

Baker County Library District

Board of Directors

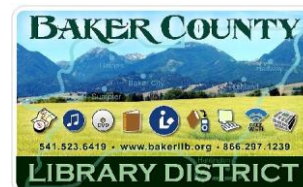
Regular Meeting Agenda

Monday, Nov 9, 2015, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President



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|-------|--|---------------|
| I. | Call to order | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |
| V. | Open forum for general public, comments & communications | Dielman |
| VI. | Previous business | |
| i. | Personnel Policy: Sick Leave Benefit (ACTION) | Stokes/Hawes |
| ii. | Credit Card Policy (ACTION) | Stokes/Hawes |
| VII. | Annual / Recurring business | |
| i. | 2015-16 Revenue projection | Stokes |
| ii. | 2014-15 OSL statistic report highlights | Stokes |
| VIII. | New business | |
| i. | SDAO public meetings & records checklist | Stokes/Hawes |
| X. | Administrative reports | |
| i. | Director's Reports | Stokes |
| i. | Foundation report | Rohner-Ingram |
| ii. | Business and Financial Report | Hawes |
| XI. | Agenda items for next regular meeting: Dec 14 2015 | Dielman |
| XII. | Adjournment | Dielman |

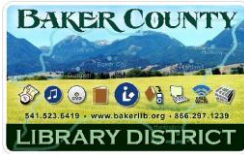
The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (i) Personnel



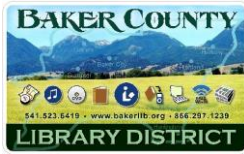
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<p>Celebration</p>	<p>The meeting was preceded by a presentation from seven library staff honoring the Library Director and Board of Directors for their many years of service in recognition of “Bosses Day” October 16. Signed cards were distributed. Pie and ice cream were served and enjoyed by those present. The staff left after the social and the regular board meeting commenced.</p>
<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:22pm. The meeting was held in the Riverside meeting room. Four of five Directors were present including: Gary Dielman, Nellie Forrester, Della Steele and Kyra Rohner-Ingram. Others present were Nancy Johnson (retired board member), Perry Stokes, Library Director, and Christine Hawes, Business Manager. Betty Palmer was unable to attend.</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. Stokes added an item under New Business, Item 5 Credit Card Policy review. There were no other changes.</p>
<p>Minutes Approved</p>	<p>Dielman asked for corrections to the minutes. There were no changes suggested. Rohner-Ingram made a motion to approve the Agenda as edited and the August 10, 2015 Regular Meeting Minutes as presented; Forrester seconded; motion passed with 3 yes votes (1 abstain, Dielman stated his abstinence was due to not being present at that meeting).</p>
<p>Conflicts or potential conflict of interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Dielman noted that there were no members of the public present for comments. Stokes had no correspondence to share.</p>
<p>Previous Business Annual Business</p>	<p>Dielman noted that there was no Previous Business or Annual/Recurring Business to cover tonight and moved on to New Business.</p>
<p>New Business: Code of Conduct Policy, Financial Management Policy, and other policies</p>	<p>Dielman asked Stokes to introduce the policy agenda topics. Stokes told the board that the purpose of the revision to the Code of Conduct Policy is to update the prohibition on tobacco use on library property to “use or display” and add reference to marijuana products. The intent is to make public exhibition of tobacco and marijuana products prohibited on library property. Including the word “display” will be useful to address problematic behavior such as rolling cigarettes in the library, something Stokes reports has</p>



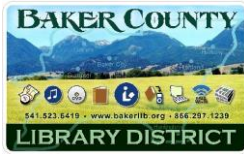
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	<p>occurred in the Reading Room. The language was inspired by a conduct policy element from the Pikes Peak Library District of Colorado. After discussion, Rohner-Ingram made a motion to adopt the revised Code of Conduct Policy; Forrester seconded; motion passed unanimous.</p> <p>Stokes introduced the Financial Management Policy, which is new. The proposed policy is modeled from one approved by Hood River Library District and modified by Hawes. This policy documents current financial management practices and policies. It enables the District to be even more transparent about financial practices and is expected to be helpful for auditors, grant donors, board training and public information. Hawes explained that much of the material in the policy is contained in Systems Documentation updated annually and provided to auditors for Cash, Accounts Payable and Payroll practices. The Financial Management Policy will be the umbrella, giving the overall outline of the District’s procedures.</p> <p>Dielman had submitted via email a couple questions on this policy prior to the meeting. One question was on section “IV Disbursements and Purchasing”, clarifying the intent for the first bullet under item “1. Cash disbursement”, check signing authority. Hawes explained that the intent of this statement is to document the District’s requirement of two signatures and satisfy that policy by stating that any two authorized signers can sign checks. Historically, the in-house rule has been that Stokes signs (or Durflinger as his designated alternate), and one of the board members on all checks issued. In light of recent emergencies, leaving this open for any two signatures will be a benefit.</p> <p>Another question asked about the reference to the Credit Card Policy which was also included in the packets for review. And finally, section “V. Credit Cards”, item #7 on local accounts. Dielman said the statement is passive and needs to define who is responsible for authorization to use district credit in any form. Discussion ensued and corrections were made. Stokes made note of the corrections.</p> <p>Rohner-Ingram moved to approve the Financial Management Policy as edited here tonight; Steele seconded; motion passed unanimous.</p>
<p>Resolution Authorizing Vendors for Online and Automatic Payment</p>	<p>Stokes said that SDAO recommends this resolution to authorize automatic online payments. The Board is already aware that electronic payments are being made but this formalizes that</p>



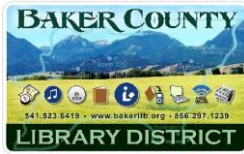
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	<p>understanding.</p> <p>The district’s online payments are primarily payroll related. Automatic deposits made by PayPal are credit card payments for various library services & reimbursements deposited into the general fund checking account. The Oregon State Library deposits grant funds into the general fund checking account for both General and Sage Funds. Stokes added that this will be included in the July meeting to establish online payments annually. There was some discussion on activity.</p> <p>Rohner-Ingram made a motion to approve Resolution No 2015-16.005 Authorizing vendors for online and automatic payment of bills in 2015-16; Forrester seconded; motion passed unanimous.</p>
<p>Personnel Policy Revisions</p>	<p>Stokes informed the board that the mandatory sick leave bill (Senate Bill 454) was passed in the Oregon state legislature in June 2015. Oregon is the fourth state in the nation to pass such a law. The law applies to employers with 10 or more employees. Hawes created a report estimating the district cost. Issues for discussion deal with how the district wants to apply the law for its employees.</p> <p>Beginning with <i>Eligibility</i>, the law says accrual begins upon employment (current district practice) with an optional 90-day waiting period before an employee is eligible to use the leave. Currently, district policy waives the waiting period. Rohner-Ingram advised against a 90-day waiting period and gave an explanation to support it.</p> <p>Perhaps the biggest issue is the <i>Accrual Rate</i>. The law requires a minimum accrual of one hour per 30 hours worked (or 0.03334 minutes per hour; a person working half-time would accrue about 3 hours a month). Currently, district policy awards 8 hours a month for full-time and prorates that amount for part-time staff which is greater than the minimum (0.04615 minutes per hour; a person working half-time accrues 4 hours a month).</p> <p>Stokes’ recommendation is to value branch staff the same as main branch staff. In his BCLD tenure, elimination of wage inequity among staff with equivalent responsibilities has been a priority. He advocates for the same sick leave accrual benefit as full-time staff.</p> <p>Referencing the spreadsheet report, Stokes said the increased cost to the District is estimated at \$1,435 for treating all staff the same using the current policy. The report uses actual hours for the past</p>



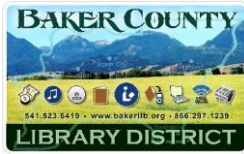
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	<p>12 months to estimate the cost of sick leave for part-time staff currently under the benefit level. The mandated sick leave benefit is estimated to cost the District \$3,736 annually; whereas using the current level for all staff would cost an estimated \$5,171 annually (an increase of \$1,435). The group concurred with Stokes' recommendation of treating all staff equally.</p> <p>There is also an <i>option to payout unused sick leave</i> at calendar year-end (this option requires a front loading of sick leave at the beginning of each year) OR to carryover accrued unused hours which are restored if re-hired within 180 days of separation – Stokes and Hawes both recommend the carryover option with which the group agreed.</p> <p>Finally, the District can decide how much, if any, is <i>paid out upon termination</i>. Currently, district policy awards one-half payout at termination if fully vested which is 5 years of continuous employment. Stokes recommended continuing with this practice.</p> <p>The group agreed to hold to the 5-years of continuous employment policy. Dielman reiterated the sick leave for part-time staff and asked that a sick leave policy update be presented at the next regular monthly meeting.</p>
<p>New Credit Card Policy Review</p>	<p>Stokes said this policy is referenced in the Financial Management Policy. It was originally in the FMP but was separated so it can be clearly presented to staff when authorized for credit card use. He apologized it was not sent out with the board packets in advance of the meeting due to an oversight and recommended the board take it home for review so action may be taken at the next meeting. The board agreed to table this item.</p>
<p>Administrative Reports</p>	<p><i>Friends & Foundation</i> – A few years ago, the Friends of the Baker Library merged with the Foundation to consolidate filing requirements. Legal non-profit status is registered to the Library Foundation. The two groups are looking at additional restructuring to consolidate meetings and executive membership. Rohner-Ingram will give a report next month on those discussions.</p> <p><i>Sage Library System</i> – Stokes has retained the Chair office position due to lack of a volunteer to replace him and the Vice Chair, John Schoppert of CGCC. Schoppert chaired the September Sage meeting due to Stokes' being out of town.</p> <p><i>Facilities & Bookmobile</i> – the bookmobile door latch has broken. It</p>



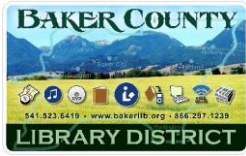
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	<p>will cost about \$500 to repair. Stokes has received comments from staff and patrons saying they appreciate the new air conditioning at the Richland Branch Library.</p> <p><i>Grants</i> – the Leo Adler Grant was due October 1st. He submitted a request for \$5,000 for a project to replace the weather-beaten graphics on the bookmobile.</p> <p><i>Other</i> – The SDAO Directors Training held on September 14 in the Sunridge Meeting Room in Baker City was attended by two Directors, Forrester and Rohner-Ingram. Forrester said that it re-affirmed for her that Stokes and Hawes are doing their jobs. Rohner-Ingram said it was a good presentation. They talked some about the legal requirements. She was encouraged that the district is doing a lot of things right.</p>
Business Manager's Report	<p>Christine passed out the financial statements and check packets for signatures. Reviewing the financial report, the General Fund has received tax turnovers totaling \$10,930.98 in the past 3 months including the October 1 turnover of \$3,014.12. A small negative amount is shown in line #4307 E-Rate Refunds of \$21.49; this was a refund requested by USAC and will net against reimbursements for the current fiscal year.</p> <p>Personnel is on target with a total percentage spent of 32.5% YTD. Checks written include Ingram \$523.14 a small order this month (a large order is being held until November); Reference USA subscription renewal \$1,600, volunteer Ms. Weisheit \$232.23 for memorial rose garden maintenance, Comprise Technologies \$3,169 for SAM subscription, Nellie Forrester \$223.44 for travel and lodging to attend the SDAO training, LEO membership dues \$656.25, and NERO Network \$715.50 first quarter Internet for the main branch.</p> <p>Other news, total Interfund Loans from Other Funds for operating totals \$69,000 to-date. Other Funds cash balance is \$71,078. There will be no need for a tax anticipation note.</p> <p>Other Funds received \$470 in donations in memory of Eloise Dielman. Amazon book sales were \$356 last month, with total YTD revenue at \$856.78. And checks totaling \$8,955.34 were written out of the Technology Department for the E-Rate Baker Internet Update Project. The project costs can't be billed until the equipment has been installed and will be reimbursed at 70%; Hawes is working with Technology Manager, Jim White to get this project funded through</p>



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	<p>E-Rate.</p> <p>Sage Fund has sent out its membership billings totaling \$197,097. The LSTA Courier Grant is 100% spent primarily due to payment of Orbis Cascade of \$41,594 billed in July. This is the primary vendor for the Sage courier system. Monthly courier invoices paid in October totaled \$787.97 and a check to Baker & Taylor for \$732.89 for a software subscription.</p> <p>Checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present.</p>
Next Meeting Date	The next Board meeting will be November 9, 2015.
Adjourn	<p>The meeting was adjourned at 7:35pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>