



# Baker County Library District

Board of Directors

## Regular Meeting Agenda

Monday, Feb 11, 2013, 7:00 – 8:30 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

<b>7:00</b>	<b>I. CALL TO ORDER</b>	Dielman
	<b>II. Additions/deletions from the agenda (ACTION)</b> <i>Related documents (1):</i> Agenda.	Dielman
	<b>III. Conflicts or potential conflicts of interest</b>	Dielman
	<b>IV. Approval of minutes from previous Board Meeting (ACTION)</b> <i>Related documents (1):</i> Board Meeting Minutes 01/14/13.	Dielman
	<b>V. Open forum for general public comments &amp; communications</b> 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.	
	<b>VI. PREVIOUS BUSINESS</b>	
	i. None.	
<b>7:10</b>	<b>VI. ANNUAL / RECURRING BUSINESS</b>	
	<b>i. Directors Election 2013</b> <i>Related documents:</i> To be distributed at meeting.	Stokes
	<b>ii. 2013-14 Budget Process / Budget Committee Membership</b>	Stokes
<b>7:30</b>	<b>VIII. NEW BUSINESS</b>	
	<b>i. Art Gift Consideration of Leslie Davis Wood Sculpture Collection</b> <i>Related documents:</i> To be distributed at meeting.	Stokes
	<b>ii. Policy Revision (ACTION)</b> <b>Rules of Conduct; Unattended Child Policy</b> <i>Related documents:</i> To be distributed at meeting.	Stokes
<b>8:10</b>	<b>IX. ADMINISTRATIVE REPORTS</b>	
	<b>i. Director's Report</b> <i>Related documents:</i> To be distributed at meeting.	Stokes
	<b>ii. Business and Financial Report</b> <i>Related documents:</i> To be distributed at meeting.	Hawes
	<b>X. Agenda items for next regular meeting: Mar 11, 2013</b>	Dielman
<b>8:30</b>	<b>XI. ADJOURNMENT</b>	Dielman

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 (1) (d) Labor Negotiations  
ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights  
ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 2nd Monday each month from 7.00 to 9.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon.



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<b>Call To Order</b>	Betty Palmer, Vice President called the regular meeting of the Board of Directors to order at 7:08pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Betty <b>Palmer</b> , and Della <b>Steele</b> , Directors; Perry <b>Stokes</b> , Library Director; and Christine <b>Hawes</b> , Business Manager. Guest presenters attending were Carol Phillips from OTEC and Kent Bailey from Guyer & Associates. Gary <b>Dielman</b> arrived at 7:10pm.
<b>Agenda Approved</b>	Palmer asked for changes to the agenda. No additions or changes were proposed.
<b>Conflicts of Interest</b>	Palmer asked for declaration of any conflicts of interest for topics on the agenda. There were none.
<b>Minutes Approved</b>	Stokes reviewed revisions emailed to him by Dielman including minor grammatical corrections and a statement of clarification regarding minor bookmobile driver plans while Mr. Kunze is recovering. <b>Rohner-Ingram made a motion to approve the Regular Meeting Minutes of December 10, 2012 as amended; Steele seconded; passed unanimously.</b>
<b>Public Comment</b>	Palmer noted for the record that there were no members of the public present. Stokes had no correspondence to share. Palmer turned control of the meeting over to Dielman.
<b>OTEC Power Equipment Easement</b>	<p>Dielman welcomed Carol Phillips from OTEC. Phillips said she understood the board had questions about the easement proposal. The proposal is for a single phase transformer 30 inches square. Power lines will be routed under the sidewalk. The Resort Street Underground Utilities Project goes out to bid this month. Work is planned to start in May.</p> <p>The board asked for clarification on the location and size of the easement. Phillips stated such easements are typically 15 ft wide &amp; long but that may be negotiable down to 10 ft area. It was noted that no time period is stated in the easement contract. Kyra confirmed that easements assume forever unless stated otherwise. Kent Bailey suggested, "in perpetuity or until equipment is removed." Carol confirmed that the location is the landscape bed area at the northwest corner of the building near the payphone and driveway entrance to the parking lot.</p> <p>Palmer asked about surrounding vegetation creating a hazard being near the transformer. Phillips said vegetation is allowed nearby as long as it does not impede the box being opened. Palmer requested contract language stating the District would be given adequate notification before any vegetation is removed.</p>



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	<p>Dielman voiced concern about the potential hazard from a car running into the transformer. With icy conditions, it is feasible that a vehicle could slide into it on attempt to enter the parking lot coming from Campbell St. He suggested a solid safety post (bollard) be placed to deflect a vehicle impact. Carol said OTEC can place a post, if needed.</p> <p>Gary requested the easement size be reduced to 10 ft wide/long. Stokes said the landscape strip may not even be 10 feet wide, so measurements should be made prior to revision. Carol agreed to adjust dimensions to match the landscape strip width if 10 ft wide or less. The board requested measurement and 4 stakes to show the easement size with changes to the contract including removal of the reference to use of chemicals. Carol said OTEC does not use chemicals so deleting that element is not a problem. She will have stakes placed and contact Stokes to review placement and a revised agreement.</p> <p>Phillips left the meeting at 7:28pm. In discussion afterward, several board members voiced being in favor of underground power lines but said they were unaware the project was officially going forward. Stokes stated he was aware of project preparations by Public Works but had no information on a LID being established or the cost to the District.</p>
<b>Audit Report FY11-12</b>	<p>Kent passed out copies of the audit reports. Stokes asked if the reports are printed and bound locally; Kent said the reports are printed and bound in-house at his CPA firm. He thanked the board for selecting Guyer &amp; Associates to do the audit work. He appreciates working with Christine &amp; Perry and began reviewing report highlights starting with page 4.</p> <p>Overall, the District has maintained its sound fiscal status compared to last year. Long-term debt has been paid off and the District fund balance has increased slightly. On review of p.10, Dielman requested that prior year comparisons be included in the report for data on pages 10-11. Christine said she could prepare such data for future audit reports.</p> <p>PERS was largest expense increase incurred; other expenses were flat. Bailey reviewed p. 14 which shows detail for income &amp; expenses, p. 21 cash &amp; receivables, p. 22 summary of fixed assets, p. 25 net pension obligations, and p. 31. The last 2 pages are the compliance report. Audit practice is to review the District in seven areas. This is a “very clear report,” Bailey said. There was only one compliance issue involving a slight expenditure beyond the approved budget in Personal Services. Christine commented that this issue was due to the District operating on the cash accounting method while the audit is done by</p>



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	<p>the modified accrual method.</p> <p>Bailey stated that when Aletha retired, he was skeptical that any successor could operate as efficiently and budget as tightly but that Stokes is doing just that. He complimented the board for its fine management of an outstanding library. Baker County residents, he added, believe they get good service and good value from the library, and this is reflected in consistent support for library bonds and levies.</p> <p>Having finished the audit report, Bailey exited the meeting.</p>
<p><b>Administrative Reports: Director's Report</b></p>	<p>Stokes gave the following administrative reports:</p> <p><b>General</b></p> <p>After the shooting atrocities at Clackamas Mall and Newtown CT, Stokes directed all staff to review FEMA webinar training "<a href="#">Active Shooter: What you can do</a>". He also met with Baker City Police Chief Security Wyn Lohner on 1/8/13 for a consultation about safety measures and is seeking a meeting with John Minarich of Alpine Alarm to explore security system options such as a panic button at front desk. Safety &amp; Security procedures will be included in the District-wide staff training in spring.</p> <p><b>Facilities.</b></p> <p>Eaves on the main branch are again showing water damage below the gutters on the Madison and Resort St sides of the building. Wet plaster has broken and fallen, leaving growing holes highlighted by large icicles as snow melts. Sid Johnson &amp; Co will be notified. Stokes expressed frustration that no permanent fixes have been implemented to date.</p> <p>The condenser motor on the boiler compressor unit needed replacement in early January. When it failed, it made a terrible and alarming moan-like noise from seizing up. The assessment and repair was done by Cook &amp; Emele.</p> <p>The PRCF work crew visited Fri, Dec 14 and did commendable work winterizing the grounds. Their January visit was canceled due to lack of available PRCF guard staff. Stokes directed the board to a Quarterly Maintenance Report from John Watson included as part of their meeting packet. Some of the highlights included repairs to plumbing, organization of the storage work room, and installation of additional baby changing tables to men's and unisex restrooms. This equipment was provided by the Friends.</p>



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Huntington staff reported having no water to the building temporarily. When it came back on, the water in both sink and toilet is coming through muddy. Watson will be investigating to see if a water line has broken or if there is another cause.

### ***Friends.***

Four small shopping carts from the Friends are now available for adult use. Two are parked at the front entrance and two at the riverside door. The library purchased and installed “Cart Parking” signage and will also be getting plaques that acknowledge the Friends’ contribution to place on the carts.

The Friends is trying to put together a Big Read grant application due Feb 5 2013. It has organized a Big Read Planning Committee which is currently gathering public input on the book selection. An online survey is open until Sunday 1/20/13. Printed ballots are also being taken at library branches (included in packet). The survey offers 10 options that were selected from the 27 books on the NEA Big Read book list.

### ***Personnel***

**Jerry Darbyshire** has been transferred from the Huntington branch to be the Haines library staff, replacing Heidi Hull who retired at the end of December. **Kaitlyn Lofton**, who was the Huntington substitute staff, has been hired as the primary Library Assistant for that branch. Jerry did some extra training with her through December for that purpose. **Tamarack Grammon** has been hired to work 4.5 hours every Sunday. Senior staff Lindy Cloyd had previously worked that shift for 10 years and recently requested the reduction to her schedule. Tamarack will also be called upon to fill substitute shifts as needed.

### ***Professional Development***

Stokes is considering going to the [2013 ALA MidWinter Conference](#) held in Seattle this year from January 25-29.

The [SDAO 2013 Annual Conference](#) will be held Feb 8-10, Portland OR. Stokes invited board members to review the program and let him know if they are interested in attending.

Stokes is planning to attend the [2013 OLA/WLA Joint Conference](#) held April 24-26, 2013 in Vancouver, WA. He hopes to send up to two staff, as well.

### ***Programs, Events & Services***



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	<p><b>Technology</b></p> <p>On January 3, Sage Library System upgraded to version 2.3 of the integrated library system software Evergreen. This upgrade includes several back-end changes that will make staff's work more efficient. More flexibility with the Holds Pull List is especially appreciated by staff. The new version also features a <a href="#">child-themed version</a> of the online catalog. This new catalog has not yet been rolled out, as Sage is still working out kinks in the upgrade.</p> <p>Libraries of Eastern Oregon has received quotes to purchase two genealogy databases, Ancestry and Heritage Quest. A group of LEO libraries hopes to have these resources in place before the end of the fiscal year. BCLD has an existing subscription to Heritage Quest. Stokes is interested in trying Ancestry for a couple of years to see if our users show a preference between these two similar products. The additional cost would be around \$700.</p> <p><b>Other</b></p> <p>Libraries will be closed Jan 21 2013 in observance of the MLK Jr. federal holiday.</p> <p>Stokes invited the Board to participate in the annual Staff Bowlstice get-together on Jan 21 at 4:00pm at Elkhorn Lanes. This is the seasonal party for staff, arranged and provided by the Library Director. Staff play two games, have a pizza dinner, and Stokes awards prizes to top scorers.</p> <p>Three Directors are up for re-election in 2013: Della Steele, Betty Palmer, and Kyra Rohner. The filing deadline is in March, and the election is on May 21. Stokes asked the directors to declare intention to run or not at the next meeting.</p> <p>Stokes said there was a rare oversight in payment of payroll taxes recently and turned the floor over to Christine for details.</p>
<p><b>Business Manager's Report</b></p>	<p>Hawes passed out check packets for signatures and reviewed the financial report passed out with the check packets.</p> <p>The payroll tax error, she said, was simply an unfortunate oversight. She thought she had processed payment as usual but found out a few weeks later it was missed. The District may be penalized for a certain percentage of the payment which could be up to around \$990. One of the directors said "To err</p>



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	<p>is human and it now we know Christine is.” All agreed that mistakes sometimes happen, especially with complex work. Stokes said Hawes quality of work is exemplary and he had confidence she would take extra care to avoid such an oversight happening again.</p> <p>Starting with an update on income: the District received tax turnovers of \$104,067 on January 2 for a total of \$769,547 or 91% of the budgeted revenues. The Ready to Read grant of \$5,838 was received January 7 to support Early Literacy projects.</p> <p>Noteworthy report items included: the Jobs Plus/Vocation Program line at 288% over budget. Some of this overage is due to posting of State reimbursement funds in the revenue line but Stokes said it also needs to be adjusted since the District is using the program more than originally anticipated. A little less than half of the \$15,000 Group Insurance Liability Contingency or \$6,630 has been paid out for staff medical claims, so far. The Branch Building expenses line is high due to work done on the Richland library new storage space. A large order of light bulbs was made for \$549.27 as part of the new Facilities staff work. Stokes acquired privacy screens to place on monitors at front desk workstations for \$264.42. Personal Services and Materials &amp; Services expenses are on target overall at 59.9% and 52.6% respectively. The Debt Service line will need to be adjusted to cover the Tax Anticipation Note interest and fees. The Profit &amp; Loss report shows a current cash balance of \$516,150.53 after paying tonight’s bills.</p> <p>In Other Funds, the grant of \$15,000 from the Leo Adler Community Fund for Teen Room remodeling was deposited. Amazon online book sales netted \$621.86 in December which Stokes said is extraordinary and due to the work of a new person helping with these listings.</p> <p>Hawes said she had already completed issuing W-2’s for personnel. She has opened a 28-day bid window for E-Rate supported telecommunications services and it closes Feb 4 2013.</p> <p>Checks were signed and approved.</p>
<b>Next Meeting Date</b>	The next regular meeting will be February 11, 2013.
<b>Adjourn</b>	The meeting was adjourned at 8:35pm.



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Respectfully submitted,

Perry Stokes,

Secretary to the Board

PS/ch