



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, Dec 10, 2012, 7:00 – 8:30 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

<p><b>Call To Order</b></p>	<p>Gary Dielman, President called the regular meeting of the Board of Directors to order at 7:10. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary <b>Dielman</b>, Betty <b>Palmer</b>, and Della <b>Steele</b>, Directors; Perry <b>Stokes</b>, Library Director; and Christine <b>Hawes</b>, Business Manager.</p>
<p><b>Agenda Approved</b></p>	<p>Dielman asked for changes to the agenda. No additions or changes were proposed.</p>
<p><b>Minutes Approved</b></p>	<p>Dielman stated that he had one correction to the previous minutes; Page 2 under Governance Policy, the last paragraph of the topic, replacing the last sentence “Dielman tabled the resolution” to read “All agreed to defer consideration to the next meeting.” <b>Rohner-Ingram made a motion to approve the Regular Meeting Minutes of November 12, 2012 as corrected; Palmer seconded; passed unanimously.</b></p>
<p><b>Public Comment</b></p>	<p>Dielman noted for the record that there were no members of the public present. Stokes had no correspondence to share.</p>
<p><b>Governance Policy and Resolution 2012-13.004</b></p>	<p>Stokes projected the proposed by-laws onto a screen. He reviewed the by-laws and Board Governance Policy Draft with the original text shown in black and proposed changes in red. Dielman suggested that since we are governed by public meeting law, a more concise document could include just a brief statement of procedure and cite the ordinance with which every board member should be familiar. Stokes explained that specifying legal duties shows both awareness and commitment. With critical information included in the foundational document, new members and visitors can more easily gain an understanding of the organization rather than needing to refer to multiple other documents. Steele stated that she likes having policy stated to read in front of her. Palmer agreed that a new board member would find the proposed draft much easier to read and follow. Discussion ensued. Rohner-Ingram suggested corrections to the document related to how to properly cite statutes. Stokes made note of changes. Dielman called for a motion. <b>Palmer made a motion to adopt the Board Governance Policy draft as amended with a copy of the Oregon Public Meeting Law attached and ordinance reference included; Rohner-Ingram seconded; passed unanimously.</b> Dielman signed Resolution 2012-13.004 Revising By-Laws to Board Governance Policy.</p>
<p><b>Library Director Job Description</b></p>	<p>Stokes stated that the Director Job Description would now be a separate document which he has drafted. A basic description of the position was originally found in the By-Laws. For reference, he had a book of library job</p>



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	<p>descriptions, and a copy of the 1985 Library Director job description updated in 1992 and a copy of the 2007 Director job posting. Dielman said he read through the entire job description and also stated he liked the selection guidelines. Rohner-Ingram agreed that she liked it as written. With no further discussion, <b>Rohner-Ingram made a motion to approve the Job Description for the Library Director as written; Steele seconded; passed unanimously</b></p>
<b>OLA Passport Program</b>	<p>Stokes told the board that the SAGE Council approved the Passport Program for the region. Stokes said he would like to try it. He suggested monitoring use to see if any problems arise. The OLA committee plans to review the program after a 3-year trial period. Stokes likes the idea of getting a different card to use for this so patrons are easy to identify. Sage will be creating a separate patron profile in our database to help differentiate such accounts. <b>Palmer made a motion to authorize the Baker County Library District to participate in the OLA Passport Program; Rohner-Ingram seconded; passed unanimously.</b></p>
<b>OTEC Easement Request</b>	<p>Stokes presented the OTEC easement proposal documents. The proposed easement may be in preparation for the underground utility project on Resort Street. A transformer unit would be placed at the edge of the parking area in a landscape strip at the northwest corner of the building. The map and illustration were reviewed. A lengthy discussion continued about concerns including exact location of the unit and whether or not the easement would grant OTEC the right to cut down and/or trim trees on Library property. The board directed Stokes to invite someone from OTEC to come to the next meeting to define what the easement entails and answer questions. Stokes will contact OTEC.</p>
<b>Administrative Reports: Director's Report</b>	<p>Stokes gave the following administrative reports:</p> <p><b>Artist Contract</b> – A notification of the expired Artist Contract and re-payment due was sent to Phillip Charette via USPS certified mail on 11/29/2012. Payment of \$2,500 or a request for a payment schedule was stipulated as due by January 31, 2013. The confirmation receipt form was returned with Charette's signature dated 12/03/2012.</p> <p><b>Winter Book Sale</b> – The Friends' book sale opened to the public on Saturday, December 1. The Friends' volunteers helped set up the sale and staff the sales desk the first weekend. The rest of the time, purchases were brought to the library front desk. Total sales numbers were not available. Stokes felt the book sale was slow this year but staff thought it went well. One of the side benefits of the sale is organization of donations and reducing stock</p>



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so the Miners' Jubilee Sale is more manageable.

**Personnel** – Haines Branch staff, Heidi Hull, has announced her retirement effective December 31. The position will be filled internally. The Bookmobile was in the Twilight Parade on December 1. It was decorated by the Friends and driven by bookmobile driver, Steve Kunze. On the subject of Steve, while off-duty he slipped and fell crossing an icy road and was seriously injured. He will be off work for several months for recuperation. Bookmobile Driver Reb Wilson will be covering Steve's routes and training Branch staff Jerry Darbyshire for the duties as well.

**ALA MidWinter Conference** – the conference will be held in Seattle, January 25-29. Stokes is considering attending. There will be a huge vendor hall. One vendor of particular interest is Envisionware. The vendor advertises a comprehensive RFID security tag system and public computer management software. RFID is a goal to be able to leave DVDs in the cases on the shelves rather than having to file them behind the counter.

**Programs & Events** – A Hobbit Party is planned for Friday. The celebration coincides with the release of the movie. Stokes asked the board to be sure to stop in the Children's area and see the amazing Smaug the Dragon hanging in the entrance to the Children's collection. It was designed by Youth Services staff Melissa Shafer and crafted during library Story Time events. The kids have been doing Hobbitats, which are also on display. Stokes said Melissa is to be commended for doing such fantastic work with the children.

Melissa, Courtney, Jim and Perry all plan to dress in Tolkien inspired costumes for the event. Mayor Dorrah and friends will be playing live music at 2:00pm. Movie tickets are being given away as prizes thanks to the support of the Friends of the Library and Eltrym Theatre.

**Meeting Room Scheduling** – Stokes reported receiving a complaint about schedule procedures recently. There has been some confusion involving a large group with a regularly scheduled class that has squeezed out groups that had a prior reservation of the room. Stokes said better communication and confirmation is needed with regards to groups with recurring events. He is looking at software solutions that may be available.

**Sage Library System** – The Sage governance committee is looking at becoming a separate non-profit entity. It currently is functional department of the EOU library. Sage is revising the Memorandum of Understanding that is signed by each member institution when it joins the consortium. That MOU was last revised in 2004.

**Leo Adler Grant Award** -- Stokes announced that the Leo Adler Grant awarded the Library \$15,000 for the teen room improvement project. He had originally asked for \$27,000 which included a media package for the meeting rooms. The goals to update the teen room include making computer



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	<p>workspace more efficient, adding shelving for YA materials, installing new carpeting, and crafting a new entry that will mitigate conversation noise from the room.</p> <p>Stokes asked the directors for feedback on the new agenda and annotated detail. None had any suggestions.</p>
<b>Business Manager's Report</b>	<p>Hawes passed out check packets for signatures and reviewed the financial report passed out with the check packets.</p> <p>Starting with an update on the November tax turnovers, the District received four tax turnovers totaling \$682,475 or 79% of the budgeted revenues. Similarly, last year at this time we had received \$683,474, 80% of the budget. At the time of the November meeting, we knew about two of the tax turnovers and that the US Bank Tax Anticipation Note had been paid in full. The Inter-fund loans have been paid back to the Other Funds totaling \$50,500. Noteworthy checks include Ingram \$5,053 book orders; Visa \$4,488 most of which was DVD/movie orders (\$1,289.30), building fluorescent lights (\$991.91), adult book carts &amp; baskets (\$560) sponsored by the Friends; Pine Eagle Education District reimbursement \$2,800 for Richland library improvements (discussed below); Hobbit programs included teen part \$138.78 and kids project &amp; dragon \$199.91 to-date; Ed Staub \$983.15 heating fuel for Haines and Halfway branches. The current cash balance is \$477,435 after paying tonight's bills totaling \$19,874 and repaying the loan.</p> <p>Palmer asked about the check for \$2,800 for work done at the Richland Branch by Mr. Poppalardo; the invoice attached had no detail. Stokes will contact the Education District for proper reimbursement and request detail for the work.</p> <p>Checks were signed and approved.</p>
<b>Next Meeting Date</b>	<p>The next regular meeting will be January 14, 2013. The audit report will be delivered by Kent Bailey at the January meeting.</p>



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<b>Adjourn</b>	The meeting was adjourned at 8:30pm. Respectfully submitted,  Perry Stokes, Secretary to the Board  PS/ch
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