

# Baker County Library District

Board of Directors

## Regular Meeting Agenda

Monday, Apr 13, 2015, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

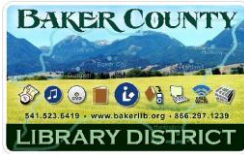
<b>6:00</b>	<b>I. CALL TO ORDER</b>	<b>Dielman</b>
	<b>II. Additions/deletions from the agenda (ACTION)</b>	<b>Dielman</b>
	<b>III. Conflicts or potential conflicts of interest</b>	<b>Dielman</b>
	<b>IV. Approval of minutes from previous Board Meeting (ACTION)</b> <i>Related documents: Board Meeting Minutes 3/9/15.</i>	<b>Dielman</b>
<b>6:05</b>	<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>6:10</b>	<b>VI. PREVIOUS BUSINESS</b>	
	i. None	
<b>6:15</b>	<b>VII. NEW BUSINESS</b>	
	i. <b>Approval of Health Insurance Provider (ACTION)</b>	<b>Guest: Kevin Bell</b>
	ii. <b>Consideration of Opposite-sex Domestic Partner benefits (ACTION)</b>	<b>Bell/Stokes</b>
	iii. <b>Approval of Financial Officer Bonding Insurance (ACTION)</b>	<b>Hawes</b>
	iv. <b>Internet &amp; Technology Use Policy (ACTION)</b> <i>Related documents (2):</i> • VII.iv.a. Proposed revisions to Internet and Computer Use Policy, including tracked changes • VII.iv.b. Copy of proposed policy with changes accepted.	<b>Stokes</b>
	v. <b>FY14-15 Year-end Budget Projection</b>	<b>Stokes</b>
<b>7:00</b>	<b>IX. ADMINISTRATIVE REPORTS</b>	
	i. <b>Director's Report</b> <i>Related documents: To be distributed at meeting.</i>	<b>Stokes</b>
	ii. <b>Business and Financial Report</b> <i>Related documents: To be distributed at meeting.</i>	<b>Stokes</b>
	<b>X. Agenda items for next regular meeting: May 11, 2015</b> • FY15-16 Budget Projection • Proposal to provide Sick Leave benefits to part-time staff	<b>Dielman</b>
<b>7:30</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

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.



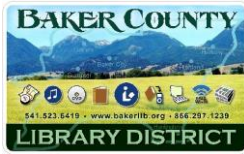
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, March 9, 2015 6:00pm – 8:00pm

<p><b>Call To Order</b></p>	<p>Gary <b>Dielman</b>, President called the meeting to order at <b>6:02pm</b>. The meeting was held in the Riverside Meeting Room. Directors present were: Gary <b>Dielman</b>, Della <b>Steele</b>, and Nellie <b>Forrester</b>. Others present were Perry <b>Stokes</b>, Library Director; Christine <b>Hawes</b>, Business Manager.</p>
<p><b>Agenda Approved</b></p>	<p>Dielman asked for additions or changes to the agenda. There were no changes. Gary noted a quorum was present to conduct business.</p>
<p><b>Minutes Approved</b></p>	<p>Dielman asked for corrections to the minutes. A correction was made to a vendor name mentioned in the financial report paragraph. <b>Forrester made a motion to approve both the Agenda as presented and the February 9, 2015 Regular Meeting Minutes as corrected; Steele seconded; motion passed unanimous.</b></p>
<p><b>Conflicts or potential conflict of interest</b></p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
<p><b>Open Forum</b></p>	<p>Dielman stated for the record that there were no members of public. Stokes had no correspondence.</p>
<p><b>Annual Business: FY15-16 Budget Calendar &amp; Committee</b></p>	<p>Stokes referred to the proposed FY15-16 Budget Calendar document included in the board packets. With the start of the new fiscal year approaching, we need to review the budget calendar which outlines the process for adopting the budget.</p> <p>The budget draft will be reviewed at the May 11, 2015 regular board meeting. The <b>first budget committee meeting</b> will be held on Wednesday, <b>May 27, 2015</b>. The budget committee consists of the Board of Directors and an equal number of community members. Also included in the packets is the list of budget committee members. The committee members are appointed to 3-year terms. We have two budget committee members whose terms ended in 2014. The board needs to re-appoint these two positions; Maryalys Urey has agreed to serve another term but he hadn't heard back from Joy LeaMaster. We can also select another member of the community. He will also contact the other community members to verify they are available in May. Dielman called for discussion on either the calendar or the committee positions. There were no new nominations. The group agreed to ask Urey and LeaMaster to serve again. With no further discussion, Stokes recommended two motions to approve them.</p> <p><b>Steele made a motion to approve the budget calendar; Forrester seconded; motion passed unanimous.</b></p> <p><b>Steele made a motion to re-appoint Joy LeaMaster and Maryalys Urey to</b></p>



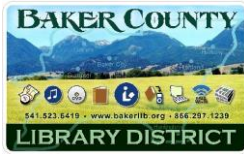
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	<p><b>the budget committee for 3-year terms; Forrester seconded; motion passed unanimous.</b></p>
<p><b>New Business: Library Use Restrictions Policy</b></p>	<p>Stokes said that he has made some changes to the policy that had been adopted by the board in 2013. He has taken out references to other policies since the names may change, making the policy more generic, and added reference to violations to Federal, State and Local statutes. The word “facility” has been changed to “property.” The word facility relates primarily to the building; he wants to expand that to include the Library property. There was one typing error noted. Dielman said this is minor housekeeping and asked for discussion. There was none. <b>Forrester made a motion to approve the Library Use Restrictions Policy as amended; Steele seconded; motion passed unanimous.</b></p> <p>Forrester had a question for the board. She had visited the library on another occasion and parked in one of the handicap parking spaces out front. As she was making her way into the building another patron asked her why there was a large space open between the handicap parking spaces directly in front of the front entrance. There is no sign. It appears to be wasted space. Discussion ensued. It was believed to be for van use for wheel chair access. Stokes said that it may also have been intended for short term delivery. Dielman authorized Stokes to contact the City about the intended purpose and make use of the space.</p>
<p><b>Administrative Reports: Director’s Report</b></p>	<p>Stokes gave the administrative reports. He had no report from the Friends to share. Under <b>Facilities</b>, new countertop power strips were installed in the <b>Adult and Teen Computer Room</b> labs. The project provides easier access for patrons that may need to charge a portable electronic device (phone) while using the public computers. The <b>compressor that operates the HVAC System needed replacement of the motor</b>. It was serviced by Scott’s Heating &amp; AC. As part of a <b>project to replace worn chairs</b> in the library, two new patent leather chairs were purchased for seating in front of the fireplace. The sun has deteriorated the fabric on the dark purple chairs in the Reading Room. Re-upholstery of a single chair about 4 years ago cost \$600, so new chairs can be acquired for approximately the same cost. Stokes plans to phase out badly worn or sun damaged chairs in the reading room. <b>Mobile shelving carts</b> were purchased for the front desk. Three of them fit under the back counter are intended to provide storage space for park games that are planned to be made available for checkout, such as horseshoe &amp; croquet sets, “ladder golf”, and bocci ball. A <b>larger mobile shelf unit</b> was purchased for the storage room to provide additional supplies storage for staff. Stokes was concerned that the shelf was too close to the electrical panels and invited the Fire Department for a site visit to inspect &amp; advise on the placement. He was told that the location of the shelves were acceptable as</p>



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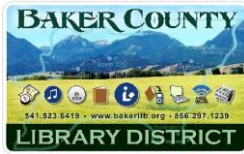
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long as the pathway to the two electrical panels was free of obstacles. They also recommended labeling utility room doors. Stokes has approved Jim White to get a quote for installation of a **light switch panel** for daily use instead of using the breaker switches. The wear & tear on those breakers is causing a need to replace one or two breaker switches every year at \$60-\$80 each. The heavy use is not what they are designed for. At the **Haines Library**, Facility Maintenance staff, Vinnie Russo, is working on cleaning and organizing the basement storage area. The plan is to move select shelving from the storage unit, sell the surplus, and eliminate the need for the storage unit the district is paying \$60/mo to rent. The **Bookmobile** automatic step needs repair. The repair requires taking it to La Grande to a specialized repair shop.

In **Personnel**, long-time employee **Sue McPherson retired March 1, 2015**. She worked the busy afternoon blocks at the front desk. She did a great job of being the library's frontline friendly, welcoming presence and will be missed. In **Huntington**, lead branch staff **Julynn Phalen resigned** at the end of February. She had done extraordinarily good work for the library but needed to move to go to school. A replacement that Julynn had already been training will move into the Branch Lead position and a new sub will be hired. The **Baker Library new cataloger**, John Brockman, will be coming for a visit on March 26 to meet the staff. He is moving his family from California. The board is invited to drop in that day to meet him as well.

Under **Programs & Services**, Melissa's **Fairy Garden Project** was on the front page of the Baker City Herald Friday, March 6. The program has been a great success and Shafer is to be commended. She has also reorganized her desk and area to accommodate an increased need for storage of her supplies.

The **shifting of collections is underway**. The large print has been moved across the aisle. Sci-Fi and Western are being expanded. Temporary signage is being created to direct patrons to new locations. The **Oregon Battle of the Books** took place last week. Library staff, Courtney Snyder coached three teams this year, which included a team from the Middle School for the first time. The teams competed well but unfortunately none advanced beyond the first elimination round. The regional competition was hosted in Pendleton at BMCC. Dielman asked how many teams participated. Stokes estimated 40 teams; each school can have a team. **DVD storage space is limited** and once again has reached its capacity. As a temporary solution, Stokes has proposed to include checkout of the storage sleeves inside the DVD case to borrowers. About half of the DVD collection is checked out at any given time, so this is expected to expand the capacity. Filing rules will need to be created to guide staff in the proper procedure to get the sleeves back in the correct order.



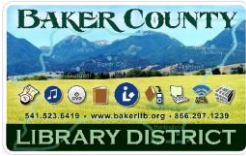
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	<p>In <b>Technology</b>, System Administrator, Jim White is working on the installation of SysAid. The software allows reporting of computer problems electronically and will capture details from that workstation. He is also <b>exploring options for digital signage</b>. Stokes envisions a 42"-46" TV monitor that can be hooked up to a computer that rotates slideshow images to feature services or advertise new materials and upcoming events.</p>
<p><b>Business and Financial Report</b></p>	<p>Hawes passed out financial reports and check packets for signatures. The <b>General Fund</b> received <b>\$29,277.75</b> in tax revenues, <b>E-Rate</b> refunds totaling \$1,257.39 have been received to-date (\$3063.20 approved), and Oregon Trail Library District \$1,370.58 paid for White's February <b>Tech Contract</b> visit. Notable checks include <b>Ingram \$8,557.93</b> that was mostly for a large adult book order, <b>Oregon Career Info</b> \$250 for a reference subscription, <b>Scotts Heating &amp; AC</b> \$485.05 for air compressor repair, <b>Costco membership</b> \$110 for two staff cards, <b>OLA conference registration</b> \$275 for Stokes to attend. Hawes said that Dielman signed checks at the end of February that included Special Districts <b>Liability Insurance</b> \$15,773. She had called Clarke &amp; Clarke to get a copy of the bill so it could be paid on time. He also signed a check for <b>Guyer &amp; Associates</b> \$7,650 to pay the auditing bill; there was no additional cost for Sage this time. We were billed for the amount quoted and also budgeted. The General fund portion of the Visa included \$799.95 for <b>5 replacement computers</b>, \$194 for Huntington replacement <b>printer</b>, \$178.94 in <b>magazine subscriptions</b>, \$1,830.20 for <b>Amazon purchases</b> (mostly new DVD/movies), and <b>T-shirts</b> \$642.56 for the Oregon Battle of the Books participants (of which the Friends will pay half). Dielman asked about the Costco subscription; Stokes makes most purchases on-line with the orders being shipped to the Library.</p> <p>The <b>Other Funds</b> – Memorial Department paid for \$1,199.98 for the two new chairs purchased on the Visa.</p> <p>The <b>Sage Fund</b> had routine activity so nothing unusual to report.</p> <p>Checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present. With no further questions, the report concluded.</p>
<p><b>Next Meeting Date</b></p>	<p>The next regular meeting will be <b>April 13, 2015 at 6:00pm</b>.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at <b>7:00pm</b>.</p> <p>Respectfully submitted,</p>



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	<p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>
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