



# Baker County Library District

## Board of Directors

### Regular Meeting Minutes

Monday, Nov 12, 2012, 7:00 – 8:30 pm  
Riverside Meeting Room, Baker County Public Library  
2400 Resort St, Baker City  
Gary Dielman, President

<b>Call To Order</b>	<p>Gary Dielman, President called the meeting to order at 7:06 pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon.</p> <p>Present were: Gary <b>Dielman</b>, Betty <b>Palmer</b>, Nellie <b>Forrester</b>, Della <b>Steele</b> and Kyra <b>Rohner-Ingram</b>, Directors; Perry <b>Stokes</b>, Library Director; and Christine <b>Hawes</b>, Business Manager.</p>
<b>Agenda Approved</b>	<p>Dielman called for changes to the agenda. No changes or additions were proposed.</p>
<b>Minutes Approved</b>	<p>Dielman asked for everyone to read the minutes. No corrections were proposed. <b>Forrester made a motion to approve both the Agenda and the October 15, 2012 Minutes as presented; Steele seconded; passed unanimously.</b></p>
<b>Public Comment</b>	<p>Dielman stated for the record that there were no members of the public present for comments. Stokes said that he did receive an email from a patron who is a volunteer photographer at recent Library events expressing thanks to staff and the Board for the opportunity. Photos shared by this volunteer are posted on the library's Facebook page. Stokes added that since this individual has been authorized to act on behalf of the library at youth events, he was cleared by the background check program from Special Districts Association of Oregon.</p>
<b>Annual Election of Board Officers</b>	<p>Dielman asked for nominations and invited others to consider being the Board President. Discussion ensued. <b>Forrester made a motion to continue the officers as currently slated with Gary Dielman, President and Betty Palmer, Vice President; Rohner-Ingram seconded; 3 voted yea, 2 abstained (Dielman, Palmer).</b></p>
<b>Revenue Projection</b>	<p>Referencing a Tax Revenue Projection Report, Stokes told the board that the growth rate of assessed valuation on the County is up by 3.16% (budgeted at 2.5%) which will mean an overall increase over last year's projection of \$3,093 in operating funds. The increase would be larger if there weren't a shortfall on Local Option Levy funds due to compression rising to 17.24% (budgeted at 15% compression) which means a revenue decrease of (\$3,097).</p> <p>The upcoming Fiscal Year 2013-14 budget will use projections based on 3.0% for an increase of \$14,000. With the PERS projected increase of \$19,000, this means about \$5,000 of cuts may be needed to cover the increase. Stokes stated that more information from the Assessor is needed to gain a better understanding of where valuations are headed.</p>



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<b>Resolution 2012-13.004 Board Governance Policy</b>	<p>Stokes directed the Board’s attention to the proposed Board Governance Policy projected onto a screen for viewing. The draft includes changes previously suggested by Dielman via email to Stokes.</p> <p>Stokes went through Dielman’s suggested changes beginning with Membership Item F, “Interaction Agreement”. Dielman considers the tone condescending and believes it would be ineffectual in the event of conflict. Instead he suggested it would be sufficient to reference Roberts Rules of Order which establishes protocol for appropriate meeting order and operations. All agreed there should be structure in the event of a problem and agreed to strike the paragraph. Roberts Rules is referenced in the new section V.I. Parliamentary Authority.</p> <p>Dielman also suggested removal of the awkward “s/he” gender reference in item I.H. Membership-Orientation and use the plural form “they” to make the policy generic.</p> <p>On item A.V. under Officers, Rohner-Ingram suggested moving the ORS citation directly behind the statement that the Director serves as the Secretary to the District rather than at the end of this paragraph. Stokes made these changes to the draft.</p> <p>Discussion ensued on III. A.V. Responsibilities. “Employ all necessary agents...” The assumption is that the Board hires the Director who hires all other staff; the board delegates this authority to the Director.</p> <p>With uncertainty remaining about the scope of the changes, Palmer requested tabling a decision to the December meeting to allow everyone more time to review the new policy since it will replace the current Bylaws. Stokes stated he would provide more clarity on the transition or elimination of content from the current bylaws. <b>All agreed to defer consideration until the next meeting.</b></p>
<b>Artist Contract Termination</b>	<p>Stokes said that the Fountain Project Artist Contract expired at the end of October. He is willing to send notice to the artist requesting repayment of \$2,500 and asked the board for a deadline and terms. Stokes stated he does have a standard repayment contract from patron collections that could be modified for use. After discussion, the board agreed to cash repayment plan of 60-days with monthly payments up to one year. It was agreed to give a deadline and assume he would contact the Library if he needs to make payments. The possibility of small claims court was discussed.</p> <p><b>Rohner-Ingram made a motion directing Stokes to contact Phillip Charette requesting payment in full or that he contact the Library District within 60 days regarding a payment schedule or legal action</b></p>



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	<p><b>may be taken to collect the debt; Forrester seconded; Palmer amended the motion adding that the letter be sent by certified mail; Forrester seconded; motion passed unanimously.</b></p>
<p><b>Salt Lick Art Project</b></p>	<p>Stokes reviewed for the board that Whit Deschner has initiated a project to place 4'-5' bronze salt lick sculptures around town including one in front of the Library. Dielman added that Whit is a local author and humorist that came up with the idea of the Salt Lick Contest about 5 years ago. The intent of the project is to market Baker City as an arts community and draw more tourism. Deschner is seeking funding for the bronze project. Placing of the bronze statue would be in the front garden bed somewhere to the north of the fountain base. It was suggested it would be fun to have it viewable out the setting room windows.</p> <p><b>The consensus was that if Whit obtains the funding the Library District is willing to cooperate with the project.</b></p>
<p><b>Library Card Policy Revision</b></p>	<p>Stokes told the board that the policy revision needed is to open issuance of Juvenile Cards to children of any age to obtain library cards. The change will remove the child age restriction and require that the parents account must be in good standing. This supports the Ready-To-Learn Project the District will be engaging in the upcoming year with partners such as Pendleton and La Grande libraries, the Intermountain ESD, and Oregon College Savings Plan. It has been proposed to deposit 2 cents into a college savings plan account for the child when the juvenile card is used. Grant support or State funding is being sought to pilot the program. Project Ready to Learn will attempt to collect data on library use and find a correlation between high library use and literacy assessments upon entering kindergarten. The goals are to not only build early literacy but develop an expectation of attending college.</p> <p>In addition, the District's Books for Babies program already includes coupons for parents to trade in for their infant's library card. As a matter of housekeeping, at age 18 any charges the child has are moved to the parents account and the child gets an adult account.</p> <p>It was suggested to also remove the words "dozens of" referencing the number of libraries participating in paragraph 2.</p> <p><b>Rohner-Ingram moved to approve the Library Card Eligibility policy as proposed with one additional change removing "dozens of" in paragraph 2; Palmer seconded; motion passed unanimously.</b></p>
<p><b>PRCF Community Service</b></p>	<p>Stokes said that the PRCF prison work crews are being reinstated. The agreement is essentially the same as it has been prior to suspension of the</p>



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<b>Agreement</b>	<p>program. The crews will visit the library once a month. The contract allows that services can be provided at all branch locations. The Special Conditions clause states that inmates are not allowed inside public areas during business hours although they can work outside. Dielman added it is Department of Corrections rules that sex offenders are not allowed on the work crews so they will not be at the Library. The new maintenance staff will be primarily responsible for coordinating work.</p>
<b>Oregon Library Passport Program</b>	<p>The Oregon Library Association has come up with an initiative that will expand resource-sharing among Oregon libraries. The Passport Program (OLPP) would allow a library patron from one jurisdiction in Oregon to get a library card at any other participating OLPP library by presenting a valid library card and photo ID. Stokes said he is willing to give the program a chance. The program guidelines are still being discussed by SAGE although the group has agreed to try the program. Stokes says he believes a maximum of six items would be appropriate. Palmer reiterated the benefits of the program, giving an example of using libraries in other counties when traveling. The Sage Council will discuss and vote on allowing member participation at its November meeting. If approved by Sage, Stokes will bring the program back to the Board for local approval.</p>
<b>Administrative Reports</b>	<p>Stokes gave the following Director's Reports: He attended the first committee meeting in October to <u>review OLA Public Library standards</u>. The purpose of the committee is to overhaul the standards set for the public libraries in Oregon, and perhaps create an accreditation process. During the meeting, participants discussed several "non-negotiable" traits libraries must possess to meet minimum standards. He is on the Technology subcommittee which is currently reviewing standards from other states.</p> <p>The District's <u>Facilities and Grounds Maintenance position has been filled</u>. Several outstanding candidates applied so the decision was difficult. Mr. John Watson began work on November 5, 2012. The position is budgeted for 16 hours a week and contracted for one year. Renewal will depend on performance and the budget next year. Watson restored a historic building he owns in Baker and has background in facilities lighting. He will be replacing bulbs throughout the building to improve safety and efficiency. He will also be reviewing facility service contracts and making recommendations.</p> <p>Stokes is working with school staff to assemble a team from Baker City to compete in <u>Oregon Battle of the Books (OBOB)</u>. He is working with Joy LeaMaster, Library Media Specialist for 5J School District. They presented the idea at South Baker Elementary. Kids read books and compete in a Jeopardy-style competition. There are regional and statewide competitions in the Spring; Baker County has previously not participated. One of the</p>



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	<p>library staff will help coach the team.</p> <p>Stokes and Hawes are exploring <u>options for accepting Credit Card payments</u>. Initially bank options were found to be too costly for the low volume the library would need. PayPal was discovered to have the capacity to run transactions with a card reader device attached to either a smart phone or iPad. PayPal only charges a per transaction fee so the cost would be minimal. When informed of more competitive options in the marketplace, banks have begun to offer reduced rates. Evergreen software already has a built in feature that allows PayPal payments; an iPad2 was purchased for \$400 to pursue the PayPal option.</p>
<p><b>Business Manager's Report</b></p>	<p>Christine passed out the financial statements and check packets. The General Fund received two tax turnovers to-date in November totaling \$225,581 with two more anticipated. Historically four tax turnovers making up nearly 80% of the annual tax revenues are received in November. US Bank for the past couple years has issued its TAN funds in one lump sum rather than allowing draws. Tax Anticipation Note funds of \$86,563 were deposited into the general checking account on October 25; the District utilized \$33,300 of these funds for three days to cover payroll and bills.</p> <p>On Monday, November 5, notice of tax receipts was received and November 7, the TAN note was paid in full plus interest of \$86.56 (for 9 days). The current cash balance is \$145,265 after paying the November bills.</p> <p>In Personal Services, 89% of staff is utilizing direct deposit. The Jobs Plus line is 287% spent at \$5,970.80 less the corresponding DHS reimbursements of (\$4,931.32); the net expense is \$1039.48 or actually 50% of budget (\$2076). Overall, Personal Services is at 42.5% which is in line with anticipated budget.</p> <p>In Materials &amp; Services, the Books budget is 50% spent with checks in this category including Apple \$2,848.98, Ingram \$9,942.99, Pumpkin Books \$674.32, Value Line reference subscription \$898, and LEO World Book subscription \$600. In addition, the annual SAGE membership of \$10,000 was paid with the budget being 95% spent for this line. In Computer Maintenance, the SAM subscription of \$1,645 (decrease from last years payment of \$3,169 is due to removing software at the branches until a solution can be found), and computer purchases of \$2,699 on the Visa included 10 computers, 10 keyboards and a replacement printer for the front desk. In Utilities, the Baker City water bill was \$425 (comparable to last November at \$416) and 2 checks to OTEC \$1,524.99 Baker and \$112.20 Haines libraries. In Telecommunications, the Baker Library telephone budget is low at 35% spent. The BendTel bill paid was \$140.98 whereas last year the November bill from Integra Telecom was \$211.90;</p>



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	<p>the library is saving about \$70 a month with the new company. The vendor was changed after going through the bid process required by the E-Rate program.</p> <p>Checks were signed and approved.</p>
<b>Next Meeting Date</b>	<p>The next Board meeting will be December 10, 2012.</p>
<b>Adjourn</b>	<p>The meeting was adjourned at 8:27pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>