



Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, Apr 8, 2013, 7:00 – 8:30 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 7:08pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary Dielman, Betty Palmer, Della Steele, Kyra Rohner-Ingram and Nellie Forrester, Directors; Perry Stokes, Library Director; and Christine Hawes, Business Manager.</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or deletions to the agenda. None were given. Dielman also asked if there were conflicts of interest to be declared. None were stated.</p>
<p>Minutes Approved</p>	<p>Dielman asked the Directors to read the minutes. No corrections were noted. Palmer made a motion to approve both the Regular Meeting Minutes of March 11, 2013 and the Agenda for April 8, 2013 as presented; Della seconded; approved by unanimous vote.</p>
<p>Public Comment</p>	<p>Dielman stated that there were no members of the public present for comments. Stokes had no correspondence to share, but added that he did receive a Thank You from the Rotary and Lyons Clubs for speaking to them.</p>
<p>Computer Policy Revision</p>	<p>Stokes included three policies in the packets for review. The first one is the revised proposed policy being named as the "Internet & Computer Use Policy". The following two are the previous policies "Library Computer and Workstation Policy" and "Public Access Computer Information & Guidelines" both of which are being combined into the one condensed policy. This policy was reviewed at the March meeting, with revisions being added to the proposed policy presented tonight. Directors took time to read through the policies. Palmer stated this does a good job of consolidating policies. Palmer had no suggested changes. Dielman had clarifying questions and one grammar correction. Discussion ensued on computer access being non-transferrable and the paragraph under "Rules Governing Use" that followed. The group decided to leave the first sentence and a revised the last sentence, removing the rest of the paragraph. There was also discussion on the Child Safety paragraph under "Parental Responsibility, Internet Privacy & Safety" in which Stokes explained the reason for the policy. The paragraph was accepted as presented. Palmer made punctuation corrections. With no further discussion, Rohner-Ingram made a motion to approve the policy as amended; Palmer seconded; motion passed unanimously. Stokes stated that this eliminates the third policy; the District now has two policies, the new one and retains the second with changes.</p>
<p>Circulation & Facility Traffic Reports</p>	<p>Stokes presented graphs of Circulation History over 20 years, using the digital projector for Directors to follow. Stokes stated that circulation history is now at record levels. Data shows circulation history for books and DVD's have both increased while other formats have remained consistent. As expected, VHS circulation has declined as DVD circulation has increased and VHS tapes are retired for being duplicates, in poor condition, or showing poor circulation. Stokes noted that more is spent on magazines and newspapers than on DVD's, though magazines have a fraction of the checkout history. Stokes has increased DVD purchases to meet demand.</p>



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	<p>The thermal door counters were offline for a while due to server reconfigurations but were reinstated last November 2012. Data collected from both front and back door traffic shows the majority use is from front access, by a ratio of two to one. On average, the doors log approximately 2,500-4,000 visits per week. A recent large traffic increase corresponded with spring break.</p>
<p>Budget Projection</p>	<p>Stokes distributed a FY12-13 budget projection report and first draft of next year's budget. He reviewed revenue lines highlighting Fines & Fees will be higher than budgeted by about \$4,000; Fines & Fees brings in \$4,000-\$5,000 a quarter. Personal Services were reviewed line-by-line with explanations for budget differences. While some staff lines are over budget they are offset by other lines under budget. Total projected year-end District Salaries are on target.</p> <p>Under payroll benefits, health insurance is projected to end slightly over budget, the Group Insurance Liability budget of \$15,000 will be moved from contingency to cover medical deductible reimbursements, and PERS will come in slightly under budget. In total, payroll taxes & benefits are anticipated to be over-budget about \$5,000. In Materials & Services, the Books & Media budget is projected to reach about \$100,000, thanks to unanticipated additional revenue & budget adjustments. DVD purchases have increased significantly to meet demand. Building Maintenance is projected to come in under budget by \$7,000. Insurance is slightly over budget by \$657 to-date. Election costs are budgeted at \$3,200; the three Directors up for re-election confirmed that they have filed. Corporate Costs are projected to come in under budget by \$4,000. Stokes anticipates ending the current fiscal year with \$20,109 in cash carryover (in addition to contingency funds of \$211,000).</p>
<p>Volunteer Policy</p>	<p>Stokes presented a new Volunteer Policy. The Library District has never had one. It is a best practices policy recommended by Special Districts Association of Oregon. Stokes has used the Hood River County Library District policy as model. It establishes age requirements, defines volunteers' status as unpaid "at will" workers, and requires volunteers to adhere to District confidentiality rules and personnel standards. Dielman called for questions or comments. With no comments, Forrester made a motion to approve the Volunteer Policy as presented; Rohner-Ingram seconded; motion passed unanimously.</p>
<p>Director's Report</p>	<p>Stokes reported that a \$200 payment was received from Phillip Charette. Charette stated by email that he was making a good faith payment and that a debt consolidation company would be managing payments in the future.</p> <p>Facilities – An <u>estimate has been requested for repairs, resealing, and re-striping of the library parking lots.</u> There is a pot hole in the public parking lot and depression in the staff lot that collects a good size pool of water. A <u>estimate for gutter repair</u> was received of \$3,095 from Four Seasons Roofing. They will install continuous gutters and make other adjustments to the gutters along the south side (staff parking) and the front of the building. This seems to be the only local company that specializes in gutters. We hope to alleviate the need for annual repair. Recently, there has been a</p>



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	<p><u>natural gas odor</u> in the reading area almost daily. Cascade Gas has been alerted and come twice to investigate. They were at the library within 15 minutes, but the odor dissipated beyond detection by that time. Cook & Emele technicians were called to test the units on the roof but they also found no leaks. Cascade Gas techs said that in this case, although it is alarming it does not appear to be a dangerous situation. Staff is now keeping a log of when the odor is noticed or reported in hopes a pattern will emerge. A small number of carpenter ants are once again in the building, showing up in windows and lighting fixtures in the reading room. Although these “occasional invaders” visit every year in early Spring the numbers do not indicate a significant problem and have decreased with strategic placement of pest control products. The Richland Branch toilet is not getting enough water to operate properly. Staff repairs to the valve have not worked. A plumber has been contacted to evaluate.</p> <p>Equipment - The <u>Xerox copier contract expired</u> about a year ago. Stokes has compared the cost of purchasing a copier to renewing the lease with Xerox. The biggest benefit of the lease is that the District does not pay for cartridges which are included in the lease price. Printer cartridges are \$200-\$300 each. Pricing for copies are set to cover the cost of the lease and staff labor for special service.</p>
Business and Financial Report	<p>Christine passed out financial reports and checks for signatures. The General Fund received \$8,946.73 in tax turnovers on April 1. On page 2 of the General Fund P&L, under Personal Services, the Jobs Plus wage line shows 287% spent. The budget of \$2,076 was based on \$1/hour cost to the Library District. We are required to show the gross wages paid in the expense line of \$5,970.80 and the corresponding reimbursement from ODHS in Other Revenues for wages of \$4,741.30 (reimbursements totaling \$5,361.36 include wages and payroll taxes); the difference is \$1,229.50 actual cost to the Library District which is within the original budget plan. The total District Salaries is within the anticipated budget (84%) at 82.6% spent. Looking at Health Insurance, the Insurance Benefit line will be over budget at year-end. The actual amount paid out is static each month and will total \$5,788. The budget for the Group Insurance Liability line is still in contingency. Both of these will be adjusted in the Director’s year-end planning. On page 3, Total Personal Services percentage spent is a little high, again, mostly due to health insurance and the Jobs Plus program. Under Materials & Services, check amounts posted to the Book budget this month are down including Ingram \$556.42, and Visa books \$448.92, magazine subscriptions \$286.14 and DVD purchases \$517.25. Expenses under Building Maintenance include Action Plumbing \$439.86 for bathroom repairs, and Cook & Emele \$210 to inspect gas odor as reported in the Director’s report. Other notable checks include Mike Bork Auto \$670.57 for bookmobile alternator and service call, Visa includes \$320 for OLA conference registration for Director, Visa also includes \$429 for QuickBooks annual payroll subscription and \$199.96 upgrade to QuickBooks 2013 as the current version is no longer supported after May 2013. Under Utilities, the Sumpter annual utility billing has not arrived, and the utilities related to the Richland Branch have been moved to NEOHA responsibility effective March 5, 2013. A check for \$1,980 was written to Nero Network for fiscal year 2012-13 Baker Public Library Internet service. The budgeted transfers to Other Funds will be made later this month.</p>



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	<p>And finally, looking at the Other Funds P&L, as the Director mentioned a \$200 payment from Phillip Charette has been posted to Memorial-Other Revenue, and April income from book sales was \$291.36. In other news, using the iPad and the PayPal system for processing Visa transactions was tested twice and six transactions have been successfully processed. The visa fees have been minimal with funds flowing through PayPal and posting automatically to the checking account. The March bank statement will be reconciled with the first Visa transactions tomorrow; at a quick glance it appeared that all posted correctly.</p> <p>Checks were signed and approved by Directors present.</p>
Next Meeting Date	The next regular Board meeting will be May 1, 2013.
Adjourn	<p>The meeting was adjourned at 8:43 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>