

**Baker County Library District
Minutes
October 15, 2012**

Call To Order	Betty Palmer, Vice-President called the regular meeting of the Board of Directors to order at 7:05pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Betty Palmer , Nellie Forrester , and Della Steele , Directors; Perry Stokes , Library Director; and Christine Hawes , Business Manager. Palmer stated for the record that a quorum was present. One member of the public was attending, Mr. Whit Deschner.
Agenda Approved	Palmer asked for changes to the agenda. No additions or changes were proposed.
Minutes Approved	Palmer called for those present to review the minutes and suggest changes. No corrections were proposed. Forrester moved to approve both the Agenda and the Library Board Minutes dated September 10, 2012 as presented; Steele seconded; motion passed unanimously.
Public Comment	<p>Palmer welcomed guest presenter Mr. Whit Deschner, who was scheduled to address the group during the Public Comment period. Stokes introduced him as the organizer of the Salt Lick Fundraiser held annually at the Crossroads Carnegie Art Center. Deschner shared his vision to place 6 or 7 bronze sculptures of giant “salt licks” on Main Street and around the downtown area. He sees it as tourist draw to pull people off the freeway to spend time in Baker City. He is proposing the Library Board consider approving placement of one 4 to 5 foot tall bronze sculpture in the garden bed at the front of the library. Official support of the Library Board will aid the process of obtaining grant funding. Since the sculptural forms are already done the project timeline would proceed fairly quickly, within approximately one year after securing funding. After some questions, Palmer thanked him for the presentation adding that the board will discuss the proposal and contact him with a decision. Mr. Deschner left the meeting at 7:20pm.</p> <p>Stokes stated there were no further public communications to share.</p>
Annual Business: Authorizing Tax Anticipation Note	Stokes introduced the Tax Anticipation Note document highlighting the interest rate of 3.0% and the maximum note balance of \$86,563 due December 3, 2012. He stated that the resolution is the standard form as provided by US Bank. No changes were made to the template other than filling in required information. The loan fee is \$875 plus interest. Palmer asked if the District would need to borrow the full amount being authorized. Hawes gave an update on cash flow, the current cash balances and projected borrowing of \$24,000-\$32,000 to cover payroll. Payday is Wednesday, November 1 while tax turnovers are anticipated on Monday, November 5, three business days later. The TAN funds will be borrowed on October 31 to meet payroll and anticipate repayment the following week. Forrester made a motion to approve Resolution 2012-13.003 Authorizing Continuing Borrowing Procedure authorizing funds of \$86,563 at 3.0% annual interest rate; Steele seconded; motion passed unanimously.
Old Business: Bylaws Revision	Stokes presented a resolution to amend the District Bylaws to become the Board Governance Policy, adopting the revisions that were discussed at the September regular meeting. It was asked if there had been changes submitted from the Directors not in attendance. Stokes replied that he has not received correspondence from Rohner-Ingram but noted that Dielman had emailed a preference for more time to

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	<p>review the changes. The group agreed that final input from Rohner-Ingram and Dielman was desirable. The topic was tabled to the November meeting.</p>
<p>Parking Policy</p>	<p>Stokes presented two drafts for a Parking Lot Policy. The models were obtained from other public library policies posted online. Draft 1 is one-page version while Draft 2 has more details and is two-pages. Both drafts were reviewed. The group agreed to use Draft 1, adding two points from Draft 2 that specify no parking between the hours of 11:00pm and 6:00am, any special use of the parking area requires approval from the Director; the statement prohibiting wheeled devices used for stunts or sport on library property was discussed and retained. Stokes made note of the changes. Steele made a motion to adopt a Parking Lot Policy presented as Draft version 1 with the amendments stated; Forrester seconded; motion passed unanimously.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes gave the following administrative reports:</p> <p>Oregon State Library Statistics Report Review – the statistic report was projected onto a screen for viewing. Stokes stated that the report is required to be submitted annually to the State Library. The number of registered borrowers has increased with the District showing a high per capita percentage in the county. Borrower accounts expire after 3 years and are deleted if remaining inactive for one year after expiration. The number of physical units in the collection has gone down slightly due to weeding; this is significant as more new materials were added this year than the previously. The serials (magazine/newspaper) subscription numbers have increased, primarily due to getting a more accurate count. Other Library Materials shows an increase due to a more thorough method of counting items not cataloged or circulated. Moving on to circulation, adult circulation is up slightly. Children's circulation is down because "in-house" use data is no longer to be included. Stokes learned that Reference transactions can include computer help questions, so that figure shows a significant increase. The figure is an estimate. In the future, he wants to implement one or two "Stat Weeks" to collect sample data to more accurately project reference use. Children's program count is down; with retirement of outreach staff last year, the program has been temporarily suspended. ILL (interlibrary loans) is up significantly, nearly double over the prior year, as people are using it more and the addition of two libraries to Sage (Hood River and The Dalles). The number of patron computers has increased. Baker County Library has one of the best ratios of computers per capita in the state for comparable communities of our size.</p> <p>Facilities Report – At the Baker Library, the Baker City Public Works Department is preparing Resort Street for underground utilities project. It was noted there was a 4" line coming to the building that had been capped. City staff inquired about a functional 2" line currently in use for the building and wondered if it might be reduced to smaller standard line. On review of the blueprints from the 1999 remodel and the original documents from 1969, the plans showed that architects had calculated a 2" line was necessary so it will be kept at that size. Public Works staff alerted Stokes that a section of galvanized pipe coming into the building from the water meter is significantly corroded and recommend planning for replacement. The window seals in the reading room are as good as they can be; the windows maintenance contractor advised directing the sprinklers to not spray on the windows. Haines Library staff reported a leak under the toilet tank; Jim may be able to do the repair or a plumber will be sent out.</p> <p>Leo Adler Grant – Stokes applied for a grant of \$27,150 to remodel the Teen Room</p>

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	<p>and furnish large screen TV monitors in the Teen and Meeting Rooms. This project was the consensus of staff after a discussion about grant ideas, service needs and priorities at a regular staff meeting. More shelving is needed for the increased volume of YA youth books. The project would involve repainting, purchasing and installing new carpet, removal of computer counters and replacing them with computer tables on casters for more flexibility in use of the room, and installation of professional book shelving. Also, construction of a doorway was proposed in order to reduce the noise levels from that area. The doorway would be largely see-through glass so staff could still visually monitor activity in the event security cameras were offline.</p> <p>Staff Training – The annual in-service training event held on Columbus Day (October 8) was well received. Stokes reviewed the training day agenda. A guest speaker from the Oregon Department of Human Services presented Mandatory Abuse Reporting requirements that will be effective for public employees beginning January 1 2013. Stokes reviewed use of online databases and planned password changes for the circulation software. The Technology Manager gave a presentation on QR codes & invited marketing ideas. The Business Manager went over personnel policies and basic procedures.</p> <p>Media Review –October Literary Night featured two local authors and it was well attended. Banned books week displays were put up in the last week of September. A meteorite event is to be held on Oct 24. The Library Corner featured the Live Homework Help with the start of the school year. The Oregonian had an article on Baker City with the Library listed among things to “Don’t Miss”. LEO is organizing a large book fair and literary programs event to be held at the Wild Horse Convention Center in Pendleton; it will be a fundraiser for LEO and they are hoping for up to 2,000 to attend.</p>
<p>Business Manager’s Report</p>	<p>Hawes passed out checks for signatures. A Volunteer Report totaling volunteers by branch at the fiscal year ended June 30, 2012 was passed out. Hawes reviewed the number of volunteers and total hours by branch with a combined total of 106 people volunteering a total of \$2,852 hours. The District reported assumed wages of \$24, 103 for Worker’s Comp Insurance that cost \$76 last year. This report was shared at the staff training day.</p> <p>The financial statements were included in board packets. The General Fund received tax turnovers totaling \$1,993 in October. E-Rate refunds of \$931.26 were received late September and were therefore not included in the last financial report. All Fiscal Year 2011-12 E-Rate refunds requested have been received. In Personal Services, the Life Insurance line is 50% spent. This is paid quarterly and two quarters have been paid to-date. The PERS line is low at 24% spent; the October PERS will be paid October 27, bringing this line up to the expected amount. In total, Personal Services is in line with the budget at 33.6% spent. There are a few notable checks including a EBSCO Novelist and Auto Repair annual subscription of \$2,446; InfoGroup Reference USA annual subscription of \$1,600; Dewey Jacobs \$910 for landscape maintenance and gutter cleaning; Xerox monthly lease and quarterly print charges \$527. You will note the Baker City water utility budget is 50% spent, again, this is paid quarterly and 2 quarters have been paid. The US Cellular budget is also 50% spent due to increased management cell phone services. The current cash balance is \$13,933. The General Fund has borrowed Inter-Fund loans totaling \$50,500 from Other Funds to-date. Anticipated bills through the end of the month are estimated at \$10,000</p>

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	<p>(including PERS \$6,000, electric bill of \$2,000 due at the end of the month and SAM software annual subscription \$2000). The net payroll estimated at \$28,000 will be borrowed from the TAN plus any other bills due on or before November 5; the maximum required from the TAN is estimated at \$32,000.</p> <p>Checks were signed and approved.</p>
Next Meeting Date	Palmer reminded the group that the next Board meeting will be November 12, 2012 and will include the Bylaws Revision and Deschner Salt Lick Bronze Sculpture Proposal.
Adjourn	<p>The meeting was adjourned at 8:15pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>