$7,661.03 monthly book order; Cengage-</p>



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	<p>Gale \$2,390.30 for Ebook encyclopedias subscription; the Newsbank check was written on 3/29 (receipt in one of the folders) for \$4,642.00 for digital access to the archives of national and regional news including Baker City Herald, the Oregonian, USA Today and thousands of others; EBSCO \$1,103.00 for a Library Aware subscription; and included on the VISA, video purchases from VUDU digital movies of \$2,167.48 and Amazon DVD's \$1,278.14. In Facilities, checks were written to Arros Electric \$3,321.07 for the Halfway branch to retrofit the lights to LED and Haines branch to update two outside lights to LED; Idaho Airships \$500 is for thermal imaging services for the roof leak identification; the Bookkeeping Supplies budget, includes two items on VISA for Intuit Quickbooks subscription of \$549 to update the software version plus another \$650 for the annual payroll subscription. Association Dues includes a check to Rotary Club \$180 for membership. Public Programs includes a check to Swank \$520 for renewal of the onsite movie license. Youth Programs includes a check to the Museum of Natural History of \$296 for a July Summer Reading Program titled "Oregon Rocks". Library Supplies includes two checks for Demco \$1,286.32 for library processing supplies and Quill \$863.26 for library supplies (paper, thermal rolls for receipts, misc. office supplies) and a new calculator for the business manager of \$151 (mine died after 18 years of service). And for Internet, a check to Link Oregon of \$360 for the Baker Library Internet costs for 3 months (net of the E-Rate discount for which they bill directly).</p> <p>Behind the General Fund report is a Balance Sheet giving the cash balances for the checking and pool account. A copy of the Oregon LGIP pool consolidated summary of all of the District's pool accounts was included for the board to review.</p> <p>The Other Funds received Amazon revenues of \$351 in March and \$140 in Feb (year-to-date receipts total \$3,078) plus received the \$1,000 budgeted transfer into the Technology savings. Other Funds had one expense, an online VISA payment of \$54.26 for amazon shipping expenses.</p> <p>The Capital Investment Fund received the \$15,000 budgeted transfer increasing the cash on hand to \$80,572.</p> <p>Behind the Other Funds report is a Balance Sheet giving the cash balances for the Memorial checking, Capital Investment Fund pool and</p>
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the Other Uses pool accounts including Memorial, Technology, Literacy and Severance balances. Also included is the Memorial Funds Report for designated fund balances as of March 10, 2023 for the board to review.

The **Sage Fund** received its final membership payment. It has now received 100% of the membership Accounts Receivable. At Beth's direction, I have applied for the Courier Grant reimbursement of \$64,660; those funds should come in the next 30 days. Payroll is on target with the budget. Materials & Services wrote 6 checks today for small couriers totaling \$2,793.52. On March 29, checks were written to 4 small couriers totaling \$1,009.11 plus a large check to Umatilla County Special Library District of \$16,440 for a courier contract for two drop sites (this is an annual payment). Sage had an online payment to VISA of \$183.43 including an invoice for MARCive of \$172.68 for record maintenance.

Behind the Sage Fund report is a Balance Sheet giving the cash balances. A new Local Government Investment Pool account was set up for Sage. An initial deposit of \$200,000 was moved from the Sage checking to this new account. There were two reasons, to take advantage of rising interest rates (Sage earned \$82.19 the first month) plus the need to reduce the rising balance in the checking account that was too close to the FDIC federally insured balance of \$250,000.

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. Hawes told the board that they were signing lists for two months. The March list was misplaced, likely misfiled, so we are recreating those for documentation purposes. The minutes approving the March lists has been attached. This is the first time this has happened. Hopefully, they will turn up before the end of the fiscal year. This is a precaution to meet documentation requirements.

Hawes reported that she is also preparing for open enrollment in May. The District has a Cafeteria Plan that includes Aflac supplemental policies and the group health insurance. The Cafeteria Plan makes these available at pre-tax to qualified staff. Plus Oregon Savings Growth Plan packets were ordered to make available for staff as a retirement savings option.



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	<p>Hawes reported that she is registered for a workshop on the Oregon Paid Medical Leave program on April 20th for an update on how the program will work and the responsibilities for the employer. That program will begin in September.</p> <p>Stokes added that he is planning to subscribe to Hoopla soon. It is a streaming and download service for various digital media types – eBooks, eAudio, movies, TV shows, music, and comics/graphic novels. He described the program. It is a Pay-Per-Use (PPU) service, so the cost has potential to increase quickly depending on public use. He has postponed subscribing until more was learned from La Grande library’s experience. Some libraries have had a hard time managing the high demand and cost for PPU services. The main goal of the subscription would be to offer immediate access to users frustrated by wait times on the Library2Go catalog.</p>
Next Meeting	The next regular board meeting will be May 9, 2023 at 1:27pm (Noon).
Adjourn	<p>Palmer adjourned the meeting at 1:00 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>