

# Baker County Library District

Board of Directors

## Regular Meeting Agenda

Monday, Jan 13, 2014, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

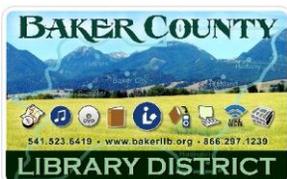
Gary Dielman, President

<b>6:00</b>	<b>I. CALL TO ORDER</b>	<b>Dielman</b>
	<b>II. Additions/deletions from the agenda (ACTION)</b> <i>Related documents (1): Agenda.</i>	<b>Dielman</b>
	<b>III. Conflicts or potential conflicts of interest</b>	<b>Dielman</b>
	<b>IV. Approval of minutes from previous Board Meeting (ACTION)</b> <i>Related documents (1): Board Meeting Minutes 12/9/13.</i>	<b>Dielman</b>
	<b>VI. 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>6:10</b>	<b>VI. PREVIOUS BUSINESS</b>	
	i. None	
	<b>VII. ANNUAL / RECURRING BUSINESS</b>	
	i. <b>2012-13 audit (Special guest: Kent Bailey)</b>	<b>Dielman</b>
<b>7:00</b>	<b>VIII. NEW BUSINESS</b>	
	i. None	
<b>7:30</b>	<b>IX. ADMINISTRATIVE REPORTS</b>	
	i. <b>Director's Report</b>	<b>Stokes</b>
	ii. <b>Business and Financial Report</b> <i>Related documents: To be distributed at meeting.</i>	<b>Hawes</b>
	<b>X. Agenda items for next regular meeting: Feb 10, 2014 6:00pm</b>	<b>Dielman</b>
<b>8:00</b>	<b>XI. ADJOURNMENT</b>	<b>Dielman</b>

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) (h) Legal Rights

ORS 192.660 (1) (e) Property  
ORS 192.660 (1) (i) Personnel



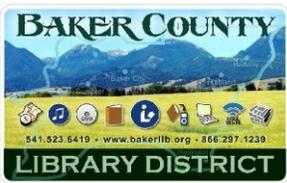
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Board of Directors

## Regular Meeting Minutes

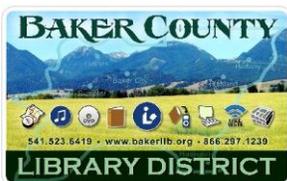
December 09, 2013

<b>Call To Order</b>	Gary Dielman, President called the meeting to order at 6:03pm. The meeting was held in the Archive Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary <b>Dielman</b> , Nellie <b>Forrester</b> , Della <b>Steele</b> , and Betty <b>Palmer</b> , Directors. Also present were Perry <b>Stokes</b> , Library Director; and Christine <b>Hawes</b> , Business Manager.
<b>Agenda Approved</b>	Dielman asked for additions or changes to the agenda. There were none.
<b>Conflicts of Interest</b>	Dielman asked if there were any potential conflicts of interest to be declared. There were none.
<b>Minutes Approved</b>	Dielman asked for other corrections to minutes. Minor changes received from Dielman were added to copy in packets. No other changes were noted. <b>Palmer made a motion to approve the Agenda as presented and the November 18, 2013 Regular Meeting Minutes as corrected; Forrester seconded; motion passed unanimously.</b>
<b>Public Comment</b>	Dielman stated for the record that there were no other members of the public present for comments. Stokes had nothing of note to report.
<b>New Business: Policy Revision</b>	Stokes is proposing an update to the District's <b>Visitor and Non-Resident Card Fees Policy</b> to bring the policy in line with the Evergreen fixed-limit patron types. While the change raises the number of items loaned to non-resident patrons that have purchased a temporary Visitor Card, he feels risk is minimal. From his experience, most delinquent accounts are due to young adults in their 20s. Changes include increasing the limit for a 3-month card to 6 items, increasing the 6-month card to 12 item limit and one-year card to Full Privileges. The 2-item checkout limit for the 1-month cards is retained unchanged. With no further discussion, <b>Forrester made a motion to approve the Visitor and Non-Resident Card Fees Policy as amended; Palmer seconded; motion passed unanimous.</b>
<b>Policy Review</b>	<p>Stokes said that it was time to review a few of the policies that were last adopted or reviewed in 2007 and 2009. The <b>Bulletin Board Policy</b> still meets the District needs. He had no changes to propose for it. Discussion ensued about the 30-day maximum display period; Stokes believes it has been a sufficient time frame to keep the board's limited space manageable. Items can be removed after their 30 days as the board becomes too full. The policy specifies content authorized for display. The board is primarily intended for non-profit uses, community events and news and local government announcements. Signature gathering, commercial advertising of products or services, and partisan political candidate or ballot measure materials are prohibited. He and Diana Pearson generally perform the maintenance.</p> <p>Stokes proposed some revisions to the <b>Statement on Privacy &amp; Confidentiality of Library Records Policy</b>. On page one, under the Information gathered section, he added a bullet listing "Records of</p>



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	<p>Disciplinary and Collections Actions.” Palmer asked how long those records are retained to which Stokes replied five years minimum per State law. On page two, Parents &amp; Children section, the policy states that parents of the child must be listed on the child’s account to have access to information on that record. Dielman asked for an example. Stokes described a recent child custody dispute case in which this policy clarification was needed. Library registration cards currently give the parent applicant an opportunity to add other custodial parent/guardian names but many overlook it. Palmer said that by imposing this restriction, we are covering more than this type of instance. She suggesting an allowance for proof of custody to gain account access whether they were listed or not. The group agreed to the changes. Stokes made note to include that a parent or guardian, or child account sponsor (foster parents, grandparents, etc) can provide proof of guardianship. The policy update will reflect current policy that “information on a child’s record will only be provided to the parent or guardian listed on the record or registration card as the account sponsor or the authorized parent or guardian.” Palmer suggested striking the requirement for address verification, leaving the birthdate and other information requested for verification. On page three, Items On Hold section, Stokes proposes to strike the line about shelving holds by an alias or other alternate method. On page four, Illegal Activity Prohibited section, line 2, correcting reference to “Rules of Conduct” to the “Code of Conduct” to reflect the current policy title. <b>Palmer moved to adopt the Statement on Privacy &amp; Confidentiality of Library Records with corrections as discussed; Forrester seconded; motion passed unanimous.</b></p> <p>On the <b>Video Security &amp; Records Policy</b>, Stokes had one minor change. The approximate period that general video evidence is retained was proposed to change from 21 days to 30 days since the recently replaced DVR unit has an expanded memory capacity. <b>Forrester moved to adopt the Video Security &amp; Records Policy as amended; Steele seconded; motion passed unanimous.</b></p>
<p><b>Administrative Reports: Director’s Report</b></p>	<p>Stokes started administrative reports with an <b>update on Sage</b>. He attended a Sage meeting this morning. The entity is in a better position than previously thought, with a \$40,000 carryover anticipated. As a program division of the EOU Pierce Library, the Sage budget has been enigmatic. Stokes is lobbying to craft it more in line with local budget law practices which would be more familiar to most Sage members. The Pierce Library Director plans next year for EOU to pay half the amount of dues it has in the past. Dielman asked what kind of alternate entity was discussed to assume Sage. Stokes said Sage is looking at either becoming or folding into a 501C3 or becoming a department of a special district. At this time, the special district option is most favored with the Hood River Library District as the most likely adoptive agency. Other possible District’s discussed were Umatilla Special Library District, Baker, and Lake County.</p>



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The Friends of the Library has been busy with the book sale; Stokes has not presented the **Strategic Plan** to them yet.

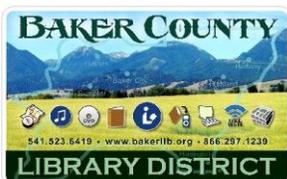
The **Branch Libraries** are all doing well in the cold weather. The front desk has two of the swing arms installed for the larger monitors, with two to go. In other news, **SDAO declined the safety grant request** for the Huntington sidewalk. They had several applications and gave a list of possible reasons they may have declined. There has been no word from the **Adler Grant** Committee at this time. We requested \$50,000 to help fund new smart security tag system for the Baker library. Stokes will be seeking additional grants for that project. We are getting low on library registration cards and are looking into ordering a different color for juvenile cards. The 5-year **maintenance contract with Comprise for the SAM** public computer management software has recently concluded. The contract is now renewed on a year to year basis. Stokes will be crafting an RFP to assess the current service and compare it to other available options. The software is used to manage patron computer usage. This last year branch libraries were forced to disengage from the centrally managed system because of unresolved connectivity problems. The partitioning creates service inefficiencies for patrons and staff.

The **Bookmobile** will be on vacation for the last two weeks in December and the first two weeks of January. This is a cost-savings measure that Bookmobile staff came up with; patrons were notified and supported the option. The Bookmobile ran in the Twilight Parade last Saturday. Stokes commended the staff who decorated it for the "Country Christmas" theme. Melissa Shafer designed and fabricated long horns to mount on the front. Bethany Parker (new driver) had about 15 kids walk with her carrying signs. Steve Kunze was the special driver for the parade. The kids came up with clever slogans: Let 'R Book and Read-em-Cowboy for their signs.

In **staff news**, one staff member had a house fire last night and will be off for a couple days to deal with insurance. Stokes revealed inscribed mugs to be awarded for long-time staff in appreciation of their service anniversaries: Sara 30 years, Arlene 25 years and Carmen 25 years. A card was passed around for recent retiree, Arlene Dethloff.

The Amazon **book sale proceeds** have almost surpassed the amount netted from the annual book sales. There have been more volunteers working consistently on the project. The two annual book sales held at the Library are now more of a community service allowing the community first chance at books being discarded and sold. Hawes added book sales totaled \$680 in November and \$498 in October. Stokes said poorer quality and surplus items are shipped to Better World Books regularly. We just received our first commission of \$53.43.

Dielman wanted to comment on the Library website. He said that



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	<p>Stokes has done a good job of packing the website full of information and links to outside references. He commended Stokes on the website.</p>
<p><b>Business Report</b></p>	<p>Hawes passed out the financial report and check packets for signatures. The General Fund received one tax turnover totaling \$139,001.43 in December. The District received three turnovers in November totaling \$636,744.24 plus the one in December totaled \$775,745.67 (85.3% of budget). We are a little ahead in tax receipts over last year. Last fiscal year, we received four tax turnovers in November (with the last one on 11/30 and none in December) totaling \$682,475.10 (75.8% of budget). Notable checks include Ingram \$15,823.35 (a large catch-up order), Comprise Technology for a one-year SAM renewal \$3,169, Legislative Counsel \$615 for Oregon Revised Statutes reference set, Department of Corrections \$209.16 for landscape maintenance in Halfway, Eastern Oregon Electric \$225.64 for separating the server circuits, Thatcher's Ace Hardware \$242.66 general maintenance and recent painting projects, Alpine Alarm \$325 for two new phone handsets, Showcases \$745.31 for DVD/CD cases, and Black Distributing \$296.62 for bookmobile fuel. Hawes added that Black Distributing continues to give the District a 13% fuel discount for bookmobile diesel (November prices were around \$3.97-\$3.99/gallon, with a 0.54 cent a gallon discount, the cost to the District was approximately \$3.42/gallon). An expense reimbursement of \$112.57 was received from the Friends in support of children's programs. The General Fund has repaid the inter-fund loans totaling \$124,000 to Other Funds leaving current cash balance of \$540,014.</p> <p>In Other Funds, we received Amazon book sales of \$680.86. Three checks for book sale commissions totaling \$152.77 were paid out. With the repayment of inter-fund loans all cash balances were restored; totals were reported for all departments.</p> <p>Checks were signed and approved by those present.</p>
<p><b>Next Meeting Date</b></p>	<p>The next regular Board meeting will be January 13, 2014 at 6:00pm. The agenda will include the audit delivery for fiscal year 2012-2013 and the review of additional District policies.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 7:02pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>