

Baker County Library District

Board of Directors

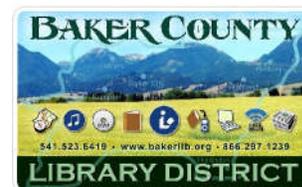
Regular Meeting Agenda

Monday, Aug 13, 2018, 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. Consent agenda (ACTION) | Dielman |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| 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. | |
| V. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VI. OLD BUSINESS | |
| a. None | |
| VII. NEW BUSINESS | |
| a. Report – LED lighting project savings | Hawes |
| b. Contract Review Board – Baker roof maintenance (ACTION) | Adamson |
| c. Policy revision – Fee Schedule (ACTION) | Stokes |
| VIII. Agenda items for next regular meeting: Sep 10, 2018 | President-elect |
| IX. ADJOURNMENT | President-elect |

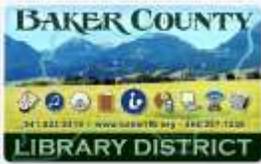
The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's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

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (a, b, i) Personnel



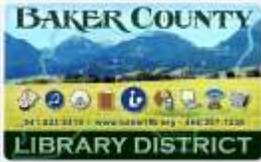
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<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:02. The meeting was held in the Riverside Meeting Room. Also present at the meeting were Kyra Rohner-Ingram, Nellie Forrester and Della Steele, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager. Guests and members of the public present included Mark Witty, School District Director, Aletha Bonebrake, John Brockman and one other person.</p>
<p>Consent Agenda</p>	<p>Dielman asked if there were any changes or additions the consent agenda. Stokes proposed to move the Reports section on the Agenda down below New Business – Guest Presentation. There were no changes to the minutes. Steele made a motion to approve the Consent Agenda with changes; Rohner-Ingram seconded; the motion passed unanimous.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any potential conflicts of interest. There were none stated.</p>
<p>Open Forum for general public</p>	<p>Dielman acknowledged the guests present and confirmed they had no statements for the open forum. Stokes said he had nothing to report.</p>
<p>OLD BUSINESS - None</p>	<p>None</p>
<p>NEW BUSINESS: Election of FY2018-2019 Officers</p>	<p>Dielman said that the fiscal year begins in July which marks the annual election of the board officers. He has been the Board President for quite awhile and would be happy for someone else to step in. He invited nominations. With little discussion, Rohner-Ingram nominated Gary Dielman as President. Steele nominated Rohner-Ingram as Vice-President. There were no further nominations. Rohner-Ingram made a motion to approve the officers as slated; Steele seconded; with no further discussion, the motion passed unanimous.</p>
<p>Establish Regular Meeting Time</p>	<p>Stokes said that annually we adopt a resolution to establish the regular meeting schedule. The monthly meeting is set as the second Monday of the month at 6:00 pm to be held in the Riverside Meeting Room. There was no discussion. Stokes noted the standard resolution for meeting times in the Board packet materials, as well as one other “housekeeping” resolution approved annually. He suggested reviewing the second and bundling approval of the two.</p>
<p>Appoint Insurance Agent of Record</p>	<p>Stokes said that we also annually appoint our insurance agent. We have one agent of record, Clarke & Clarke Insurance. Rohner-Ingram made a motion to approve both Resolution No 2018-19.01 Establishing a regular meeting date, time, and location for 2018-19 and Resolution No 2018-19.02 Appointing Insurance Agent of Record. Steele seconded. With no further discussion, the motion passed unanimous.</p>



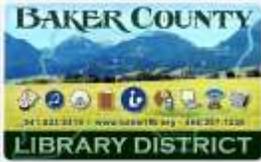
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<p>Guest Presentation: Baker School Facilities Plan</p>	<p>Dielman invited Mark Witty to give his presentation. Witty started by thanking the Library for working with the school district on the Summer Academy. They are always glad to work with community partners. He thanked the group for the opportunity to present the long range plan. Aletha Bonebrake is on the long-range planning committee. Bonebrake added that she may speak some but is there to support Mark. Witty said the goal is to go around the community to as many places they can to give this presentation. The 24 person committee is made up of 18 community members and 6 school district staff. They have had 14 meetings and just made their report in May. They have toured all of the school district facilities, primarily during school days so the committee could get a better feel for the situation. They also looked at other school facilities in the region, particularly updated and new facilities. They met with staff for input. Witty said “We have had many discussions on capacity, needs, facility problems and priorities.” Witty gave the history on each district building and the year it was built. The committee identified the priorities and problems. Capacity is one of the primary issues – there is overcrowding at the grade schools and middle school while the high school is under-utilized. Witty highlighted Safety and Security issues at each school, including traffic hazards from pick up and drop off issues. Other facility issues include operational costs, deferred maintenance and repair costs, and technology. In sum, the committee identified the critical problems as overcrowding, building age and capacity. The high school was built for 830 and had enrollment of 435 (at the time of the study).</p> <p>Witty projected the two possible solutions with dollar figures for comparison. The solution that included updating existing buildings would cost considerably more than new construction and he said that the surveys don’t support this solution. One solution was to renovate the Central Building (old high school on the Middle School campus) for grades 4-6, build a new building for grades 1-3 (at the present location of the Helen M Stack building), and moving grades 7-8 to the high school.</p> <p>The second and committee recommended solution is to construct a new elementary school for grades 1-6 on the property owned by the district north of the high school. Grades 7-8 would move to the high school but be kept separated from high school students. This would also give them access to vocational programs and accelerated classes. To address safety and security issues at all schools, a primary point-of-entry, modern key card door lock system, and safe pickup and drop-off areas are needed at all schools. After some discussion, Witty continued with recommended solutions to other district sites. Haines and Keating facilities need improvements for safety and efficiency; Brooklyn is planned to be repurposed as an early learning center. The goal of the center would be to make a centralized hub of social and health services to young children and families.</p>
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	<p>There was discussion on points of interest and community impact of each solution. Witty said the community needs to retain the District tournaments and other State events it currently hosts and sited the amount of revenues they generate. He showed slides of the costs and broke that down per thousand and average household.</p> <p>Bonebrake said that Mark Witty has made over 140 presentations. He has gone to every community and to any group that is interested. Their advisors said they have never seen anything like it.</p> <p>Dielman thanked Witty for coming. He said that he appreciated having district employee, Betty Palmer, on the library board. She adds a great deal to the library. With no further questions, Witty and Bonebrake left the meeting.</p>
<p>REPORTS: Director</p>	<p>Stokes gave the Director's Report:</p> <p>Budget – he will be filing the fiscal year 2018-2019 budget documents with the assessor this week.</p> <p>Friends Book Sale – the volunteer sign-up sheets are out front. Staff and volunteers are busy preparing for the book sale for Miner's Jubilee.</p> <p>Programs – the June children's programs were well attended. Stokes acquired 10 new titles for the Gale Virtual Reference Library database. He plans to promote them for back to school.</p> <p>Personnel – Carmen Wickam retired June 30. Staff gave her a party and the Friends sponsored the purchase of two deck chairs as a gift. There was a lengthy article in the Baker City Herald. Nola Huey was selected to replace Carmen. She has a MLIS library degree and over a decade of professional experience. Nola has been working as Haines branch lead Library Assistant so that position will be filled next.</p> <p>Facilities – Stokes is looking at solutions for issues with the drive-up book drop. In June, some water leaked through the drop slot after a strong wind and rain storm, causing damage to materials in the book bin. The slot is somewhat difficult to reach without getting out of one's car. Stokes and Ed are looking at ready-made and custom options.</p> <p>One of Carmen's final tasks was to determine the cost of having the Baker library re-keyed. Adamson's assessment is that a full re-keying is not necessary at this time. He does plan to refurbish or replace select worn out locks.</p> <p>After a June rainstorm, a small leak from the roof into the meeting room was</p>



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	<p>discovered. Upon investigation, Adamson found that there has been unauthorized persons accessing the roof and some duct work was crushed. Evidence from the security camera system was shared with the police. Suspects will be charged with trespassing. Adamson is looking at possible removal of the scaffolding by which the suspects climbed to the roof. He talked to the insurance about installing a deterrent but they recommended against it on the basis that liability would be too great.</p> <p>The “ghost chimes” from the WiFi PA system are still happening. IT Manager is seeking to have the vendor replace one suspected faulty unit.</p> <p>The District has changed its cellular phone provider to Verizon. The change was initiated by a need for an Internet wireless hotspot for the bookmobile.</p>
<p>Finance</p>	<p>Hawes passed out financial reports and check packets for signatures.</p> <p>The General Fund received two tax turnovers in June on June 4 of \$27,735.86 and June 27 of \$7,778.48 totaling \$35,514.34. E-Rate Refunds of \$2,747.16 have been received with another \$843.37 pending. A check was written to the Friends of \$95.45 to send them bookstore sales through the end of June. Looking at Personnel Services, the Severance Payout line is currently at zero, this expense will be posted with the Payroll accrual. In Materials & Services, a check to Ingram of \$3,578.24 for June book purchases. Other noteworthy checks, Scott’s Heating \$1,371.43 for building maintenance filters, Visa \$8,145.79 covering several departments, City of Sumpter \$1,341.18 for half of the Sumpter branch annual utilities, and University of Oregon NERO Network \$477 quarter 4 payment for the Baker Library Internet services. Behind the Profit & Loss Report you will find the General Fund cash on hand and accounts receivable at June 30.</p> <p>Other Funds received Amazon book sales revenue of \$283.2 in June. In July, it wrote a check to visa of \$35.51 for postage to mail books sold. The Balance Sheet report shows the cash balances by department, followed by a report on the Memorial Funds. Restricted funds have been used including Sumpter grant funds of \$375 spent on a new counter for the branch, and the Adler teen grant funds were spent to update the teen room with a balance of \$1,901.40; a new chair has been ordered for that room. Amazon funds has a balance of \$2,416.06 after transferring the budgeted \$4,000 to General Fund to support the book budget; Amazon made a total of \$5,195.53 on book sales less the related costs of \$1,410.42, netting \$3,785.11 this fiscal year just ended.</p> <p>Sage Fund – looking at the Profit & Loss ending June 2018, Sage wrote checks for courier services totaling \$1,778.59, to Visa \$460.10 for labels and courier postage. Sage also paid out \$686.7 to clear the member credit for Nyssa Public</p>



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	<p>Library after it used \$500 toward last year's membership, and TVCC \$5,705 member credit funds were dispersed to them for a project. On the Profit & Loss for July, Sage wrote a \$38,949 check to Orbis Cascade for the annual membership paid to this vendor; there is another invoice to come. This vendor is the backbone of the courier system and is historically paid in July. Behind the financial report is the Balance Sheet which shows the cash balance for the Sage Fund and also shows accounts receivable due of \$1,548; this is for two member libraries with outstanding invoices. An Accounts Receivable Report has been sent to Beth a couple times for her to work with them. A few other overdue libraries did send in their memberships with these two left.</p> <p>With no further questions, the checks were signed and check lists approved for all three funds.</p>
Next Meeting Date	The next regular Board meeting will be August 13, 2018 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 8:02 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>