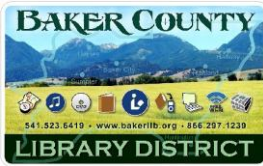


Baker County Library District Library Board Regular Meeting Minutes

Apr 9, 2024

<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 are Betty Palmer and Joan Spriggs. Directors attending on Zoom are Kyra Rohner and Beth Bigelow. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager. With 4 directors attending, a quorum is present.</p> <p>There was one guest present, Kevin Bell of Acrisure Insurance (formerly Clarke & Clarke Insurance), the District’s insurance agent. Attending on Zoom is Ian from the paper; he is interested in the library materials review policy.</p> <p>Meeting called to order at 12:00 pm by Rohner.</p>
<p>Consent Agenda</p>	<p>Rohner asked if there were any additions or deletions to the consent agenda. Stokes had one addition, under New Business, Discussion of the Audit Fee for the Baker Library Foundation. Minutes from the previous meeting had been read.</p> <p>Palmer made a motion to approve the Consent Agenda as amended; Spriggs seconded; no discussion; motion passed unanimously (4 yea votes: Bigelow, Spriggs, Palmer, Rohner), 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 asked if there are any public comments. No one from the public was present. Stokes had no comments to share.</p>
<p>OLD BUSINESS: FY2024-25 Budget Committee & Schedule</p>	<p>Stokes recommended defer this and instead starting with the medical/ dental coverage to accommodate our guest presenter. After that agenda item concluded, the agenda moved back to the Budget Committee & Schedule topic:</p> <p>Stokes said that he was able to contact each member. They have all agreed to continue on the committee. He recommends approving the same committee. They have all agreed to serve at the May 22 budget committee meeting.</p> <p>Bigelow made a motion to approve the committee members and the meeting schedule as presented; Spriggs seconded; motion passed unanimously (4 yea, Rohner, Palmer, Spriggs, Bigelow)</p>



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Revised Form for Review of Library Materials

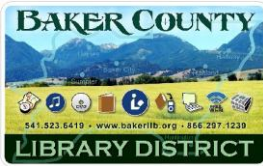
Stokes shared a revised Materials Reconsideration Form, proposed to be renamed the Request for Review of Library Materials form. The revisions are based on the latest recommendations from the Oregon Library Association Intellectual Freedom Committee and incorporate lessons learned from regions which have suffered from frivolous and excessive numbers of challenges, including Florida. Libraries across the nation are revising their standard for challenging materials.

The proposed revision is expanded from 1 to 4 pages. Stokes said this form is somewhat patterned on legal claim filings against a public agency, such as for negligence, when the plaintiff feels the agency is responsible for causing injury, damage or loss. Eligibility rules right up front are intended to help establish "legal standing". The complainant is required to first meet with the Director for discussion and attempt to remedy the matter before escalating the matter to a more formal process. Stokes said this allows a chance to present the library's procedures, mission, and legal obligations and hopefully come to a resolution before additional resources are consumed. Individuals only can submit a form; not groups, which is supported by caselaw. Only one item is allowed to be challenged on each form; lists will not be accepted. There must be 30 days between submission of additional forms. He reviewed each of the eligibility rules.

The form states this process is not entirely confidential and the complainant's name and a copy of the form may be released as public record. Stokes read through the questions and explained elements each one is intended to establish for the factual record. Some discussion on questions. Question 13 is a survey on yes/no agreement with various principles of democracy and intellectual freedom. Stokes isn't committed to this one if the board would like to remove it, but he feels it is an important matter of public interest if someone is seeking to suppress others' access to free expression. Finally, the complainant signs a statement that all information submitted is truthful.

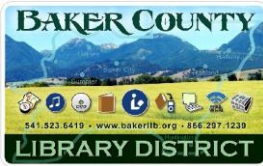
The packet includes a related policy from Deschutes Public Library, also recently revised. Stokes noted their policy includes an appeal for adding a suggested item to the library collection, which is something we don't have. We do have a basic purchase requests forms in print and online. Directors were given time to read through the packet information.

Rohner recommended running it through legal counsel. Overall, she liked the questions, but had a couple of edits to suggest. Stokes agreed to implement the edits. Palmer asked if we have received many challenges. Stokes responded no. Typically, we get informal comments and complaints about things on display or on the shelves, but have not had formal challenges. The last notable complaint was from someone in the LGBTQ community who spoke about being



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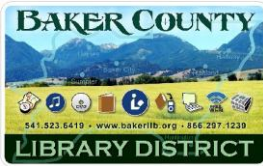
	<p>offended the library featured “anti-trans hate” books on a display poster. Stokes described that the “Free People Read Freely” poster was about freedom of choice and thought and featured various book covers representing opposite viewpoints. Stokes had a conversation with the complainant, but felt they left unconvinced and disgruntled, unfortunately.</p> <p>Palmer asked if we wanted to wait until he has made changes that have been suggested. Spriggs feels we can move forward, knowing what the changes will be made to the final draft. Rohner said she would work with Stokes on specific pages. One change suggested on question 7 regarding reference to the law.</p> <p>With no further discussion, Rohner asked for a motion.</p> <p>Bigelow made a motion to the Review of Library materials be approved with the revisions that were outlined by Rohner; Spriggs seconded; motion passed unanimously (4 yea votes).</p>
<p>NEW BUSINESS: Medical/ Dental Insurance Benefit Plan</p>	<p>Rohner moved to the Medical Insurance. Stokes said he wanted to start with this item so that Kevin can leave the meeting when he is done.</p> <p>Kevin Bell was available to review the renewal changes with the board, attending today’s meeting. Kevin said that Special Districts Insurance Services (SDIS) is a large group and is self-insured. The Library District pays into the Special Districts organization and they provide the coverage. With a large group, they are able to obtain better rates. Regence is the provider for the medical program; we use them to process the claims, we use their doctors and providers. On the Dental, we use Delta Dental (was Moda).</p> <p>The increase for the group came in about 7% overall. He said that Christine looked at our group, the BCLD increase was 5.9%. Looking at the forms he handed out. We are on the Red PPO K Plan, which shows the costs. Our dental coverage is the Constant Dental; he described the benefits. The medical deductible starts over annually in January. Regence pays all of the claims and bills Special Districts each month for services. They also use a reinsurance market to cover high years; he described how that program works.</p> <p>The dental plan had a small increase of 4.1% and the medical was 5.9%. Kevin said that after COVID, elective surgeries and other medical procedures, that had been postponed, are being done, which has added to the increase. The last few years, SDIS has actually incurred costs over 100%. When years are good, they can bank that money; on bad years they can buy down the rates which they have done. Kevin brought a summary of both the medical and dental plan., and a summary on the medical benefits. He reviewed the new benefits including</p>



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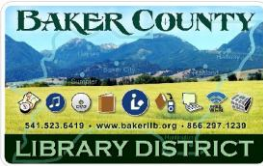
	<p>diabetes program, stress management program, and a new physical therapy program for in-home. There is also a 24/7 MDLive, to have access to medical online; you can call in to a doctor. They can prescribe medications. That’s all he has at this time. He asked if there were any questions.</p> <p>With no questions, Rohner and the board thanked Kevin Bell for coming. Bell left the meeting at 12:12pm.</p> <p>Rohner said the insurance item is marked as an action item. She asked if the cost increase will be in the budget. Stokes said the budget can absorb the cost. Stokes said he recommends approval of the same plan. Some discussion.</p> <p>Palmer made a motion to approve the medical/dental coverage as presented; Spriggs seconded; motion passed unanimously (4 yea, Rohner, Palmer, Spriggs, Bigelow).</p> <p>Rohner moved back to the New business items; budget committee.</p>
<p>Fiscal Year 2024-25 Budget Outlook</p>	<p>Rohner moved to the budget outlook. Palmer asked to be excused, as she needed to get back to work obligations. Hawes gave both Palmer and Spriggs the check packets for signature before Betty left.</p> <p>Stokes displayed spreadsheets on screen for preliminary budget review, starting with income and property tax receipts. Ongoing disputes with property value challenges are causing shortfalls in revenue collection. We have surplus funds accrued from prior years that we can draw on. This year, we should be well under budget and have a surplus to add to the savings. Next year, however, will require some fiscal constraints.</p> <p>Rohner asked about primary challenges; Stokes said unstable revenue collection doesn’t allow for increasing categories, but he plans to assume a return to a moderate growth rate. According to the County Assessor, the revenue instability is mainly from commercial properties (windfarms, others), which can self-report valuation and the Assessor has no authority in the matter. Stokes feels that 3% is a conservative estimate. This year, we will get about \$70,000 less than originally budgeted.</p> <p>Palmer left the meeting at 12:51pm.</p> <p>Despite the revenue shortfall, Stokes projects being under budget in major categories due to restrained spending by staff. Next year we may need to some of the Operations Reserve surplus. Stokes will retain at least \$600,000</p>



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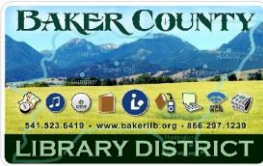
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	<p>contingency and design the budget lines to stay on track for the next few years. Hopefully, the court cases will be resolved and the funds will come through to help with this. In Personnel, he is planning on a 4% increase, which is on par with predictions. The outlook is cautious.</p> <p>Foundation Audit Fee - agenda addition. We have talked about, at previous board meetings, that the Foundation has invested its funds in the marketplace. That investment requires additional work for the annual financial audit report. We had proposed that the Foundation pay for the increase in cost. At the recent Foundation meeting, Stokes asked them to pay for a portion of the increased cost, which they did. However, they protest that responsibility and don't think they should pay; they are requesting that the library cover the audit fee. The Foundation feels the audit fee is part of the library's cost of doing business.</p> <p>Rohner asked if we can do that - pay their fee? Stokes explained the audit process. Bigelow was at the meeting, they exist to support the library. They feel the future returns are greater leaving those funds in investments. Rohner doesn't have an objection, but wanted to know what other libraries do. Stokes will do research on what other libraries do.</p>
<p>REPORTS: Director</p>	<p>Stokes gave administrative reports:</p> <p>Starting with an update on the Josephine County issue where patrons petitioned to be able to be excused from having to pay taxes toward the library district when they don't wish to; a recent settlement concludes that people cannot simply opt out based on their personal wishes.</p> <p>Personnel: Ed Adamson is on restricted, sedentary duty, for another week pending an upcoming medical evaluation and written work release. He is managing volunteers and contractors for any building maintenance work needed.</p> <p>Facilities: One of the bathroom faucets was broken and has been replaced. Vandalism to the goose-neck faucet is suspected. Bike repair station - the station has been restored to working order; a hose that was cracked due to weather exposure, wear-and-tear has been replaced. HVAC system - the air handler drive belt was cracked and worn. One recently slipped the pulley. He is working with a contractor on that repair. Interior ceiling tiles are being replaced. Ed has a contractor bringing in a crew to replace all of the stained tiles.</p>



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	<p>In Sumpter - the museum building had a major leak. The city is applying for grants to get this repaired. They are in the process of getting bids.</p> <p>Programs: The Spring Break youth events went well.</p> <p>Free comic book day will be held the first Saturday in May; we give away free comic books. Our partner comic books shop sponsor is out of Eagle Idaho.</p> <p>Battle of the Books program, the junior high team won the regional competition and will go to the State competition in Salem.</p> <p>Training and other: Microfilm collection - there are 44 rolls of microfilm that need to be replaced, the project will cost about \$2,700. We will proceed with that project.</p> <p>Training - Stokes and Heather attended a training on OSHA and recommendations.</p> <p>OLA Conference - Stokes will be attending the OLA conference next week.</p> <p>National Library Week. National Library Day - the Friends of the Library made a great spread in the break room for staff.</p>
<p>Finance Report</p>	<p>Hawes reported on the financial reports. Copies of the reports have been handed out and electronic copies are available.</p> <p>The General Fund received tax turnovers of \$33,010.24 on March 7 and interest income in March of \$4,404.94. The Personnel Services is on target with the budget at 76.2% of budget. All wage-related expenses are current. The Materials & Services includes checks written for Ingram \$5,790.35 for the monthly book order and Grey House of \$1,028.10 for subscriptions to stock related reference books. The Insurance line #6613 shows a refund of \$1,472 for a reduction in the cost of liability insurance related to adjusting the budget numbers being used for calculating our rates. The refund brings the insurance line down a little to 114% of budget (compared to 121% last month). Other checks include Swank \$546.00 for annual license renewal, Quill \$1,370.96 for office supplies (copy paper, printer cartridges, office signs, a tri-fold display, and other operating supplies), and Verizon \$722.43 for the monthly invoice. Online payments include Cascade Natural Gas of \$1,527.49 for heating, Xerox \$223.47 for the monthly copier contract, and a few payments to CenturyLink dba Lumen for Huntington telephone \$86.33, Huntington Internet \$475.86, and Sumpter services \$138.86. The VISA statement hadn't closed yesterday (usually closes</p>



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the 8th and will be available today), a few highlights of items included on the VISA are Inuit Quickbooks Payroll \$850 annual payroll subscription, Kapco \$652.30 for book processing supplies, OLA Oregon Library Assn \$325 conference registration for Perry, Amazon \$844.40 for 2 wireless printers for the patron print station. The VISA online payments will be made this week, and posted by the due date; most of the VISA charges have been verified. I am still waiting on a few receipts from staff.

The **Other Funds** received a memorial donation of \$300 to benefit the Oregon History Room and \$134.83 in online book sales. It will make an online payment to VISA of \$40.44 for shipping expenses for books sold. There was no other activity in this fund.

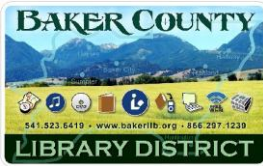
The **Capital Investment** fund received another \$405.35 of interest income for its pool holdings. There was no other activity in this fund.

The **Sage Fund** has received all but one of its outstanding membership dues. Sage also received the LSTA Courier Grant funds, totaling \$67,893, at the end of March. Those funds have been moved to its pool account to earn interest. The pool earned another \$1,064 of interest income in March, bringing the year-to-date interest earnings to \$7,475. In Personnel Services, there are 9 months of wages on the books at 69% of budget. All wage related expenses are current. In Materials & Services, Sage wrote 5 checks to small couriers totaling \$1,905.81. It also wrote a check to A Rifkin Co for \$3,882.52 for 500 new courier bags. And will make an online payment to VISA of \$80.00 for an Evergreen conference registration for Beth. In total, expenditures are at 79.5% of budget which is a little below the 83% for YTD.

The Approved Bills Reports were included with the check packets to be signed by the board members present.

In other news, we received a note of congratulations from Oregon PERS on "submitting 100% of your 2023 reports on or before their due dates". Hawes added that this feels like a nice pat on the back.

OBOB competition expenses: Courtney & Heather will be taking 4 kids to the Oregon Battle of the Books (OBOB) competition at Chemeketa Community College in Salem. Courtney will have release forms with her. She is renting a Suburban in La Grande; that vehicle has been added to the library auto insurance from Friday April 12, through the weekend. The insurance card has already been received and given to Courtney to carry. They will stay one night, Friday night, and return home Saturday evening. The total cost is anticipated at \$2,000 with a budget line of \$3,000 for this event. They are taking one team this year, versus two teams last year.



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	<p>E-Rate update: The Internet vendors have been selected for the upcoming fiscal year. There will be two changes. The Baker branch will switch from LinkOregon (a non-profit that serves universities, schools and libraries) to Inland Development out of Hermiston. The primary factors were cost and capacity increase. Inland uses the same fiber line already connected to the Baker library; they offered a fair price of \$600 a month for a huge increase in capacity (from 500mbps to 1Gig) whereas the same level of service with LinkOregon was \$991 a month. The big savings will be at the Huntington Branch Library. We will switch from CenturyLink/Lumen currently at \$475 a month (for 3mbps) to US Cellular 4G wireless (avg 10mbps, a big increase in service level) for \$110 a month (plus the initial cost of 2 pieces of equipment totaling \$460). The primary factor was cost, the change will save the district over \$3,000 a year. This location has a long history of minimal availability for Internet options. The other four locations will remain with their current vendors: Haines (Cascade Reliance), Halfway (Pine Telephone), Richland (Pine Telephone) and Sumpter (CenturyLink/Lumen).</p>
<p>Next Meeting</p>	<p>The next regular board meeting will be May 14, 2024 at noon. The primary item will be the budget.</p>
<p>Adjourn</p>	<p>Rohner adjourned the meeting at 1:20 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>