



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Feb 11, 2013, 7:00 – 8:30 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

Present: Gary Dielman, Nellie Forrester, Betty Palmer, Della Steele, Perry Stokes (staff).

7:05 I. CALL TO ORDER Dielman

Dielman called the meeting to order at 7:05pm.

II. Additions/deletions from the agenda (ACTION) Dielman

Stokes proposed the additional topic of OTEC Easement to Previous Business.

III. Conflicts or potential conflicts of interest Dielman

None stated.

IV. Approval of minutes from previous Board Meeting (ACTION) Dielman

Dielman stated he had not been able to read the minutes and deferred comments on the minutes to the group. Stokes apologized for their late distribution. **Forrester moved to approve the February 11 Meeting Agenda and Regular Meeting Minutes of Jan 14, 2013 as presented; Steele seconded; Dielman abstained; the motion carried.**

V. Open forum for general public comments & communications

No public present.

VI. PREVIOUS BUSINESS

i. OTEC Power Equipment Easement (ACTION) Stokes

Stokes presented photographs recently received from Carol Phillips of OTEC. The packet included a photo of the library grounds area proposed for the easement with an overlay sketch of the transformer size and shape. Also included was a photographic example of the type of power transformer proposed to be placed on District property and others of a cable television pedestal and telephone cabinet about which Phillips conveyed the District may also be approached.

Forrester commented that she had noticed survey markers staked out on library grounds near the public phone. Stokes confirmed that those stakes demarcate the proposed easement strip.

Discussion ensued about best orientation of the transformer unit within the landscape bed and impact upon the library's curb appeal if the proposal grew to include a cluster of various utility cabinets there. Palmer arrived during this discussion at approximately 7:12pm. Dielman suggested the transformer be situated at least 2 feet back from the sidewalk so that it could be concealed from street view by foliage. Stokes reported he had asked Carol if the transformer could be placed as far back as near the public phone and she said that it certainly could.

Palmer suggested that privacy fencing may be an alternative to foliage.



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Dielman asked Stokes to request the OTEC transformer be placed in the middle to rear portion of the landscape bed in order to allow for a façade of vegetation or fencing.

Palmer wondered whether the depth required for the transformer and conduit lines would compromise the root system of the large tree in that space. Dielman estimated the depth would be fairly shallow at around 8-10 inches. Palmer said a probe should be done to determine any risk to large roots. It was agreed that the unit(s) would need to be placed as far forward as necessary to avoid damage to the tree but back far enough to allow concealment.

The board agreed to authorize the easement on the condition that the unit be moved back from the sidewalk to the middle or rear area of the landscape bed, but situated as to cause no damage to the tree.

VI. ANNUAL / RECURRING BUSINESS

i. Directors Election 2013

Stokes

Dielman asked how many Directors will be up for re-election this year. Stokes reviewed the three Directors with terms expiring, including: Kyra Rohner-Ingram, Betty Palmer, and Della Steele. Forrester pleaded for all three to continue their service on the board. Stokes distributed the Candidate Packet materials to Palmer and Steele. The deadline to file for candidacy is March 21, 2013.

ii. 2013-14 Budget Process / Budget Committee Membership

Stokes

Stokes reviewed the 2013-2014 Budget Calendar showing target dates to meet local budget law requirements. The Budget Committee meeting is slated for May 15, 2013. This is the same week as the regular board meeting in May. The Public Hearing/Regular Board Meeting to adopt budget, appropriate funds and levy taxes is set for June 17, 2013 which is the third Monday that month.

Stokes reviewed the history of Budget Committee membership by displaying a spreadsheet of past participants. Budget Committee members serve for three years per local budget law. Two committee members have active terms: Tom Hudson and Joy Leamaster. The terms of Jim Tomlinson, Nancy Johnson, and MaryAlys Urey have been completed.

Discussion ensued about seeking representation from other cities in Baker County. Palmer suggested Kay Young and Forrester suggested Linda Collier, both of whom are from the Halfway area. Steele suggested Aletha Bonebrake and to invite back experienced committee member, MaryAlys Urey. The board discussed Nancy Johnson but expressed some concern about her availability at the moment due to family needs.

Final nominees included MaryAlys Urey, Aletha Bonebrake, and Linda Collier with Nancy Johnson as an alternate. Stokes agreed to contact the



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renewing and proposed Budget Committee members to see if they're able to attend the meetings.

Proposed 2013-14 Budget Committee:

- Tom Hudson, Baker City (term ends June 2013)
- Joy Leamaster, Baker City (term ends June 2014)
- Aletha Bonebrake, Baker City (term ends June 2015)
- Linda Collier, Halfway (term ends June 2015)
- MaryAlys Urey, Baker City (term ends June 2015)

VIII. NEW BUSINESS

i. Art Gift Consideration of Henry Davis Wood Sculpture Collection

Stokes

Stokes projected images of a collection of wood sculptures carved by Henry Davis that has been offered as a gift to the library by Henry's surviving brother, Leslie (Les) Davis. The collection includes life-size cowboy boots modeled after a pair worn by longtime Baker County cattleman Dan Warnock. Warnock is working as liaison for the Davis family to find a suitable home for this collection in the community.

Board members expressed concern about maintaining security and care for the items, particularly the small animal and character figurines. Stokes said it is possible some could fit in the model car case, but otherwise special closed cases would be needed to house them.

Dielman was unsure how the library could utilize the entire collection and suggested pieces or the whole collection may be of interest to the Heritage Museum. Forrester felt the number of items was too large to accept and that obtaining or crafting suitable cabinets would be costly. Palmer suggested distributing the collection around to the branches. Stokes said many branches have some wall space available but special cases would be needed for display at each site.

Dielman asked Stokes for his recommendation. Stokes commented that he is open to accepting the collection; the quality is very good and he expects the items would appeal to library visitors. However, he is concerned about taking on such another exhibit project when time has not yet been available to complete the Tommy Moore Yo-Yo Project that was accepted almost two years ago.

Steele suggested the collection could be accepted as a whole but not everything displayed at one time. Forrester said that storage is a problem for materials the library currently owns. Palmer suggested the collection be featured at a gallery such as Crossroads. Dielman recommended the Davis family de-select some of the lesser quality pieces from the collection and perhaps auction them off. Palmer suggested Crossroads be approached for a Featured Artist exhibit. Forrester wondered about the increased cost to insure such a collection.

Stokes clarified that board consensus is to offer acceptance of select



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pieces from the collection rather than the whole thing and the Davis family be asked to contact Crossroads for help with an exhibit and refining of the collection. Dielman confirmed Stokes' summary and added that the Warnock boots would be highly desirable to the library due to their beauty and local historical value.

ii. **Policy Revision (ACTION)**

Stokes

Rules of Conduct; Unattended Child Policy

Stokes said changes to these two policies were initiated by the need to bring them more in line with the recent public employee mandatory abuse reporting requirements. He also wanted to condense the Rules of Conduct policy from its current four pages to a single page, and to change the prohibition on having food in the library.

The proposed revision will keep restrictions on food in sensitive areas such as at computer workstations, in the Archive, Genealogy, and Oregon Rooms but allow light food in other spaces as long as no mess is made and it is not disruptive to the library atmosphere. The focus of concern, he said, will shift from food itself to cleanliness, littering, and odor.

Palmer asked Stokes to consider what behavior this change would expose the library to, such as fast food being brought into the Reading Room. Stokes said that fast food meals have occasionally been brought in but those instances are rare and have not been a problem when they did occur. He feels the current no-tolerance prohibition based on extreme cases and rare instances is counterproductive to good community relations. He would rather focus on enforcement of proper manners rather than food abstinence. One primary concern he has, however, is that it may be difficult to identify a person responsible for creating a food mess if that violation is found only after they person has finished and left. Currently staff intervenes to abolish food and apply a penalty when a patron is discovered in the act of eating.

Dielman said he would support the change. Palmer expressed concern about food residue on hands and handling library materials. Stokes said residue already gets on books and things when materials are checked out and used in borrower's homes. The change would also enable the Friends to consider obtaining a snack/drink vending machine since they may soon be replacing the current soda machine which is out of order.

Stokes reviewed the revised Code of Conduct policy changes:

The term Rules will be changed to Code since "rules" is more dictatorial and "code" is more cooperative. Children under the age of 10 must be adequately supervised. The age of 10 is proposed to be used instead of the current age of 7 due to the child neglect statute referenced by the new mandatory reporting requirement.

Dielman commented that the age of 10 has been used in the child neglect law for a long time. It is rarely enforced but is there as needed. He asked how many kids this change would affect. Stokes stated that quite a few



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children are in the library unaccompanied by an adult but, as Gary had stated, enforcement of the policy is generally only necessary in cases of persistent disorderly conduct or staff concern for neglect of the child.

Stokes said that the reporting requirement stipulates "reasonable suspicion" of abuse or neglect and that staff will be trained to contact DHS for guidance if they have questions or concerns.

Palmer stated the library will need to inform parents of this significant change to popular practice. It is doubtful newspaper articles alone will be sufficient to reach the intended audience. She suggested a 2 month public information campaign including signage at the library entrances, information placed in school newsletters, and inclusion of brochures with children's books at checkout. The library needs to make a good faith attempt to inform parents about the policy change, she said, and the reasons behind it. She suggested wording such as "If an unattended child age 10 or under is found to be disruptive or left unsupervised for an excessive number of hours..."

Dielman suggested a press release to newspapers despite the limited reach of the target audience.

Palmer moved to approve the Code of Conduct as presented with the effective date of the Unattended Child age change to be May 1 2013. Steele seconded. The motion carried unanimously.

IX. ADMINISTRATIVE REPORTS

i. Director's Report

Stokes

Stokes reported the library pickup truck is currently in a repair shop due to problems with the transmission. The repair cost is expected to be significant.

ii. Business and Financial Report

Stokes

Stokes presented the current Profit and Loss report created by Business Manager Christine Hawes who was unable to attend this meeting. Stokes said Hawes asked him to point out that the Ingram books order line includes a missed payment carried over from the previous month.

In discussion, Forrester asked if Stokes had been able to meet with Alpine Alarm regarding enhanced security options available. Stokes said he had not yet. Dielman stated that he would be against costly expenditures for an event that is statistically likely to never happen. Palmer said it would be helpful to investigate what measures other regional or state agencies may be undertaking. Dielman supported getting quotes for measures such as a panic button for the front desk and keypad entry for the staff service door.

Amendment to minutes from previous Board Meeting (ACTION)

At the close of the meeting, Stokes recalled the need to expunge an



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employee's name from the January draft minutes due to it being a personnel matter. The board agreed and the amending the minutes was approved by acclamation.

8:28 XI. ADJOURNMENT

Dielman

The meeting adjourned at 8:28pm.

Minutes respectfully submitted,

Perry Stokes,
Secretary to the Board

PS/ch