

Baker County Library District

Board of Directors

Regular Meeting Agenda

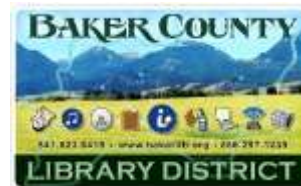
Tuesday, Feb 14, 2023, 12:00 – 1:00 pm

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

Meeting simulcast via [Zoom](#)

Phone: +1 669 900 9128 Meeting ID: 818 2227 4917 Passcode: 997658

Kyra Rohner, President



- | | | | |
|-------|---|----------------------------|--------|
| I. | CALL TO ORDER | Rohner | |
| II. | Consent agenda (ACTION) | | Rohner |
| | a. Additions/deletions from the agenda | | |
| | b. Minutes of previous meeting | | |
| III. | Conflicts or potential conflicts of interest | | Rohner |
| IV. | 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. | | |
| V. | OLD BUSINESS | | |
| | a. None | | |
| VI. | NEW BUSINESS | | |
| | a. Board Member Resignation | Dielman/Stokes | |
| | b. Appointment to Fill Board Vacancy (ACTION) | | Stokes |
| | c. May 2023 Election | | Stokes |
| | d. Policy update - Use of Vehicles Policy, Per Diem rates (ACTION) | | Stokes |
| VII. | REPORTS | | |
| | a. Director | | Stokes |
| | b. Finance | | Hawes |
| VIII. | Next meeting: Mar 7, 2023 | *MOVED FROM 3/14/23 | Rohner |
| IX. | ADJOURNMENT | | Rohner |

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 in bold and marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

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

Tuesday, Feb 14, 2023, 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, Jan 10 2023

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. Board Member Resignation Dielman/Stokes

Attachments:

1. VI.a.i. Dielman Resignation Email, Jan 31 2023

On January 31 2023, Board Member Gary Dielman indicated his intent to resign from the Library Board via an email to Library Director Stokes and Board President Kyra Rohner. We would like to take this opportunity to express our deep gratitude for Gary's dedication and invaluable contributions. According to service history records Christine was able to find, Gary has served at least 31 years on the library board, with 22 of those years as Board President.

b. Appointment to Fill Board Vacancy (**ACTION**) Stokes

Attachments:

- VI.b.i. Appointment Candidate Application – McClay, Ashley

Ashley McClay has submitted her candidacy for consideration of being appointed to the Board seat vacated by Dielman. A Candidate Application form and resume are included with the Board packet (personal info redacted). The Board may recall that McClay has been a strong supporter of library events this past year and attended several recent board meetings. I am confident she would be an excellent member and recommend her appointment.

c. May 2023 Election Stokes

Terms for two Board Members (Position 4, formerly Gary Dielman and Position 5, Joan Spriggs) are set to expire at the end of June 2023. Election for those positions will be included with the May 2023 ballot. The board will discuss if members will be seeking re-election, or recruitment options are needed.

d. Policy update - Use of Vehicles Policy, Per Diem rates (**ACTION**) Stokes

Attachments:

- VI.d.i. Current Policies (Personnel Policy, Article 8.5 and Appendix E)

Library Board Meeting – Annotated Agenda

Tuesday, Feb 14, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

- VI.d.ii. Proposed Policy Options (Article 8.5 Revised; Travel Reimbursement Policy)

In recent years, with acquisition of library vehicles, impact of the pandemic, and rise of web conferencing, the demand for employee travel reimbursement has been significantly reduced. However, update of mileage and per diem reimbursement rates is long past due. District rates were last updated in 2011 when they were set based on 2007 federal rates.

After surveying local governments and fellow library districts, I am presenting a revision for Personnel Policy Article 8.5 on “Use of Vehicles” and options to update or replace the related Appendix E - “Mileage and Per Diem Rates.” Based on Baker City practice, all proposals include a new element of allowing staff the option to use a personal vehicle despite a district vehicle being available with reimbursement rate at 50% of the standard rate.

For Appendix E, there are two basic rate changes (Options 1 & 2). For a more detailed policy, I am presenting Options 3 and 4, which both set the rates to automatically follow the federal rates as they change.

1. Rates updated to 2019 federal mileage, 2015 per diem figures.
2. Rates updated to 2022 federal figures.
3. Replace basic Rate Schedule to *brief* “Travel Reimbursement Policy”, establishing IRS and GSA as rate authority.
4. Replace basic Rate Schedule to *comprehensive* “Travel Reimbursement Policy”, establishing IRS and GSA as rate authority.

My personal preference is for Option 4 - a more detailed policy that addresses the most common situations.

VII. REPORTS

a. Director

Stokes

- *To be delivered at meeting*

b. Finance

Hawes

Attachments:

- VII.b.i. Financial Reports, Feb 2023
- VII.b.ii. Approved bills list, Feb 2023

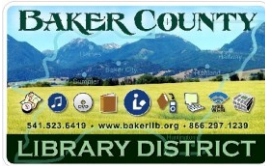
VIII. Next meeting: **Mar 7, 2023** *MOVED FROM 3/14/23

Rohner

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

IX. ADJOURNMENT

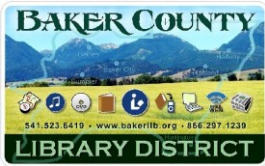
Rohner



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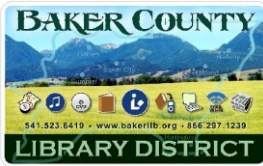
Call to Order	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Kyra Rohner, Gary Dielman, Beth Bigelow, and Joan Spriggs. Attending in person were Perry Stokes, Director and Christine Hawes, Business Manager. Others attending are Jim White, retiring IT manager, and Bryan Ames, new IT Manager. One guest in person, Rob Gaslin of Gaslin Accounting. And a guest logged in online, Ashley McClay.</p> <p>Rohner called the meeting to order at 12:02pm. Four directors were present at the start of the meeting which constituted a quorum.</p>
Consent Agenda	<p>Rohner asked for any additions or deletions to the agenda or minutes from the previous meeting. Stokes is adding an item to the agenda for IT Retiring Manager. There were no changes to the minutes. Dielman MOVED to approve the Consent Agenda; Spriggs SECONDED; motion PASSED unanimously (4 yea) by those present.</p>
Conflicts of Interest	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
Public Comment	<p>Rohner moved to public comments.</p>
OLD BUSINESS: Retiring IT Manager	<p>Stokes invited the retiring IT Manager, Jim White, to speak to the board and introduce Bryan Ames as his successor.</p> <p>Jim described his work experiences with evolving technology in the library. He is confident that “passing the torch” to Bryan will enable the district to maintain excellent technology services. He thanked the board for helping give him a fulfilling career, which was “life-changing”, and for their service and continuous support of the library over the years.</p> <p>Jim described the non-monetary benefits of working in this region. Baker County residents, he said, don’t live here for the money; we live here for the scenery and outdoor activities available. He has worked with technology for 40 years, seen rapid and extensive change, and is ready to pass the torch. He feels the library is in well positioned for future</p>



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	<p>advancements.</p> <p>Dielman said Jim’s contributions have been invaluable. Stokes also thanked Jim for all of his work for the library. He recognized that he had other work opportunities that may have been able to pay more, and staying was a testament to his dedication to library service.</p> <p>Jim said that he has achieved the technology project goals he set for himself before retiring; we have state of the art technology and infrastructure. He recalled when the library’s dream was simply to have a website. He talked about preparing the library for the future. He has Bryan caught up to speed and has shared historical things only he knows, and nuances that he remembers. He described the work they have been doing for a successful transition.</p> <p>Rohner thanked Jim for his dedication and vision.</p> <p>Bryan Ames introduced himself. He started working at the library a couple years ago as an IT Assistant to Jim. The experience helped him realize that his experience and passion was in technology. He recently finished his Computer Science degree at EOU. Here at Baker County library we have high capacity cables, a solid network, modern hardware and software running our services. We have built a strong foundation to go forward from. Thanks to Jim, Perry and the staff has made this one of the most technology forward organizations he has worked with. He has plans for going forward to improve security and reliability, and to improve what we offer. He is looking forward to working with the library and board. He thanked Jim for giving him the opportunity to have this career.</p> <p>The board all thanked Jim. He wished the library the best, leaving the meeting.</p>
<p>NEW BUSINESS: FY2021-22 Financial Audit Delivery</p>	<p>Rohner welcomed the District Auditor Rob Gaslin, attending to present the annual financial audit report.</p> <p>Gaslin thanked the board for contracting his firm to do the audit again. He has worked with the library for about 3 years now. He thanked Stokes and the board for rescheduling the audit report from December due to his sudden unavailability. The audit was completed and filed with the State of Oregon in December, as required.</p> <p>Gasline began review of the audit report with an explanation of the letter on page 2, a required element. Highlights included that the financial</p>



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statements are fairly stated, describe the use of estimates, and that there were no disagreements with management. The top of page 2 describes what is covered in the audit. He spoke of Christine's extraordinary contributions for the audit. It is unusual for a small government agency like ours to have such a skilled staff member. No similar entity in his experience has someone that can write their financial statements.

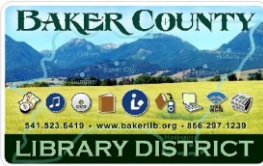
Highlights from the audit report itself, included:

The MDA, starting on page 5, which is intended to be easily readable. It is the best section in the document for an explanation of what is presented in the body of the report. On page 8, in the middle of the page, looking at the pension related numbers, the reference is to PERS which we are required to report in our financial statements. There were significant changes this year. PERS liability went from \$1.2 million to \$611,000. Rohner asked about deferred inflows and outflows. Rob explained briefly and said we will cover this in more detail as we continue.

In the Basic Financial Statements, on page 12 is the *Statement of Net Position*. Last year, we added the component unit which is the Library Foundation. It is required to be included in the report since its sole existence is to support the library. If the Foundation ceased to exist, its assets would be ostensibly turned over to the Library District.

Looking at the Governmental Activities column, we have a huge Property Tax Receivable of \$166,793. We always have a receivable but this is huge in comparison to last year of \$48,664. The County is holding funds that they haven't dispersed yet. The County does send letters to let agencies know that funds are being held. These are entities that have paid taxes but have submitted lawsuits to get their tax liability reduced. One of those entities is a wind farm; the County disperses a portion of those funds collected but there is an evaluation allowance they hold until the dispute is settled. We have no idea when that may happen, but we have to disclose this. This high amount is unusual. Hawes pointed out that at the bottom of the page, under Net Position, the District has a positive \$26,332 in unrestricted funds on this report; it is the first time in history that she can remember. She feels this is monumental; the library is in a good place financially. Gaslin agreed and reminded the group that this can change next year depending on what the PERS liability does.

The *Statement of Activities* is on page 13. A couple highlights here, first you will note that the Library Services total expenses is a lot lower than the prior year; the current year is \$1,093,158 compared to the prior year of \$1,703,813. This is mostly due to the changes in the PERS liability. The



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second item to highlight is under General Revenues, the line titled Unrestricted Investment Earnings (Loss). The Foundation moved some of its cash into investment accounts this year and incurred a loss of (\$10,593). Gaslin talked about the risks for gains and losses taken with investment accounts. There was additional audit work required to account for the Foundation's investments.

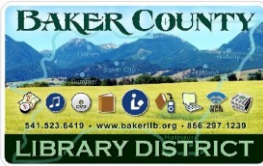
Page 14 presents the *Governmental Funds Balance Sheet*. The large unassigned fund balance is the working balance the District has for operations. The ending fund balance also increased over the prior year to \$753,011, which is an adequate amount.

The *Statement of Revenue, Expenditures, and Changes in Fund Balance* on page 16 represents how the library actually did. In the General Fund column, the total Library Services expenses is actually \$1,297,410 (compared to the \$1,093,158 on the front statement). The Net Change in Fund Balances is a positive \$37,120 which increased the ending general fund balance. The Special Revenue account increased by a small amount. The Capital Investment Fund had a negative change because of funds taken out for a new boiler. In total there was a very small negative change in ending fund balance.

Moving to page 17, Gaslin paused on this page to discuss a small negative change in fund balances, growth in net capital assets, and other changes to reconcile to the Net Change reported on the front statements. The two largest changes are an increase in PERS deferred inflows, which he explained in detail. The large increase in the Property Tax Receivable was previously discussed.

Page 18 presents the Sage Library System net position. Minimal accounting work is done for this fund since it is a fiduciary (pass through) service for a relatively independent organization under oversight of the District. Gaslin noted that Sage has a cash balance of \$195,672.

The notes to the financial statements start on page 20. Note 1 describes the entity itself. "This is a good one to read through," Gaslin said. New information about the Foundation's investments is on pages 22-23. Note 4 on page 26 is also new, giving details on the Foundation's investments which were provided by the broker. Capital Assets are on page 27, showing changes in the assets and depreciation. Other highlights included Note 13, the PERS information on page 35, and review of the Discount Rate Sensitivity. The current discount rate is 6.9% and is what the liability is based upon. The chart shows the impact of a rate change up or down by 1%; a 1% increase can double the liability. This number is very volatile



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based on the market.

In the Required Supplemental Information, you will find schedules on the third basis of accounting that are presented in the document. These are the budget schedules for each of the funds. The board reviews such schedules regularly at monthly meetings since these are the daily operations. There were no issues here to report.

The Oregon PERS Schedule on page 42 provides historical information on the District's share of the pension liability and the pension contributions. In 2014 we started with a small pension liability, had a credit balance in 2015, then a small pension liability in 2016 that has continued to increase to the high of \$1,259,188 last year. Then this year, we had a substantial reduction in the liability.

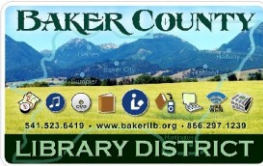
In Other Supplementary Information, we have the Sage Fund budget schedule. Again there is nothing to report.

Moving to the Audit Comments section. This is a report on the District's compliance with laws and regulations. The auditor is required to perform a certain number of tests. There is one item listed in this report; it means that the District does not have another employee with Christine's skills that could check her work. It is also reported in the Letter to the Board. Resolving this compliance note is neither feasible nor required for an agency of our size. While a minor item, regulations require it be stated.

Gaslin asked if there were questions. There was some discussion. Dielman asked if the District is in a good position. Gaslin talked about the library's financial situation and said that the library is in a great position. Dielman talked about the historically tight budget and tough decisions went along with that.

Gaslin thanked everyone again and left at 12:45 pm. There was some discussion on audit services and budget. Hawes is very happy with the services.

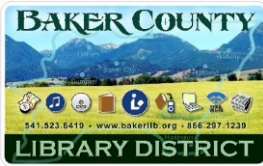
Stokes provided some background about the Foundation decision to put some cash into investments. The fairly large sum it has had for years has not been earning any returns at all with interest rates being very low. It is a good practice to have reserves growing with conservative investment earnings if possible. Unfortunately, the yield on the first year was a loss of \$10,000. That should correct itself over time. The impact created on the financial reports and the additional work for the auditor came as a surprise to all. There was some discussion about what the Foundation is



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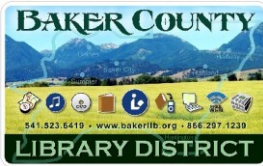
	<p>considering. Rohner asked about having been the liaison for the Foundation but she is no longer receiving the email. Beth Bigelow said that she is now the liaison to the Foundation and asked when the next meeting would be. Stokes will make sure the Foundation Secretary has her contact information so an invitation to the next meeting can be sent.</p>
<p>Paid Family and Medical Leave Insurance (PFMLI)</p>	<p>Rohner moved to the next agenda item.</p> <p>Stokes said the Oregon Legislative Assembly passed the Paid Family Medical Leave Act, which established a paid and family medical leave insurance (PFMLI) program for Oregon employees. PFMLI provides an employee with compensated time off from work to care for and bond with a child following the child’s birth or adoption, to recover from a serious health condition or care for a family member’s serious health condition, or to take leave if the employee or the employee’s family member has experienced domestic violence, sexual assault, or harassment.</p> <p>PFMLI does not provide additional leave beyond what is currently provided by Oregon law, but it provides compensation during such leave. The PFMLI program will be funded by employee and employer contributions in the form of payroll deductions, which began on January 1, 2023.</p> <p>Hawes added that, as Stokes said, the leave is for medical, family bonding, or safe leave allowing up to 12 weeks of leave, similar to the Oregon Family Leave. The tax is 1% of gross wages with 60% paid by the employee and 40% paid by the employer. The estimated net cost to the District is \$2,600 annually. The payroll deductions began January 1st. The Oregon Employment Department will administer the Paid Leave Oregon (PLO) program and determine eligibility. September is the anticipated time they will open the program for applications. It is the employees’ responsibility to apply. The employee cannot receive PLO benefits while on either worker’s comp or unemployment. They can however, use any vacation or sick leave benefits they have accrued. The required posters will be displayed at each branch.</p> <p>Some discussion on family leave. Rohner said that the US is behind in covering family medical leave compared to other industrialized nations.</p>
<p>Reschedule March board meeting</p>	<p>Stokes said that he needs to reschedule the March meeting scheduled for March 14. He proposes moving the meeting the preceding Tuesday,</p>



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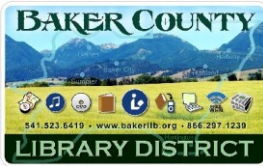
	<p>March 7.</p> <p>Dielman moved that the March meeting be rescheduled to March 7; Bigelow seconded ; with no discussion, the motion passed unanimously.</p>
<p>SDAO Annual Conference</p>	<p>Stokes said that the annual SDAO conference will be held February 9-12 in Sunriver, Oregon which is just south of Bend. They have a variety of sessions geared toward board members with several sessions available for virtual attendance. If any board member wishes to attend the conference in person or virtually, the district will cover expenses. Both Perry and Christine plan to attend some virtual sessions this year.</p>
<p>REPORTS: Director</p>	<p>Rohner moved to the next agenda item.</p> <p>Stokes gave the administrative report:</p> <p>Facilities & Vehicles</p> <p>Roof replacement residual issues - most of the major roof leaks have been resolved. A few persistent leaks are recurring in the Oregon Room and over the Riverside door. Ed continues to work with the roofing contractor to correct the issues. Some issues will have to wait until warm, dry weather arrives to permit access to problem areas.</p> <p>Hydronic Boiler 1 year anniversary - last year at this time, the old boiler failed, the board approved an emergency boiler upgrade. It took several months to acquire and install the new boiler. It became fully functional in May-June. This is the first winter it has been fully operational and it has proved effective and reliable. Ed has been improving the efficiency by adding and replacing insulation around the main heat pipes. Some compatibility issues have become apparent between the new main boiler control system and the “old” controllers for the supplementary Trane heating units on the rooftop. The two systems appear to have never been very well integrated and sometimes work at odds. An upgrade of the Trane controllers is being explored.</p> <p>Grants</p> <p>SDAO Safety & Security Grant - our 50/50 matching grant application for \$5,000 to fund a proposed Air Quality Sensor project was unfortunately declined. The letter stated the project was considered part of the “cost of doing business”. Stokes thanked the SDAO team for the opportunity, but also shared a recent news article about libraries in Colorado being forced to temporarily close due to contamination from meth use in their</p>



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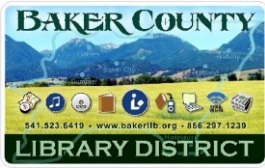
	<p>restrooms. The proposed sensors were intended to help serve as a warning system of such activity.</p> <p>Marketing / Publicity Solar Charging Station - we've recently learned that charging functionality is getting disrupted due to overload usage (many items at once) which trips the breaker. Ed will be upgrading the circuit for greater capacity; the safety functionality will be maintained.</p> <p>Programs & Services EBSCO BookChat - a new subscription has been added to the NoveList subscription to include an online live chat readers advisory service.</p> <p>Personnel Extension of Retirement Date - Jim White has agreed to extend his employment through January 31, 2023 in order to complete project objectives and training that were interrupted by medical leave near the end of his term.</p> <p>Technology Security Camera System update - cameras at all sites are now accessible via the UniFi Protect platform. Capacity has been expanded at the Baker branch so that we can begin migrating camera views covered by our original camera system to the new platform and retire the old system.</p> <p>Public Workstation technical difficulties - the software that manages patron login and printing from public computers has developed a mystery failure issue. Troubleshooting the crashing issue is one of Bryan Ames's main priorities. Unfortunately, the vendor has been unable to replicate the problem on their computers which suggests our public workstations may need to be replaced with newer units.</p>
<p>Finance Report</p>	<p>Hawes shared Financial Reports; electronic copies were displayed on screen for those attending via Zoom.</p> <p>The General Fund received tax turnovers of \$18,874 on January 3, 2023. We also received the Ready-To-Read grant of \$8,488 via electronic deposit on 12/30/2022. Another rebate check from ETO of \$1,000 deposited on 12/28/2022; to date the District has received a total of \$5,000 during the year which is the maximum available for this program. Hawes thanked Ed for his diligence in applying for these funds.</p> <p>Personnel Services is on target with budget, nothing unusual to report</p>



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	<p>there. In Materials & Services, the report will be short today given the special audit delivery. In the Book budget, there were two electronic subscriptions paid this month; on 12/28/22 we paid EBSCO for MyHeritage of \$1,439 and a check today 1/0/23 to EBSCO for a new subscription to BookChat \$750. In the Computer Maintenance budget, two software subscriptions were renewed. The checks are to Port53 Technology \$1,064.80 for security software and SenSource \$2,508 for annual data hosting and SafeSpace occupancy monitoring. The auditor payment was written on 12/28/2022 for \$8,500 as budgeted for audit services. In Youth Programs, a new subscription to ZooBean of \$1,029 for BeanStack subscription (a book reading tracking app). In Utilities, in the Heating budget, the Baker Library vendor Cascade Natural Gas has increased its rate significantly (effective November 1, 2022); the rate increased from 0.46452 to 0.70115 per therm, a 50.9% increase. The increase is projected to cost the district another \$2,800 over the current budget for heating the building. A future supplemental budget will correct this disparity and any others.</p> <p>The Other Funds wrote one check to Visa for \$79.71 for monthly amazon shipping costs.</p> <p>The Capital Investment Fund - no activity to report.</p> <p>The Sage Fund had no income this month. This fund wrote 5 small courier checks totaling \$1,813.73 plus a check to Visa primarily to pay Marcive for record maintenance of \$97.68.</p> <p>The Approved Bills Lists (ABL) are printouts of checking account activities for all three funds since the last meeting date for review. The checks were signed by the board members present at the meeting who also initial the lists.</p> <p>There were no further questions.</p> <p>Rohner asked the online guest for comment or questions. There were none.</p>
<p>Next Meeting</p>	<p>The next regular board meeting will be February 14, 2023 at 12:00pm (Noon). On the agenda will be updating mileage and per diem reimbursement rates.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 1:18 pm.</p>



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	<p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>
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director bakerlib.org

From: Gary Dielman <[REDACTED]@eoni.com>
Sent: Tuesday, January 31, 2023 10:39 AM
To: [REDACTED]@bakerlib.org; Kyra Rohner
Cc: [REDACTED]@bakerlib.org; Aletha Bonebrake
Subject: Resigning from Library Board

Perry and Kyra,

This is my official notice that I am resigning from my position of the Baker County Library Board.

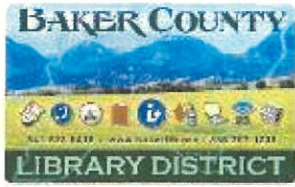
My years on the Library Board has been a labor of love. I know I'm leaving the Board in good hands.

I'll be happy to continue managing the library's historic photos collection as long as you want.

It's been an absolute pleasure working with you and the library staff through all these years.

Perhaps Christine can check the records for when I was first appointed to the Board, if such a record exists. My guess is it was when the Library was still a County dept., ca. 1985.

Gary



BCLD Board Member Application

Appointed Term: Feb 2023 through Jun 2023

Applicant Name: Ashley McClay

Date: 2/8/23

Address: _____t, Baker City, OR 97814

Phone Number: _____53 Email Address: _____il.com

Are you including a resume with this application?
Yes No

If a finalist candidate for appointment, would you authorize a Criminal Background Check?

Yes No

QUESTIONS

1. Why are you interested in serving on the Baker County Library District Board?

As an avid reader and frequent library patron, I want to ensure that the Baker County Library and its branches continue to remain a place of inclusivity, where consumers have access to all materials free of censorship. I am a supporter of each individual's freedom to read and believe that having the right to access information is imperative.

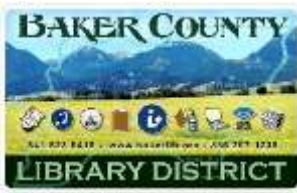
2. Describe past experiences or positions held that would assist you as a board member.

I served on the MayDay, Inc. Board of Directors from 2017-2019, which was my initial experience as a board member. I am a current member of the Baker County Safe Communities Coalition (beginning 2016) and Suicide Prevention Sub-Committee as well as a former member of the Equity Sub-Committee. Through my professional duties, I assist with taking minutes for the Baker County Search and Rescue board meetings, Eastern Oregon Search and Rescue Advisory Council and the Local Public Safety Coordinating Council.

3. In your opinion, what is the most important role of a board member?

The most important role of a board member is to advocate for, and support the mission of, the organization to ensure a sustainable future. This can be accomplished by supporting the Director in his/her/their endeavors to achieve the goals related to this mission.

Application Deadline: 11:00 AM (Pacific), February 14 2023,



BCLD Board Member Application

Appointed Term: Feb 2023 through Jun 2023

4. At the end of your board term, what would you view as a “successful” experience?

A successful experience would be one where I was able to meaningfully participate as part of a cohesive board where members shared ideas respectfully and worked together to accomplish the goals set forth. It would include building rapport and creating positive working relationships with board members and library staff.

5. In library and business organizations today, there is a strong movement towards fostering a culture based on principles of Equity, Diversity, and Inclusion (EDI). How valuable is it for the library to have a commitment to EDI? What role might a board member have in regards to EDI?

It is incredibly important for the library to embrace and foster the principles of Equity, Diversity, and Inclusion. Libraries should be inclusive and offer a safe space for all, while striving to ensure an equitable experience for those who pass through its doors. The Director, staff and board members should work to create a culture within the library that embraces these values. Creating a culture that embraces the principles of EDI may look like the anti-racism statement adopted by the Board and posted to the library website, hiring staff from a vast array of backgrounds, sharing information and resources on social media, creating a diversity and inclusion committee, auditing programs, evaluating the materials collections to ensure representation and diversity are present, being mindful when creating displays or portraying artwork, establishing training programs for staff or having difficult conversations.

6. If you were given the opportunity, resources and authority to change the entire library world, what would you do? Dream big.

I would create an international Library Passport Program, which would be available to all interested high school students (regardless of ability to pay). Students would be able to create an itinerary and embark on an international trip to visit libraries throughout the world, studying the history, architecture and literary works. Funds for the trip would be available due to a generous benefactor who invested wisely, which would mean that the funding stream would never dry up.

****Supplementary documents and/or references are encouraged****

Please submit your application to:

Perry Stokes, Library Director
director@bakerlib.org
2400 Resort St, Baker City, OR 97814

Application Deadline: 11:00 AM (Pacific), February 14 2023,



Ashley McClay

[Redacted] Baker
City, OR 97814

[Redacted]@mail.com

[Redacted] 53

VOLUNTEER EXPERIENCE

- Big Brothers Big Sisters of Southwest Idaho
- Kaveman Kritter's 4-H Club, Dairy Leader
- Baker County Safe Communities Coalition
- MayDay, Inc. Board Member
- Baker City Lions Club Member

SKILLS

Interpersonal



Problem Solving



Adaptability



Leadership



WORK EXPERIENCE

EXECUTIVE ASSISTANT/PUBLIC INFORMATION OFFICER

Baker County Sheriff's Office

Nov 2015-Present

- Executive Assistant to the Baker County Sheriff.
- Manage agency social media pages.
- Speak with media regarding agency activities and investigations.
- Draft press releases.
- Assist with agency-wide budgets.
- Coordinate community outreach.

VICTIM ASSISTANCE PROGRAM DIRECTOR

Grant County District Attorney's Office

Dec 2008-Oct 2015

- Manage daily program operations and supervise employees.
- Secure grant funding and manage reporting requirements.
- Provide trauma-informed services to victims of crime.
- Create community awareness campaigns.

LEGAL SECRETARY

Boise City Attorney's Office

May 2006-Nov 2008

- Draft and prepare legal pleadings/court documents.
- Assist attorneys with daily tasks.
- Prepare files for court proceedings.
- Draft appeal briefs.

EDUCATION HISTORY

Bachelor's in Criminal Justice Administration

2001-2005

Boise State University

- Dean's List with High Honors
- Member of the Speech and Debate Team (Talkin' Broncos)

High School Diploma

1997-2001

Kuna High School

- National Honor Society

BAKER COUNTY LIBRARY DISTRICT

PERSONNEL POLICY MANUAL
ARTICLE 8 – GENERAL PROVISIONS, Continued

8.5 Use of Vehicles

Only employees specifically authorized and trained to operate it may drive the bookmobile. Any employee using a District owned vehicle shall provide the District with proof of a valid driver's license.

Any employee using a private vehicle in the performance of duty shall provide the District with proof of personal insurance before using such vehicle and have a valid Oregon driver's license.

An employee will be compensated at the mileage rate established by the Library Board for use of a private vehicle in the conduct of library business, which takes employee outside the town of one's usual employment, providing such use has been authorized in advance.

See *Appendix E* for mileage rate.

BAKER COUNTY LIBRARY DISTRICT

PERSONNEL POLICY MANUAL
Appendix E – Meal Per Diem Rates

Section Revised: rate changes 9/12/2011; update 5/11/2015

Baker County Library District
Personnel Policies

Mileage and Per Diem Rates

(Rates Effective September 12, 2011)

The District Mileage Rate is 48.5 cents per mile for private vehicle use.

<u>Meal</u>	<u>Per Diem</u>
Breakfast	\$8.50
Lunch	\$8.50
Dinner	\$18.00
Per Day	\$35.00

If travel begins after 8 a.m., deduct breakfast.

If travel ends before 5 p.m., deduct dinner.

Deduct all meals included in Conference/Workshop or other registration costs.

PERSONNEL POLICY MANUAL
ARTICLE 8 – GENERAL PROVISIONS, Continued

8.5 Use of Vehicles

The District owns one or more vehicles which may be available for library business travel. ~~Only employees specifically authorized and trained to operate it may drive the bookmobile.~~ Any employee using a District owned vehicle shall provide the District with proof of a valid driver's license prior to use.

Any employee traveling to conduct library business should first check availability of a district vehicle. If a district vehicle is not available or is unsuitable for the trip, then use of the personal vehicle may be permitted.

Any employee using a private vehicle in the performance of duty shall provide the District with proof of a valid driver's license and personal insurance prior to using such vehicle.~~personal insurance before using such vehicle and have a valid Oregon driver's license.~~

~~An employee will be compensated at the mileage rate established by the Library Board for use of a private vehicle in the conduct of library business, which takes employee outside the town of one's usual employment, providing such use has been authorized in advance.~~
Only employees specifically authorized and trained to operate it may drive the bookmobile.

See *Vehicle Use Policy* for complete guidelines on use, requirements, and compensation eligibility.

See *Appendix E* for mileage rate.

8.5 Use of Vehicles

The District owns one or more vehicles which may be available for library business travel. Any employee using a District owned vehicle shall provide the District with proof of a valid driver's license prior to use.

Any employee traveling to conduct library business should first check availability of a district vehicle. If a district vehicle is not available or is unsuitable for the trip, then use of the personal vehicle may be permitted.

Any employee using a private vehicle in the performance of duty shall provide the District with proof of a valid driver's license and personal insurance prior to using such vehicle.

Only employees specifically authorized and trained to operate it may drive the bookmobile.

See *Vehicle Use Policy* for complete guidelines on use, requirements, and compensation eligibility.

See *Appendix E* for mileage rate.

PERSONNEL POLICY MANUAL
Appendix E – Meal Per Diem Rates

Section Revised: 2/14/2023

Mileage and Per Diem Rates

(Rates Effective _____)

OPTION 1
*2019/2015 federal rates

The District Mileage Rate is **\$0.58 per mile** for private vehicle use.

When a District vehicle is available, but an employee instead opts to use a personal vehicle, the District may reimburse travel at 50% of the established per mile rate.

OPTION A

<u>Meal</u>	<u>Per Diem</u>
	2015 rate
Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$26.00
Per Day	\$46.00

If travel begins after 8 a.m., deduct breakfast.

If travel ends before 5 p.m., deduct dinner.

Deduct all meals included in Conference/Workshop or other registration costs.

BAKER COUNTY LIBRARY DISTRICT

PERSONNEL POLICY MANUAL
Appendix E – Meal Per Diem Rates

Section Revised: 2/14/2023

Mileage and Per Diem Rates
(Rates Effective _____)

OPTION 2
***2023 federal rates**

The District Mileage Rate is **\$0.655 per mile** for private vehicle use.

When a District vehicle is available, but an employee instead opts to use a personal vehicle, the District may reimburse travel at 50% of the established per mile rate.

OPTION B

<u>Meal</u>	<u>Per Diem</u>
	2023 rate
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00
Per Day	\$54.00

If travel begins after 8 a.m., deduct breakfast.

If travel ends before 5 p.m., deduct dinner.

Deduct all meals included in Conference/Workshop or other registration costs.

Travel Expense Reimbursement Policy

OPTION 3

*Establishes IRS & GSA rates
*More detailed

Travel expenses of mileage and lodging for purposes related to District business including, but not limited to tasks, trainings, meetings, and outreach activities not at a District location may be reimbursed. Travel reimbursement requests for meeting or training-type events must include a copy of something related to the meeting or training, such as a dated agenda or training material. Outreach activities done within the District's borders do not require attached documentation.

TRANSPORTATION

When a District vehicle is not available or is unsuitable for library business use, the District reimburses personal automobile travel at the current per mile rate established by the federal Internal Revenue Service (IRS).

When a District vehicle is available, but an employee instead opts to use a personal vehicle, the District may reimburse travel at 50% of the current IRS per mile rate.

PER DIEM (Meals and Incidentals)

The District does not require receipts to reimburse for meals and incidental travel expenses (e.g. parking, tolls, etc.). Instead, the District reimburses at the current per diem rates established by the federal General Services Administration (GS) (for in-country travel) or the U.S. Department of State (for travel abroad) for the area in which the employee's travel occurs.

Breakfast per diem will be granted if travel begins before 8.00a. Dinner per diem will be granted if travel ends after 5.00p. All meals included in conference/workshop, lodging, or other registration costs will not be reimbursed. Incidental expenses only will be reimbursed if incurred.

LODGING

In general, lodging reimbursement is limited to the U.S. General Services Administration (GSA) rates at the time the expense occurs.

For pre-approved official business meetings, seminars, conferences, and other educational events related to the employee's or trustee's official duties, lodging may be reimbursed for actual cost with receipts submitted within thirty days of the last day of travel.

Travel Expense Reimbursement Policy
Library Board approved _____.

OPTION 4
***MOST COMPREHENSIVE**
***Establishes IRS & GSA rates**

A. Purpose

The Baker County Library District will reimburse staff (employee) and Library Board Member (trustee) travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the library. Employees and trustees are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

B. Definitions

“Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

“Travel” means any expenditure directly related to official travel by employees and trustees of the Baker County Library District involving reimbursement for travel.

“Traveler” is a Baker County Library District employee or trustee.

C. Authorized Types of Official Business

Travel, meal, and lodging expenses shall be reimbursed for employees and trustees of the Baker County Library District only for purposes of official business conducted on behalf of the Baker County Library District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences, and other educational events related to the employee’s or trustee’s official duties.

D. Maximum Allowable Expenses

Maximum Expenses Without Board Approval: Travel, meal, and lodging expenses incurred by any employee in excess of an average of \$750 per day must be previously approved in an open meeting by a majority roll-call vote of the Board of Library Directors. The board may approve exceptions to this limit in emergency or other extraordinary circumstances.

Airfare: Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with their personal funds.

BAKER COUNTY LIBRARY DISTRICT

PERSONNEL POLICY MANUAL

Appendix E – Meal Per Diem Rates

Section Revised: 2/14/2023

Transportation: The traveler should use hotel shuttle service or other shuttle services if available. If none are offered, the use of the most economic and safest transportation service is encouraged.

Public or Personal Transportation: In the case of local training or official business where an employee or trustee chooses to use public or personal transportation, reimbursement for use of public or personal transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or trustee's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

Automobile Rentals: Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as limited in this section. Travelers using rental cars to conduct official business are required to purchase full-coverage insurance through the rental agency. Compact or mid-size cars are required for two or fewer employees or trustees traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company unless fuel is prepaid, whichever is more cost-effective.

Lodging: The traveler will be reimbursed for a standard single room at a location convenient to the business activity. In general, lodging reimbursement is limited to the U.S. General Services Administration (GSA) rates at the time the expense occurs.

For pre-approved official business meetings, seminars, conferences, and other educational events related to the employee's or trustee's official duties, lodging may be reimbursed for actual cost with receipts submitted within thirty days of the last day of travel.

In the event of a change in plans or a cancellation, the traveler must cancel the lodging reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the library unless approved by a board vote.

Meals & Incidentals: Meal reimbursement is limited to the U.S. General Services Administration (GSA) rates at the time the expense occurs. Per-diem checks may be requested by a traveler for meals and incidentals by submitting a completed expense report for approval thirty days prior to travel.

For pre-approved official business meetings, seminars, conferences, and other educational events related to the employee's or trustee's official duties, meal expenses may be reimbursed for actual cost with receipts submitted within thirty days of the last day of travel.

Meals provided by the conference or seminar should be deducted from the per-diem allowance. Partial reimbursement may be made for departure and return days based on time per GSA guidelines. Meals during in-State travel that are not an overnight stay may be reimbursed for

BAKER COUNTY LIBRARY DISTRICT

PERSONNEL POLICY MANUAL

Appendix E – Meal Per Diem Rates

Section Revised: 2/14/2023

actual cost not to exceed the GSA regulations with receipts submitted within thirty days of the last day of travel.

Vacation in Conjunction with Business Travel: In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Expense Report form and paid for by the traveler.

Accompanied Travel: When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the library.

Parking: Parking fees at a lodging will be reimbursed only with a receipt.

E. Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved, the following minimum documentation must first be submitted, in writing, to the board or, if below the maximum allowable expense, designated library administration.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

The library hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses as BCLD Travel Expense Report.

F. Entertainment Expenses

No employee or officer shall be reimbursed for entertainment expense, unless ancillary to the purpose of the program, event or other official business.

No employee or trustee shall be reimbursed for any alcoholic beverage, or other controlled substance.