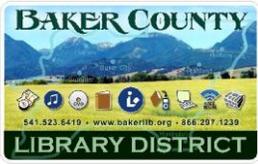


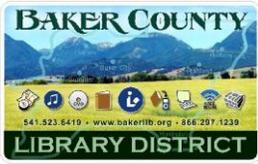
Baker County Library District
Library Board Minutes
 August 13, 2012

Call To Order	Gary Dielman, President called the regular meeting of the Board of Directors to order at 7:08pm. The meeting was held in the Oregon Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Directors present included: Gary Dielman , Della Steele , Betty Palmer , Nellie Forrester , and Kyra Rohner-Ingram . Also present was: Perry Stokes , Library Director, and Christine Hawes , Business Manager.
Public Comments	Dielman stated for the record that there were no members of the public present for comments.
Agenda Approved	Stokes made one addition to the agenda, adding Director's Report: "Green Packet" Success. No other additions or deletions to the agenda were proposed.
Minutes Approved	<p>The minutes had been distributed to the Directors in an email. Copies were available for review if needed. Dielman confirmed that everyone had read the minutes before the meeting. No corrections were proposed.</p> <p>Palmer moved to approve the agenda as amended and the Library Board Minutes dated July 9, 2012 as presented; Forrester seconded; motion passed unanimously.</p>
Resolution 2012-13.001	<p>Stokes presented a resolution to establish the fiscal year 2012-2013 regular governing board meeting schedule. SDAO recommends this be an annually procedure; the schedule will be posted to the website and the bulletin board.</p> <p>Palmer made a motion to adopt Resolution 2012-13.001 Establishing FY2012-13 Meeting Schedule dated 8/13/2012; Forrester seconded; motion passed unanimously.</p>
Resolution 2012-13.002	<p>Stokes presented a resolution increasing the budget by \$5,600 for cash carryover surplus funds. The funds will be appropriated into two areas; one to cover a step increase for the Technology Manager \$2,059 in salary and \$380 in taxes. Stokes explained that in a 2009 negotiation, his salary was agreed to be increased over three years to \$48k. This is the final increase of that agreement. Dielman reiterated the Technology Manager is an indispensable position. The balance of \$3,093 goes into the book budget.</p> <p>Steele made a motion to adopt Resolution 2012-13.002 Supplemental Budget for Cash Carryover Surplus dated 8/13/2012; Forrester seconded; motion passed.</p>



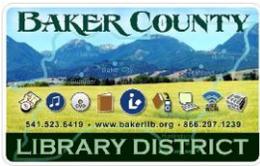
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<p>Time, Place, Manner Policy</p>	<p>With Rohner-Ingram having arrived at the meeting at 7:20pm, Dielman moved back to Old Business to discuss the proposed District Policy dealing with petition signature collection on Library premises. Stokes said this version includes changes requested by the board at the previous meeting. The matter was tabled for policy revision update and to obtain legal perspective from Rohner-Ingram who approved of the revised policy.</p> <p>The policy was read aloud. Discussion ensued on the 15-foot rule concluding with everyone agreeing it was adequate. It was suggested to amend the title as Public Demonstration: Time, Place, Manner Policy.</p> <p>Palmer made a motion to adopt the Public Demonstration: Time, Place, Manner Policy as amended for the purpose of establishing demonstration guidelines; Rohner-Ingram seconded; motion passed unanimously.</p>
<p>Fountain Project Update</p>	<p>Stokes contacted Phillip Charette by email for an update on the Fountain Project. He received a reply dated August 1, 2012. Charette reported he has made no progress in the last year due to complications from family and relocation issues. The work to date appears to be two fish forms roughed out of metal at the beginning of the project. Photos documenting this work were initially received in May 2011 and also showed three templates in progress. A payment of \$2,500 for materials was issued to Charette on May 10 2010; the board had authorized up to \$5,000. The contract completion date is October 31, 2012. In the 8/1/12 email Charette stated he is willing to re-start the project, but will need at least another year to complete it. If the contract were extended, he would finish the project in Alaska where he currently resides. According to the contract, termination options are: 1) library receives artwork completed to date and artist retains payment; or 2) artist refunds all monies paid by library and keeps artwork and materials.</p> <p>It was suggested the board may consider payment in goods of another piece of artwork from Charette equitable to the \$2,500 advance. In his email, Charette suggested two items may be available: an Alaskan native mask (for which he is known) and a medicine print valued at \$3,500; other artwork was discussed to be available in local galleries. Stokes said photos of the artwork would be required, of course, before serious consideration of an offer of goods in-lieu. After discussion, the board consensus was to decline payment with goods since the artwork with which they were familiar was not representative of cultures indigenous to the Baker County region. In addition, since Charette's letter clearly states he is very busy with other projects, several board members were not confident about project completion & delivery from such a remote area even with an extension.</p> <p>After discussion, Board consensus was to decline consideration of an extension and adhere to the October 31 2012 deadline with a completed product, a refund or an exchange of artwork. Stokes agreed to inform Charette.</p>



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Director's Report	<p>Stokes reported on the following administrative reports:</p> <p>Facilities: The leaking faucet in the women's older restroom is still a problem. It has been difficult obtaining a replacement commercial faucet unit due to supply outages. For the time being, the restroom has been placed "Out-Of-Order" until the faucet is shipped and repair done. There are two other restrooms for adults available in the building.</p> <p>PRCF Work Crew Update: The PRCF is working on reinstating the work crews but it is unclear how long that will take. Stokes had held off filling the part-time maintenance position hoping the crews would be available. He plans to go ahead with the maintenance position. The job description will include managing the building maintenance plan and the work crews, if the program is reinstated.</p> <p>SAM Disabled at the Branches: Stokes related a patron letter commenting on the computer issues as the Richland Branch. All of the branches have experienced problems after one of the updates. SAM has been disabled in the branches due to the problems. Other software options will be explored if SAM cannot be restored and stable in branches by the end of the year.</p> <p>Friends Report – Summer Book Sale: The summer book sale was a success with a record gross of \$2,576 plus sales from gift certificates that were given to volunteers. Stokes commended Kata Bulinski, Julianne Williams and other Friends members for doing a great job of recruiting help. Surplus books are traditionally donated to the AAUW, but the Friends may consider other options that have recently become known.</p> <p>Media Review: Highlighted news articles included the Richland Summer Reading Program; Pine Eagle School District authorized the transfer of the building title for the purpose of creating a housing project; the library was the primary sponsor of the Oregon Book Awards Authors Tour; the Library Corner covered the catalog redesign; and two OMSI programs will be in the library this month.</p> <p>"Green Packet" Feedback – Stokes sent out board packets in email this month hoping to save printing costs. The group liked the idea, although one did not receive theirs. Stokes will try condensing the file size and wants to try it again.</p> <p>Check packets were passed out for signatures and approved.</p>
Business Manager's Report	<p>While checks were being signed, Hawes passed out the financial statements and reported on the Cash Flows Projection. Hawes has projected that the Library District will be able to operate on its own contingency funds through October with a short fall estimated at \$20,000 for three days with payday being Thursday, November 1 and the first tax turnover typically arriving three business days into November. This year that will be approximately Monday, November 5. Stokes will contact US Bank to start the process for a tax anticipation note to cover the shortage for the November 1 payroll. Hawes stated the main reason for the shortage is the increased cost in payroll in the past four years since the contingency plan was budgeted. On the General Fund financial report, we received tax turnovers totaling \$6,565 on August 2. Notable checks include a staff medical reimbursement of \$2,800, Special</p>



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	District worker's comp \$211.14 for the balance due on fiscal year 2011-12, Ingram book purchases were down this month at \$660.90, US Bank Visa \$4,974.28 which was mostly due to computer related purchases of \$3,127 and children's programming \$450.18, Movie Licensing USA \$285 annual fee, Gaylord Bros \$821.87 for book cover supplies, Hudson Printing \$537.56 for business window envelopes, and Quill \$396.22 for copy paper, janitorial and general office supplies. Other Funds accounts had no activity this month.
Next Meeting Date	The next Board meeting will be Monday, September 10, 2012 at 7:00pm.
Adjourn	The meeting was adjourned at 8:15pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch