

Baker County Library District

Board of Directors

Regular Meeting Agenda

Tuesday, Jul 9, 2024, 12:00 – 1:00 pm

Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City

[Remote access provided via Zoom](#)

Phone: +1 669 900 9128 Meeting ID: 860 7254 8647 Passcode: 119399

Kyra Rohner, President



- | | |
|---|-----------------|
| CALL TO ORDER | Rohner |
| I. Consent agenda (ACTION) | Rohner |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |
| II. Conflicts or potential conflicts of interest | Rohner |
| III. Open forum for general public, comments & communications | Rohner |
| In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| IV. OLD BUSINESS | |
| a. None | |
| V. NEW BUSINESS | |
| a. Election of Board Officers (ACTION) | Rohner |
| b. New Fiscal Year Business | President-elect |
| i. Establishing regular meeting time (ACTION) | |
| ii. Appointing agents of record (ACTION) | |
| iii. Authorizing auto-pay for select vendors 2024-25 (ACTION) | |
| c. Planned Closure Date Revision – Aug Staff Meeting | Rohner |
| VI. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VII. Next meeting: Aug 13, 2024 | President-elect |
| VIII. ADJOURNMENT | President-elect |

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

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Library Board Meeting – Annotated Agenda

Monday, Jul 9, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- I. CALL TO ORDER Rohner
- II. Consent agenda (**ACTION**) Rohner
 - a. Additions/deletions from the agenda
 - b. Minutes of previous meeting

Attachments:

- II.b.i. Board meeting minutes, Jun 11 2024

- III. Conflicts or potential conflicts of interest Rohner
- IV. Open forum for general public, comments & communications Rohner
- V. OLD BUSINESS
 - a. None

- VI. NEW BUSINESS
 - a. Election of officers (**ACTION**) Rohner

At the July meeting the Board elects its officers, President and Vice President, for the fiscal year. For the previous year, Kyra has served as President and Betty as Vice President.
 - b. New Fiscal Year Business President-elect

- i. Establishing regular meeting time (**ACTION**)

Attachments:

- VI.b.i. Resolution No. 2024-25.01

The Board must annually adopt a resolution setting its regular meeting time. At the June meeting, the Board consensus was to change the current regular meeting time to the second Tuesday of the month at 12.00p (Noon). The proposed resolution establishes that regular meeting schedule. A fiscal year calendar is included.

I propose one exception to the regular schedule – April 15 (3rd Tue) rather than April 8 for the purpose of being better aligned with mid-month expense payments. Ordinarily, I would also include a change in October for the same purpose but a personal schedule conflict prevents that addition.

- ii. Appointing agents of record (**ACTION**)

Attachments:

- VI.c.i. Resolution No. 2024-25.02

The District must annually appoint its insurance agents of record. We have one agent, Clarke & Clarke, which assists the district with general liability, property insurance, and employee health insurance benefits which we currently get through Special Districts Association of Oregon. Clarke & Clarke representatives have been very helpful. The attached resolution affirms the Clarke & Clarke firm as insurance agent of record for the coming year.

- iii. Authorizing auto-pay for select vendors 2024-25 (**ACTION**)

Attachments:

Library Board Meeting – Annotated Agenda

Monday, Jul 9, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

- VI.d.i. Resolution No. 2024-25.03

This resolution enables the district to set up automatic electronic payments on standard billing items as listed, primarily utilities, corporate and payroll costs. This will make the process more efficient and save time and expense for the board and Business Manager of paying these bills by check. The expenses will be disclosed in a monthly financial report.

c. Planned Closure Date Revision – Aug Staff Meeting **Rohner**

The planned closure schedule was approved by the board at the Dec 2023 meeting with Aug 15. Due to staff availability, the annual staff training event will be held on Aug 22 instead. This is primarily to keep the board informed, but formal approval of the change would be best.

VII. REPORTS

a. Director **Stokes**

Report to be delivered at the meeting.

b. Finance **Hawes**

Report documents to be distributed at the meeting.

VIII. Next meeting: Aug 13, 2024 **President-elect**

Please let me know if you have any agenda items to request.

VIII. ADJOURNMENT **President-elect**