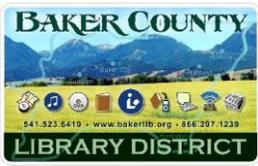


Baker County Library District Minutes

September 10, 2012

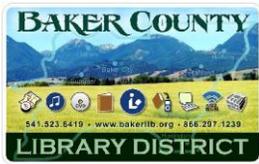
<p>Call To Order</p>	<p>Gary Dielman, President called the regular meeting of the Board of Directors to order at 7:02pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary Dielman, Nellie Forrester, Della Steele, Kyra Rohner-Ingram, and Betty Palmer, Directors; Perry Stokes, Library Director; and Christine Hawes, Business Manager.</p>
<p>Agenda Approved</p>	<p>Dielman asked for changes to the agenda. No additions or changes were proposed.</p>
<p>Minutes Approved</p>	<p>Dielman asked for suggested changes to the minutes. No corrections were proposed. Forrester moved to approve both the agenda and the Library Board Minutes dated August 13, 2012 as presented; Rohner-Ingram seconded; motion passed unanimously.</p>
<p>Public Comment</p>	<p>Dielman stated for the record that there were no members of the public present for comments. Stokes stated he received an email inquiring about the District's long-term parking policy; the topic is addressed under new business. He also received a couple of telephone calls from persons concerned about a Young Adult program. The event will be covered in his Director Reports.</p>
<p>Old Business: Fountain Project Update</p>	<p>Moving on to Old Business, Stokes reported he emailed artist Phillip Charette about the board's discussion on the Fountain Art Project in its August meeting and invited him to attend the September meeting via Skype. To date no reply was received. In the email, he stated that the board was empathetic to Charette's situation; however, given the lack of demonstrated progress to date, none had confidence the project would be completed even with an extension. Therefore, the consensus was to adhere to the original contract terms with established deadline at the end of October 2012.</p> <p>Palmer arrived at 7:10pm.</p>
<p>New Business: Bylaws Revised Draft</p>	<p>Stokes proposed to revise and rename the Library Board By-Laws as the Board Governance Policy, using the policy from Hood River Library District as model.</p> <p>In the new policy draft, he presented a document that indicates retained elements from the old version in black font and new additions in red font. Reviewing the proposed changes, he stated that the goals in this revision is more closely align with current Oregon laws regarding special districts and remove elements that may be variable so the policy would not need to be revised should they change.</p> <p>Thus, the listing of branches in Article 1 was removed to allow for additions or closures. Article II would be removed entirely as it is more of a mission statement than a purpose. All of the remaining concepts are carried over to the new Board Governance Policy.</p> <p>He read through all I. Membership points including A. Composition, B. Term of Office and C. Vacancies. ORS 198 outlines the procedure for filling board vacancies and is referenced in the paragraph. He read through the new elements in the policy. Point D. Conflict of Interest was discussed, specifically the meaning of the term "ex-parte" with Rohner-Ingram clarifying the statement. Stokes said he added verbiage in the case a conflict of interest does exist, a member would declare that a conflict exists but may participate in the discussion.</p>



Baker County Library District Minutes

September 10, 2012

	<p>Under Section B, Terms of Office, Stokes said that he found that elected officials should take an oath required by State Law; at a future meeting he will present a draft of an oath of office. The final sections G and H were read.</p> <p>Continuing on, he highlighted new verbiage in parts II Officers, III Responsibilities and IV Meetings; the most notable change being that the election of officers was moved from November to July to correspond with the fiscal year. A discussion ensued on the term “agents” in context of the “board giving the Director authority to employ all necessary agents and assistants.”</p> <p>The new policy reiterates public meeting requirements. The board discussed the public must be notified of a work session but not necessarily invited. The public can attend any meeting and comment. Stokes stated that all public meetings and agendas are placed on the website, notices are sent to the papers, and copy of notices is made available at the Library front desk should a patron ask. There was discussion on what should be available to the public.</p> <p>In sum, Stokes estimated about 30% of the draft was from the old original document while 70% was new. Previous to this proposed revision, the document had been updated once since inception of the District. The board members liked the updated policy. According to current bylaws, the changes can be voted upon at the next meeting following presentation, so that action will be on the October agenda.</p>
<p>Premises Policy Discussion</p>	<p>Stokes stated that he received an email alert from a concerned patron who saw someone sleeping, presumably overnight, in a car in the north parking lot of the main branch. Stokes said he has noticed himself a couple of vehicles that seem to stay for prolonged periods. Currently, there is no parking policy on record. The Rules of Conduct policy could be expanded to cover the outside premises. He asked the board for input. Palmer asked what concerns we would have and whether they were perceived as a threat. Stokes said he is familiar with the individuals in question. They regularly use the library without problem and do not present overt signals of mental instability or danger; they are likely just houseless.</p> <p>The parking lot is often at or near capacity during library business hours, but patrons generally find spaces on the street or Dollar Tree to use. Baker City does not have a statute covering overnight parking; it is the District’s responsibility to determine policy for its property.</p> <p>One suggestion was to prohibit public parking from midnight to 6:00am. If posted, local law enforcement could be asked to help enforce it. Any limits on the number of allowed hours visitors may park would involve the District having to contract something like a parking attendant. Discussion ensued with no decision being made at this time. Stokes will propose a draft policy for consideration at a future meeting.</p>
<p>Administrative Reports</p>	<p>Stokes gave the following administrative reports:</p> <p>Facilities – At the Baker Public Library, the faucet is now working in the older women’s restroom. He bought 2 new units with the intention of installing the second unit in the men’s restroom. He is waiting to make sure there are no unforeseen problems before installing the second unit. There have been wet spots in the carpet in</p>



Baker County Library District Minutes

September 10, 2012

the reading room due to sprinklers on the windows. He will have a professional look at it and give solution suggestions. There will be a hearing on the underground utilities project on September 25; the Library has already established a resolution in support of the project. The **Haines Library** had a water leak. A broken shut off valve in the crawl space was found during the annual heating/AC inspection. He has called a plumber. The **Richland Library** building construction has started. The Library has been offered the old teacher lounge and concession room for storage. He showed a diagram to the directors and described the planned changes for library use. The estimated cost at this point is \$1,500 - \$3,000, but an official bid has yet to be received. **EOU gifted 3 tables** and a desk to the Library, surplus furniture from its remodeling work. Stokes has already found uses for most of them. The US Postal Service has sent notices to the branch libraries inquiring of interest in hosting a **Village Post Office**. They are looking to partner with other agencies to decrease operation costs. Stokes doesn't see the need for the library to provide this service. Rather, in his opinion, the service would work better if hosted by a local store. The directors wanted to leave this decision to Stokes discretion.

Personnel – A staff member filed a Workman's Comp claim on August 8, having tripped on a carpet at a branch injuring a knee. Stokes will check into the severity of the hazard to assess the need for repair. The annual staff in-service training is planned for Columbus Day, October 8. Staff were asked to form a committee to put together the agenda.

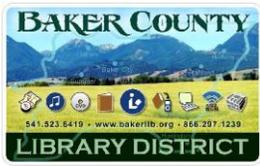
Programming – Children's programs included an OMSI Science Fair August 15 and Summer Reading Program Carnival August 16; both were well attended. The first Young Adult program was attended by over 30 teens, the Hunger Games Event, August 31. Stokes explained that The Hunger Games is a work of satire with an anti-war theme. He received two phone calls from patrons that were shocked the library would support kids killing for sport. The book is about a tyrannical government which annually forces youth selected by lottery into a gladiator event. The protagonist ultimately leads a rebellion against the event and dictatorial regime. The event was probably the best attended program the library has had for the age group. He wrote this month's Library Corner to address the concerns, explain the book topic and the Library's position. Two board members complimented Stokes on a well-written article.

Services – A Children's Service Desk has been established as you enter into the Children's area. The Children's Librarian will be scheduled to be at the desk regularly to answer questions and provide patron services.

Other news – Scenes for a documentary TV show were recently filmed in the genealogy room. Filming began after the library closed at 6:00pm on Friday evening and lasted until about 10:30pm.

Business Manager's Report

Hawes passed out checks for signatures and the financial statements. The General Fund received \$4,158.01 in tax turnovers. E-Rate refunds from 4 vendors totaling \$651.39 have been received to-date with another \$687.57 expected from 3 other vendors. These funds are the final payments for the fiscal year ended June 30, 2012. Personal Services is on target with the budget at 25.5% spent. Notable checks this month are Ingram book order \$781.05, Mike Bork Auto bookmobile maintenance \$150, Staff travel \$285.10 to the 2012 Focus on Children & YA Institute training, Government Ethics annual special district fee \$260.15, Baker City Herald promotional ad in the Active Families insert \$250, Gaylord \$559.56 for custom DVD labels and disc filing system supplies, Children's programs Hunger Games total cost at \$657 (as budgeted), and Ed Staub annual tank check \$39.99 for one of the two branches scheduled. The US Bank Visa \$3,517.40 will be paid on the 20th this month to allow



Baker County Library District Minutes

September 10, 2012

	<p>for final authorization of transactions. The actual expenses to-date is comparable to the cash flow projection with the balance cash at \$33,817, slightly above estimated to-date. Hawes thanked Rohner-Ingram for being available to sign checks this month with Dielman out of town.</p> <p>Checks were signed and approved.</p>
Next Meeting Date	<p>The next Board meeting will be October 15, 2012. Stokes reminded the group this is one week later, the third Monday, due to the staff training on October 8.</p>
Adjourn	<p>The meeting was adjourned at 8:35pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>