



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, March 11, 2013, 7:00 – 9:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

<p>Call To Order</p>	<p>Betty Palmer, Vice-President called the meeting to order at 7:07 pm. 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, Della Steele and Kyra Rohner-Ingram, Directors; Perry Stokes, Library Director; and Christine Hawes, Business Manager.</p>
<p>Agenda Approved</p>	<p>Palmer confirmed the presence of three members of the Board of Directors constituted a quorum to conduct business.</p> <p>Palmer called for changes to the agenda. None were given. Palmer also confirmed that there were no conflicts of interest to be declared. None were stated.</p>
<p>Minutes Approved</p>	<p>Palmer asked the Directors to read the minutes. Stokes had one correction to the minutes under New Business – Art Gift Consideration. The artist was Henry Davis; the artwork was being offered by his brother Les Davis. With no further corrections, Steele made a motion to approve the Regular Meeting Minutes of February 11, 2013 as corrected; Palmer seconded; 2 yea, 1 abstained (Rohner-Ingram was not at the meeting).</p>
<p>Public Comment</p>	<p>Palmer stated for the record that there were no members of the public present for comments.</p>
<p>2013-14 Budget Committee</p>	<p>Palmer asked for an update on the budget committee nominees. Stokes said he had received confirmations from Linda Collier (Halfway), MaryAlys Urey (Baker City), and Aletha Bonebrake (Baker City). Confirmations are still forthcoming from Tom Hudson or Joy LeaMaster. Rohner-Ingram made a motion to approve the roster of budget nominees: Tom Hudson, Joy LeaMaster, Aletha Bonebrake, Linda Collier, and MaryAlys Urey; Steele seconded; passed unanimously.</p>
<p>2013 Directors Election</p>	<p>Stokes asked for verification that the three directors whose terms are up do plan to re-run for election. Steele stated she filed her paperwork with the County today. Palmer and Rohner-Ingram said that they intend to run and will get their paperwork completed. Stokes reminded that the last day to file is March 21 2013.</p>
<p>Internet and Computer Use Policy</p>	<p>Stokes stated that the Library District currently has three computer related policies and that he would like to consolidate them. The policies include Appropriate Use of Information Systems, Public Access Computer Information & Guidelines, and Library Computer & Internet Workstation Policy. On review, he found much of the content from the Library Computer & Internet Workstation Policy to be already included in other policies. There is a disclaimer regarding</p>



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	<p>copyright in paragraph 2 that he would like to include in one of the other policies. The sentence in paragraph 6, reading “Parents and children are encouraged to [review] the Library’s Online Safety Guide...” can be added to the website. A few statements not found in other policies are unnecessary. He recommends retiring this policy for the purpose of house cleaning. Rohner-Ingram recommended to first move any content desired to be retained before retiring the policy in order to avoid policy issues that may arise during the interim. Palmer agreed and tabled the matter until the next meeting.</p> <p>A newly proposed policy, Library Use Restrictions, is essentially an addendum to the Code of Conduct. It is modeled after Hood River County Library policy and provides staff guidance on dealing with misconduct in a one-page, quick-reference policy that can also be used as a handout. Stokes reviewed current disciplinary procedures for dealing with policy violations. With the Code of Conduct recently being changed to allow some food and covered drinks, he anticipates fewer disciplinary incidents. Rather than food, he expects noise disturbances to continue to be the most common violations. Rohner-Ingram moved to approve Resolution 2012-13.005 adopting the Library Use Restriction Policy as presented; Steele seconded; passed unanimously. Stokes said he would get Board President Dielman’s signature on the resolution.</p>
<p>Mandatory Reporting Policy</p>	<p>Stokes introduced a new Mandatory Reporting Policy that follows a sample obtained from the Special Districts of Oregon. As of January 1, 2013, Libraries were added to the list of mandatory reporting agencies. The reporting requires staff to be “on duty” 24 hours a day, even when not at the work site. This policy will be added into the Personnel Policy, Article 13 – Safety. The new requirements were introduced to staff in October 2012 at the annual staff training event. A representative from Oregon Department of Human Services presented the material. Rohner-Ingram asked if SDAO legal council reviewed the policy. Stokes affirmed. Rohner-Ingram moved to adopt Personnel Policy Section 13.3 Suspected Child Abuse Reporting Policy as presented; Steele seconded; passed unanimously.</p>
<p>Director’s Report</p>	<p>Stokes reported on facility maintenance. The prison crew visited last Friday and under direction of John Watson, Facility Maintenance staff, spread fresh bark and planted two new shrubs out front. Watson and Stokes are seeking contractor opinions on solutions for the chronic gutters and eaves problem at the Baker library building. Johnson & Sons did repairs last year, but winter has caused more damage. It was recommended to have Four Seasons, which specializes in gutters, to assess the situation. The recurring damage is due to the metal gutter contracting and expanding with weather and causing perennial leaks in seams. This is a fault of architecture</p>



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and engineering which makes a permanent fix difficult to find. The library pickup had transmission repair work done totaling \$1,700 which is expensive but considered cheaper than obtaining a new pickup. Hawes and Stokes are working on getting the Richland building utilities transferred to NEOHA responsibility.

In other news, Stokes attended a workshop on managing social media. He will be incorporating recommended best practices into library policies.

In Youth Programs, Stokes passed around two Thank You cards for the board to sign. One is for Melissa Shafer for her work on the new sign and puppet tree in the children's areas. The second one is for Courtney Snyder on successfully coaching the first ever Oregon Battle of the Books team. The competition was held at Eastern Oregon University where the team made it to the second round. For the upcoming school spring break, Melissa is organizing an educational nature walk of Leo Adler Pathway and Courtney is planning a teen movie series.

The District is considering a new bookmobile stop at Brookside Manor after 9 residents there submitted a petition requesting the service.

Computers with the Windows 7 operating system have been installed in the Adult Computer Lab. Unfortunately, IT staff Jim White is finding Windows 7 to not be working smoothly with other library software systems but he is making progress with testing and working through the bugs. White is seeking to replace all Windows XP stations as that operating system won't be supported by Microsoft much longer.

The first credit card payment was accepted through the Library using the new iPad. A payment of \$250 for lost materials processed successfully. Testing will continue until Stokes is confident he, Carmen and Christine can perform the process effectively before training staff.

Ryder Brothers presented Stokes with a 60-month (5 year) contract offer to renew the copier lease. The old copier recently had the main paper tray malfunction. The District would receive an upgraded model with the lease. Stokes is reviewing options.

Palmer asked for an update on Philip Charette. Stokes stated that Charette emailed he has a financial advisor working to consolidate his debts. Discussion was held on the next step options which included sending a creditor letter stating we will be seeking legal council, the possibility of small claims court, and the original offer to pay in artwork. Palmer confirmed that board consensus was to contact him again and state that the District wishes to resolve the



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	<p>matter and avoid legal proceedings.</p> <p>Steele asked for an update on services to Malheur County. Stokes said that services to Malheur County were discontinued; patron feedback to bookmobile staff is that they understand the District's position.</p>
Business Manager's Report	<p>Christine passed out the financial statements and checks for signatures. The General Fund received \$32,921.98 in tax turnovers on March 4. Personal Services percentage is a little high for the time of year primarily due to medical reimbursements totaling \$15,029 year-to-date. The budget of \$15,000 for this line will be moved from contingency when Stokes works on year-end planning. In the books budget, notable checks include Ingram \$6,187, US Bank Visa \$3,921 with the majority of this bill being Books & Periodicals; under building maintenance, Outpost Electric \$151.72 for Haines Branch repair, Grass Growers \$341 for bark and two new shrubs; under vehicle maintenance, Paul's Transmission \$1,675.61 pickup repair, Commercial Tire \$288.54 two new pickup tires, and Windshield Doctor \$194 pickup window replaced; and in utilities, Ed Staub \$1,234.44 for Haines (monthly delivery) and Halfway (2 big deliveries annually) branches heating fuel. The Other Funds has made \$1,120.59 in the last three months for Amazon.com and Half.com book sales revenues. Other Funds reimbursed General Fund \$106.49 in postage.</p> <p>Checks were signed and approved by Directors present.</p>
Next Meeting Date	<p>Palmer thanked Stokes for keeping the policies up to date and Hawes for the business report. Palmer asked for suggestions for agenda items for the next meeting; none were suggested.</p> <p>The next Board meeting will be April 8, 2013.</p>
Adjourn	<p>The meeting was adjourned at 7:50 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>