



Baker County Library District

Board of Directors

Budget Hearing & Regular Meeting Minutes

Monday, June 17, 2013, 7:00 – 8:30 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

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

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| 7:06p | I. CALL TO ORDER | Palmer |
| | Palmer called the meeting to order at 7:06 pm. Gary Dielman was not yet present, but when reached by phone responded that he would be arriving in a few minutes. Stokes stated that Christine Hawes was unable to attend. | |
| | II. Additions/deletions from the agenda | Dielman |
| | Palmer asked for additions or deletions to the agenda. Stokes noted the revised agenda in the board packet includes a deletion of the action item in New Business of a resolution to transfer funds, not necessary. A new item added was to discuss options of insurance coverage for domestic partners. | |
| | III. Conflicts or potential conflicts of interest | Dielman |
| | None stated. | |
| | IV. Approval of minutes | Dielman |
| | Directors had no changes to the May 13 regular meeting or to the May 15 Budget Committee minutes, but no quorum was yet present, so Palmer called for a meeting recess until the arrival of Gary Dielman. | |
| | Dielman arrived at 7:11pm. Palmer transferred chairing the meeting to Dielman. | |
| | IV. BUDGET HEARING | Dielman |
| | There was no public present who wished to comment on the 2013-2014 proposed budget as approved by the Budget Committee. Stokes had no written communications to share. | |
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| | VI. Open forum for general public, comments & communications | |
| | There was no public present who wished to comment on items not already on the agenda. Stokes had no written communications to share. | |
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| | VI. PREVIOUS BUSINESS | |
| | i. 2013-14 Budget approval. Resolution 2012-13.007 | Dielman |
| | Stokes introduced Resolution 2012-13.007. It is from a template provided by the Oregon Department of Revenue. Approval of the 2013-14 Budget requires its passage, after any desired revisions by the Board are made. | |
| | Stokes proposed the board make one change to the budget approved by the Budget Committee: to revise the Other Uses fund (LB-10) by separating out \$41,000 from the grants appropriation line of LSTA grant funding for a Sage Cataloging Specialist into a new line for Personnel Services. He explained that this better follows the format used in the sample resolution form provided by Oregon Dept. of Revenue and clarifies the nature of the grant. | |
| | Dielman and Palmer confirmed with Stokes that BCLD would only be acting as fiscal agent and that salary and expenses are wholly paid by | |

the grant. Dielman asked about supervision of the cataloging specialist. Stokes' said his understanding is that the Sage Cataloging Committee or Sage Council itself would be the hiring and supervising authority.

Palmer asked if the grant allows for any additional percentage for the district for bookkeeping work. Stokes said some in-kind expenses were included in the grant application but that they were minor. The funds will be received in full in early spring of 2014 when the grant is awarded. Stokes said he would provide more details about the grant at the next board meeting.

Stokes noted that the proposed budget change simply separates out funds that were already approved by the Budget Committee. All totals remain the same.

With discussion concluded, **Palmer moved to approve the 2013-2014 budget by adopting Resolution 2012-13.007; Steele seconded.** The motion passed unanimously.

VI. ANNUAL / RECURRING BUSINESS

i. 2013-14 Regular meeting times

Stokes

For several years, the Board's regular meeting time has been the second Monday of each month at 7.00pm. Each year, the board has an opportunity at the start of the fiscal year to make changes to the regular meeting schedule. Palmer and Steele said they could meet earlier in the evening, at 6:00pm, and considered that such a change would be a great benefit to Nellie, especially in winter. Dielman supported the possible change. Stokes will notify Kyra and Nellie and prepare a resolution for the July meeting.

VII. NEW BUSINESS

Resolution 2012-13.008 Other Fund Suppl. Budget

Stokes

Stokes noted that the agenda item to transfer Book Sale Revenue from Other Funds to the General Fund was deleted due to being unnecessary. He had confirmed that with Oregon Dept. of Revenue that authority already exists in the adopted budget.

i. Resolution 2012-13.008 General Fund Suppl. Budget

Stokes

Stokes presented a resolution to neaten budget lines for the end of the year. He calculated the budget will meet the projected carryover by a surplus margin of about a \$3,000, bringing the carryover from just under \$18,000 to \$21,000, in addition to the \$200,000 operating carryover. He reviewed the status of significant allocations and adjustments to be made by the resolution, including:

- **Current Year Tax Revenues** are on target and unchanged.
- **Prior Tax Revenues** is to be increased by \$2,000.
- **Interest** income is projected at \$6,000.
- Federal **E-rate** reimbursements are reduced by \$500.
- **Fines & Fees** is increased by \$500.
- The amount **transferred In** from Other Uses funds is corrected to the full \$2,500 budgeted as transfer in that fund, an increase of \$440.
- **Total Income** is **increased by \$2,440.**

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- **Personnel Services** is being **increased by \$2,262**. Stokes explained that **Salaries** are under budget by \$3,152 but that amount is offset by a \$5,414 overage in health insurance **benefits** due to more medical deductible payouts than anticipated.
- In Materials & Services, **Collection Development** is on target and unchanged.
- **Library Consortium** is reduced slightly, by \$235.
- **Facilities** is underspent by about \$4,000 currently but is projected to be spent in full due to various building needs. A large bill of around \$2,000 is expected for sprinkler line work caused by the Resort Street Improvement Project. Buried irrigation lines were in the City right-of-way and needed re-routing for sidewalk construction. Stokes confirmed with Public Works Director Michelle Owens that such repairs are fully the responsibility of the property owner. The replacement DVR unit for building security will also be billed to this line at around \$1,000.
- **Computer Maintenance** is being reduced slightly, by \$1,000.
- In **Corporate Costs**, the cost of this year's **special election** is \$2,800 more than originally expected at \$6,000. Savings in other lines bring that overage down to a needed increase of \$1,400. Dielman wondered why election costs would be so high, since there were several other measures on the ballot. Stokes said the County Clerk had explained that the increased cost was due to fewer measures from the school district than previously.
- **Utilities and Telecommunications** are on mostly target, needing only a slight adjustment.
- Overall, various adjustments to **Materials & Services** allocations result in a total **increase of \$178**.

The total increase of \$2,262 Personnel Services and \$178 Materials & Services equates to \$2,440 which matches the increased income amount.

Stokes directed the board to review revised Legal Budget documents representing details of all of the final changes. Dielman noted changes were minimal except for the staff benefits and election items.

Steele moved to approve Resolution 2012-13.008; Palmer seconded. The motion passed unanimously.

ii. Eunice Barger estate bequest

Stokes

Stokes stated the District had received a check in the amount of \$64,479 from the estate of Eunice Barger of Pine Eagle valley. The final amount is about \$10,000 more than originally anticipated. Usage of the funds is entirely unrestricted. Little is known about Barger. Stokes noted she lived to be 100 years old by a few months, born 1/11/1912, died 4/20/2012. None of the staff at the Richland or Halfway libraries are familiar with her.

Stokes presented options on how to process the funds. One option was to adopt the bequest into the district's Other Uses fund. The other idea was to pass the funds over to the Library Foundation to hold until needed by the district for projects. The primary benefit of the Foundation option was

that publicity about the bequest could attract additional contributions to the Foundation. Another benefit was that grant applications are considered more appealing to funders and have a greater likelihood of success when additional local contributors such as a Library Foundation are involved. In addition, since this income has come quite late in the fiscal year, having the funds processed by the Foundation would avoid any legal budget appropriation errors. Therefore, Stokes recommended the funds be turned over to the Foundation.

The Board discussed the two options. Dielman stated a strong preference to deposit the funds into the district account. Palmer and Steele had no strong preference so deferred to Dielman. All agreed that it was important to have the full board present to make a decision and take action prior to the end of the fiscal year to ensure compliance with legal budget requirements. Stokes was asked to arrange for a Special Meeting the following week for the purpose of adopting the unanticipated income into the current year budget.

- iii. Pacific Source Group Renewal – Domestic Partnership options** Stokes
- Stokes said that the district's insurance representative, Kevin Bell, had requested the district designate the type of Domestic Partnership coverage it would like to extend with the group insurance renewal. The options included: (a) registered only, (b) registered or same gender affidavit, or (c) registered or any gender affidavit. The difference between "same gender" and "any gender" coverage was not at all clear. Stokes said that Bell had indicated that "any gender" seemed to be the most fair and inclusive.

After discussing the options, the board agreed to select "any gender".

IX. ADMINISTRATIVE REPORTS

- i. Director's Report** Stokes
- a. Friends update:**
Stokes noted that the Friends recently purchased two digital photo frames for display of historic photos and other marketing visuals at the Haines and Richland branch. Library staff will be selecting photos for display. The group is now making arrangements for the Miner's Jubilee Book sale upcoming in mid-July.
- b. Foundation update:** The foundation aims to meet in the next month. Stokes is creating a page on the library website for information about the Foundation.
- c. Financial report – June 2013**
Stokes noted that Christine had provided an annotated Profit & Loss report. Budget items needing adjustment were corrected with Resolution R.008 passed earlier in the meeting. Significant expenses included repairs to water main and boiler compressor, and Sumpter branch utilities for the year which were very close to the amount expected.
- d. Miscellaneous**
- a. Facilities**
- i. Resort St Project**
Several repairs to the lawn and garden bed sprinkler lines were necessary due to Public Works installation of underground utilities conduits and lamppost bases. The irrigation system has been inoperable for a couple of weeks so the grounds are getting quite dry but recent large rainstorms

have helped. Stokes consulted with City Public Works and confirmed that the property owner is liable for any repairs on equipment in the public right-of-way.

ii. Boardwalk mess

An unsightly mess was made of the boardwalk and cement sidewalk approaches. Facilities staff had applied a new coat of texturizing agent on the repaired boardwalk while the library was closed for Memorial Day. Unfortunately, caution tape alone was an insufficient barrier to detour the public from walking through the area before that agent dried. Footprints and bicycle tracks were subsequently painted onto the sidewalk. PRCF work crews will attempt to remove the tracks with wire brushes on their next visit. In the future, more substantial barriers will be used along with No Trespassing signs.

iii. Parking lot bid

Hampton Paving submitted bids for work on the parking lots. Doing both lots at once will cost \$7,639.12. Done separately, they will cost \$8,339.12 (\$2,801.50 for the south lot; \$5,537.62 for the north lot). Dielman supported addressing the hazardous south parking lot first. The north parking lot has one pot hole needing repair but mostly needs preventative maintenance.

iv. DVR replacement

A new unit is on order and is expected to be installed within the next week.

b. Personnel

i. Sunday shift staff resignation

The part-time staff covering Sunday shifts has resigned. Stokes said it is difficult to find staff willing to regularly, or even temporarily, commit to Sunday shifts. He is considering bundling a Sunday shift into the Bookmobile position that will need to be filled soon.

ii. Professional development

Stokes attended the combined Oregon/Washington Library Association Conference in Vancouver, WA from April 24-26. He said it was very worthwhile. The most beneficial sessions included those on cataloging, collection development, library technology, digital archives, serving patrons with mental illnesses, and writing effective library policies.

c. Technology

i. Printing issues with the SAM computer management system have persisted at the Baker branch, despite months of troubleshooting by the IT Manager. One troubling issue involving mismatched print jobs may now be resolved. It was recently identified as a problem with the rollback software that protects against changes made by patrons to the workstation.

ii. On June 16 2013, the IT Manager separated the staff network from the public network. This will provide dedicated bandwidth for library operations and protect staff resources from any interference from public Internet use. For example, in recent weeks a patron's laptop computer has caused a networked receipt printer in the staff workroom to begin printing out yards and yards of paper. The issue remains a complete mystery to the IT Manager even after examining the patron's computer, but the divided network will prevent it from recurring.

iii. On August 1, the District will begin a new database subscription to Ancestry, a powerful resource for genealogy research. The

subscription comes through the district's involvement in Libraries of Eastern Oregon. Also, on August 1 LEO is ending its consortial subscription to the World Book Encyclopedia Online due to low usage.

iv. The Evergreen library software used by Sage has an upgrade scheduled for June 20. The upgrade will have few public improvements but will include performance improvements on the staff side.

d. Programs

i. Summer reading programs are underway. The first event drew about 45 kids to a movie showing of Night at the Museum. A special Dr. Seuss event is scheduled for June 27th at 11am, courtesy of Libraries of Eastern Oregon.

X. Agenda items for next regular meeting:

Stokes

- Officer elections
- Resolution setting regular meetings
- Resolution adopting miscellaneous fees
- Elections fund projection report
- Custodial Contract

8:29 XI. ADJOURNMENT

Dielman

The meeting adjourned at 8.29 pm.