

# Baker County Library District

Board of Directors

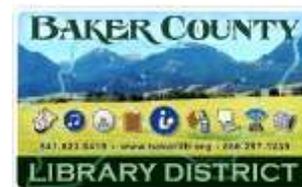
## Regular Meeting Agenda

Monday, Oct 8, 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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|---|-----------------|
| <b>I. CALL TO ORDER</b>   | Dielman         |
| <b>II. Consent agenda (ACTION)</b>  | Dielman         |
| a. Additions/deletions from the agenda  |                 |
| b. Minutes of previous meeting  |                 |
| <b>III. Conflicts or potential conflicts of interest</b>  | Dielman         |
| <b>IV. Open forum for general public, comments &amp; communications</b>   | 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. |                 |
| <b>V. REPORTS</b>   |                 |
| a. Director   | Stokes          |
| b. Finance  | Hawes           |
| <b>VI. OLD BUSINESS</b>   |                 |
| a. None   |                 |
| <b>VII. NEW BUSINESS</b>  |                 |
| a. Authorize Tax Anticipation Note loan (ACTION)  | Stokes          |
| b. Film & photography policy (ACTION)   | Stokes          |
| c. Report on OSL Public Library Statistics  | Stokes          |
| d. Report on OLA Public Library Standards - Part I  | Stokes          |
| e. Report on PERS Employer Incentive Fund   | Stokes          |
| f. Appointing replacement board member (ACTION)   | Stokes          |
| <b>VIII. Agenda items for next regular meeting: Oct 8, 2018</b>   | President-elect |
| <b>IX. ADJOURNMENT</b>  | President-elect |

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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.

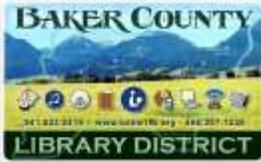
ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (a, b, 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. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.



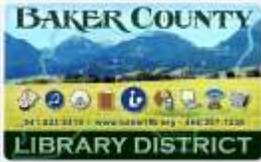
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Board of Directors

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<p><b>Call To Order</b></p>	<p>Kyra Rohner-Ingram, Vice-President called the meeting to order at 6:04. The meeting was held in the Riverside Meeting Room. Present at the meeting were Kyra <b>Rohner-Ingram</b>, Nellie <b>Forrester</b> and Della <b>Steele</b>, Directors; Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner-Ingram asked if there were any changes to the consent agenda. There were no changes to either the agenda or the minutes. <b>Steele moved to approve the Consent Agenda as presented; Forrester seconded; the motion passed unanimous.</b></p>
<p><b>Conflicts or Potential Conflicts of Interest</b></p>	<p>Rohner-Ingram asked for any potential conflicts of interest. There were none.</p>
<p><b>Open Forum for general public</b></p>	<p>Rohner-Ingram asked if there were any comments. There were none.</p>
<p><b>REPORTS: Director</b></p>	<p>Stokes gave the Director's Report:</p> <p><b>Grants</b> – Stokes stated he submitted a grant request to the Leo Adler Community Foundation for \$30,000 to help with the cost of a new roof layer on the Baker branch and avoid district need to go into short term debt for operations.</p> <p><b>Personnel</b> – Stokes stated he continues to be pleased with employment of high school age students to perform shelving duties (Job title: Library Page) at the Baker branch. This gives valuable work experience to teens and they are doing excellent work. The positions are temporary, with terms ending about 3 months after a student graduates. This year, one Page hired last year has elected to move from Sunday circulation desk duties to shelving. One new student was hired for shelving. The two shelvers are in similar classes at school and reportedly working well together, communicating and covering for one another. The Sunday desk shift is now being covered by Nola Huey, the recently promoted operations manager.</p> <p><b>Programs &amp; Services</b> – The <i>piano</i> has new casters on the legs that allow for it to be moved much easier. Stokes believes this will eliminate the legs breaking when the piano is moved. He has found another moving cradle option if problems continue, but it would be significantly more costly at about \$700.</p>



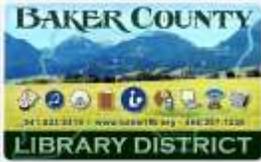
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	<p>The <i>bicycle repair station</i> has been in place about two weeks. It is getting a lot of use. Stokes reviewed security camera coverage for the area to make sure the camera view was adequate and was amazed at the amount of repair station users. Staff report that public comments have been very positive.</p> <p>New <i>Book-A-Room software</i> is now being used for meeting and study room reservations. This replaces the prior method of making reservations on printed sign-up sheets in a binder. Using a digital booking tool enables users to check availability and make reservation requests online at any time. It is a more time-consuming process both for users and staff but provides the ability to confirm reservations and should eliminate the duplicate booking and misunderstanding problems that occurred occasionally, as well as significant staff time to create the binder calendar sheets.</p> <p>Stokes reported that information-gathering is in progress for the “<i>Odor Fee</i>” proposal. Staff are logging use of the StinkBoss unit to “repair” significantly stinky returned items; most commonly these have pungent smoke or pet smell. Results will be given in a future report. He also purchased the spray product Betty Palmer recommended; it is working great as a supplemental treatment so far.</p> <p><b>Staff Training</b> – The all staff training day is usually on Columbus Day/Indigenous Peoples’ Day. This year the library will be open that day as a regular business day and staff training is moved to the following Monday, October 15. This alleviates having both staff training and a board meeting on the same day, which makes for an arduous day for Stokes.</p>
<p><b>Finance</b></p>	<p>Hawes passed out financial reports and check packets for signatures.</p> <p>The <b>General Fund</b> did not receive tax turnovers during September which is in keeping with prior years. In <b>Personnel Services</b>, you will note there are no wages shown in September. This is due to the fact that September 1 was a Saturday so paychecks were dated Friday, August 31 according to the District’s policy. Total wages paid out for September 1<sup>st</sup> wages was \$45,886.38 compared to August 1<sup>st</sup> wages of \$47,895.71. In Payroll Benefits, a check was written to Special Districts \$510.95 for FY2017-18 workers comp final invoice that will be accrued into last year. In total,</p>



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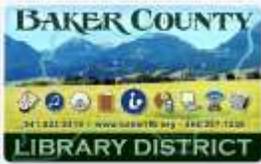
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Personnel Services is a little high at 28.4% spent for year-to-date. This is primarily due to severance wages that will be accrued into last fiscal year and likewise does not have a corresponding budget number in this fiscal year. Looking at **Materials & Services**, the book budget expenses for the month show primarily purchases and periodical subscriptions ordered through VISA. The General fund total due to VISA is \$3,741.49. We haven't received the September Ingram statement; it will be paid on the next check run. In Building & Grounds, VISA also included Saris Cycling \$100.20 to replace decals and touch up paint for the new Bicycle Repair Station needed after installation and tools of \$475.55 for facilities. In Computer Maintenance, the VISA also included two Carbonite subscriptions of \$71.99 each for Tech and Business Manager computer backups. Checks written include Open DNS \$1,064.80 for annual subscription for the Internet filter (computer system maintenance); Commercial Tire \$1,120.60 for 2 tires purchased in August (bookmobile maintenance) and Mike Bork Auto \$608.14 for bookmobile repairs and maintenance in August. Checks also included Oregon Government Ethics \$475.12 annual fee (association dues) and Demco \$508.39 for book cover materials (library supplies). The Utility budget is currently under budget going into winter, which is customary. The Telecommunications budget is also currently under budget, although looking at individual lines, the vendors that are paid monthly are on target.

**Other Funds** received a grant of \$738.75 from Bikes For Baker group who wanted to support the Bicycle Repair Station. The Friends have also approved \$1,100 for this project. An invoice has been submitted to the Friends for reimbursement. Stokes purchased the equipment by VISA for \$1,838.75. The check written to VISA of \$1,919.02 also included the monthly Amazon shipping expense of \$80.27.

The Tax Anticipation Note (TAN) is in progress. Perry and I met with the Baker City US Bank manager and loan officer (via telephone conference call), to go over the terms of the loan. We anticipate receiving the approval for the funds in a couple weeks. The current cash balances are given on both the General Fund and Other Funds financial report. General Fund will borrow from Other Funds to operate in September and first of October. The TAN will cover October and the first of November until tax revenues come in.

**Sage Fund** has had no income year-to-date due to membership billings going out usually in October. The cash balance is holding strong at



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	<p>\$113,881 currently available. Sage wrote 7 checks totaling \$2,167.26 for courier expenses and one large check to Orbis Cascade of \$3,306.25 for a new courier drop site at BMCC.</p> <p>There were no further questions. The checks were signed and check lists initialed for approval for all three funds.</p>
<p><b>OLD BUSINESS</b></p>	<p>None</p>
<p><b>NEW BUSINESS: Filling Board Vacancy</b></p>	<p>Stokes said that Nellie Forrester has declared an intent to resign as of the October board meeting. She has recruited Frances Vaughan of Halfway to replace her for the remainder of her position. She feels that Frances will make a great addition to the board. Stokes gave some background on Vaughan. She will be at the October meeting.</p> <p>Stokes shared a Letter of Resignation from Nellie and a copy of ORS 198.320 statute giving guidelines on “filling of vacancies on governing bodies of certain districts”. The statute says that a vacant position can be filled by appointment by those remaining on the board. The group discussed possible options. Dielman said that he called to talk with Frances; he supports her appointment. Rohner-Ingram thanked Nellie for her service. Adding that she will be missed. Nellie talked about the changes she has seen in the library over the years. She is proud to have been a part of all that was accomplished, but at age 94 travel is getting harder and family is concerned about her safety, particularly having to drive from Halfway in winter. Stokes said that the person appointed will fill the position through next June and would run in the May election if interested in continuing.</p>
<p><b>New Policy – Film &amp; Photography</b></p>	<p>Stokes said that he has a new policy idea covering Film &amp; Photography in the library or on its grounds. He has researched policies that are available and has examples of policies other libraries are using. He went over points of interest and invited board input on the potential policy.</p> <p>The primary impetus for such establishing a policy is a scenario recently experience at the Bend library. It was approached by a political candidate who wanted to use the grounds for a photo shoot. The library was concerned about use the library image, name or identifying features which could imply a political endorsement of a candidate. Commercial use for documentary or educational purposes is generally allowed, sometimes with a fee to reimburse the library for extra staffing. Many</p>



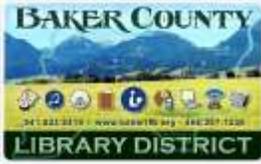
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	<p>model policies prohibit media use and interviews that are not directly related to library matters.</p> <p>Stokes said that BCLD has had a few production companies film scenes for documentaries or reality shows here. No payment was required. Stokes did stay after hours for one shoot and felt it was beneficial to public relations for library use in general. One of the most important policy elements, he feels, would be requiring Proof of Insurance would be a good thing for liability purposes.</p> <p>Stokes said that for tonight he is hoping to get survey preferences; what board members like or dislike about the policy models provided. He handed out a summary of topics addressed by those examples that other libraries have in place.</p> <p>Discussion ensued. Rohner-Ingram said that if minors are photographed, parental consent is required. Stokes supported allowing portrait photography, since it is also good PR and not connected to politics. Rohner-Ingram made a few points of concern. She suggested the policy should be more generic at this point. She suggested distinguishing between commercial and amateur use. She also suggested using a release when it's for commercial purposes.</p> <p>Stokes reviewed the library's policy about non-commercial use with the Director given discretion to make exceptions. He said recently a business that will soon open in the community was used library space to announce job opportunities, interview applicants, and orient new employees. As the business will be employing several people and did not yet have space of its own due to construction, he felt granting the use supported economic development in our community. The group agreed.</p> <p>Discussion moved to fees. Stokes asked if we should charge a facility use fee for commercial filming or photography. Rohner-Ingram liked the example that charged based on the scope of the project. She suggested leaving the fees open to discretion for now. The policy can be modified and tightened up if needed.</p>
	<p>Rohner-Ingram asked if there were any other comments. Stokes said that he is working on the State Library Statistic Report that is due October 1<sup>st</sup>. He will report on that next month.</p>



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	Rohner-Ingram asked if there were any other items for the next meeting. There were no suggestions.
<b>Next Meeting Date</b>	The next regular Board meeting will be September 8, 2018 at 6:00pm.
<b>Adjourn</b>	The meeting was adjourned at 7:03 pm.  Respectfully submitted,  Perry Stokes, Secretary to the Board  PS/ch

DRAFT