



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, July 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 6:59 pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Members present included: Gary Dielman, Della Steele, and Nellie Forrester, Directors; Kyra Rohner-Ingram, arrived shortly after the call to order; Also present were Perry Stokes, Library Director; and Christine Hawes, Business Manager.</p> <p>Dielman stated that a quorum was present with four board members attending.</p>
<p>Agenda Approved</p> <p>Conflicts of Interest</p>	<p>Dielman asked for additions or changes to the agenda. None were given.</p> <p>Dielman asked if there were any potential conflicts of interest to be declared. There were none stated.</p>
<p>Minutes Approved</p>	<p>Dielman asked for corrections or changes to minutes from last month. There were none.</p> <p>Steele moved to approve the Agenda as presented and the June 17, 2013 Budget Hearing & Regular Meeting Minutes as presented; Dielman seconded; passed unanimously.</p>
<p>Public Comment</p>	<p>Dielman stated for the record that there were no other members of the public present for comments.</p>
<p>Sage Cataloging Position Grant Overview</p>	<p>Stokes presented a copy of the “Sage Cataloger - LSTA Brief Grant Proposal” included in the board packets. It is a 3-page project proposal for a 2-year grant to hire a full-time cataloging specialist to clean up the SAGE consortium database and craft policies for cataloging standards. Baker County Library District will be the fiscal agent handling the grant funds for the SAGE position. SAGE is committed to contribute some cash to the project along with anticipated in-kind contributions from its membership to make the project a reality. BCLD will do the payroll; SAGE will do the hiring. This will be a contracted position and the person will likely work from their home office. In addition to the cataloger’s salary, grant funds will cover the cost of substitutes and travel for smaller SAGE libraries to attend trainings.</p>
<p>Resolution 2013-2014</p>	<p>At the June 2013 meeting, Board members indicated a preference to move the regular meeting time from 7:00pm-9:00pm to 6:00pm-8:00pm, on the second Monday of each month. Stokes presented a resolution is to establish the regular meeting time for the fiscal year 2013-2014, stating that the regular meeting be held “monthly on the second Monday of the month from 6:00pm to 8:00pm in the Riverside Community Meeting Room of the Baker County Public Library...”. The one exception listed is the June 2014 meeting moved to the third Monday to accommodate late changes to the budget.</p> <p>Forrester made a motion to approve Resolution No. 2013-14.001 Establishing a Regular Meeting Day, Time, and Location for 2013-14;</p>

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	Steele seconded; passed unanimously.
Officer Elections	<p>Dielman opened the floor for nominations for President and Vice-President. Per the Board Governance Policy, officers are elected annually during the regular July meeting. The Board has three officers: a President, who presides over meetings and signs official documents, a Vice President, who fills in when the President is absent, and a Secretary, who is responsible for the minutes. By statute, the library director is the Board's Secretary. Dielman is the current President and Palmer the Vice President.</p> <p>Rohner-Ingram nominated Dielman to continue serving as President; Steele seconded; motion passed with 3 yea and 1 abstained (Dielman). Forrester nominated Palmer to continue as Vice-President; Rohner-Ingram seconded; motion passed unanimously.</p>
Resolution 2013-2014 R.002 Supplemental Budget	<p>Stokes explained that resolution 2013-14 R.002 is to move funds included on the "Grants and Loans" line to the cash carry over line of the Other Uses Fund Budget. The Barger estate bequest of \$64,479 was actually received sooner than anticipated and the check was deposited in fiscal year 2012-13.</p> <p>Rohner-Ingram moved to adopt Resolution No. 2013-14.002 Resolution to adopt Other Uses Fund Supplemental Budget; Forrester seconded; motion passed unanimously.</p> <p>Stokes added the good news that the district received notice from Oregon PERS that rates may be reduced by 4%. The budget will be adjusted at a future meeting when solid figures are available.</p>
Resolution 2013-2014 R.003 Adopting Misc Fees	<p>Stokes presented a standard fee schedule to be reviewed and approved by the board. This new document for the board was motivated by a best practice recommendation from Special Districts Association of Oregon (SDAO). According to SDAO, agencies which impose fees should have such a schedule regularly reviewed and adopted by the governing body.</p> <p>Stokes reviewed the resolution and fee schedule in detail with the board. He noted that under Special Services, Collection Actions, the district does not currently have a contract with a collection agency. Delinquent accounts with unresolved lost item charges over \$50 are reported to the District Attorney for prosecution. Dielman asked for any further questions; none were stated. A correction to the resolution number was noted.</p> <p>Rohner-Ingram moved to adopt Resolution No. 2013-14.003 Adopting Miscellaneous Fees and the attached Fee Schedule as presented; Forrester seconded; motion passed unanimously.</p>
Election Costs Projection Report & Reserve Fund	<p>Stokes had asked Hawes to prepare an Election Cost Projection & Reserve Fund recommendation. Hawes handed out copies of the report. Last year's election cost was \$5,988.60 (FY2012-13) which was significantly higher than the previous two election costs (\$4,422.17 FY 2010-2011, and \$3,165.44 FY2009-2010). Special elections are held on odd number years. The report projects costs for the next three elections and outlines a plan to spread the costs proportionately</p>

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	<p>each year by retaining \$3,000 annually for a reserve fund. The fund would be held in the Other Funds to be available as needed.</p>
Administrative Reports: Director's Report	<p>Stokes presented a Traffic History Report with data from May and June. In May, peak times were 10-11am, 2-3pm and 3-4pm, with the lowest traffic at the 7-8pm hour. In June, the peak times were 10-11am, 1-2pm and 2-3pm, with the slowest traffic continuing to be from 7-8pm. This data, Stokes said, supports the recent decision to close at 7pm Monday – Thursday rather than 8pm.</p> <p>The Friends Book Sale will begin July 19 in conjunction with the Miner's Jubilee July 19-21 and continues for the week after through Sunday, July 28.</p> <p>In the Facilities Report, Baker City Public Works will be pouring a new ADA ramp out at the front of the Baker branch library since the existing ramp was partially destroyed for the Resort St Project construction. Irrigation lines have also been disrupted and largely out of service during construction, so the landscaping is getting quite dry in areas. Also, during the heat wave the Baker branch HVAC System had a difficult time keeping the building cool. The library was UP TO about 82 degrees in the afternoons. The problem was related to old components that needed replacement. The replacement security system DVR is installed and operational. The bulk software license for Internet filtering at branches has expired. Due to a change in company ownership, the license package may no longer be an option. The IT Manager is seeking a viable alternative.</p>
Business Report	<p>Hawes passed out financial statements and check packets for signatures. The General Fund received three tax turnovers totaling \$38,836.42 in June 2013 bringing the actual ending cash balance to \$216,642.03 which was within \$952 of the budgeted ending cash of \$217,594. A quick review of the Fiscal Year 2012-2013 Profit & Loss (P&L) statement shows the E-Rate Refund income at 88%; there will be another \$1,156 billed for June that will accrue into the amount shown. Overall, income was received at 98.9%. Under Personal Services, the IT Manager's line is 103.8% spent but the budget line titled "Tech Contracts" covers that overage. Jim made fewer trips to the Oregon Trail Library than were budgeted. Personal Services overall is 99.6% spent giving the district a \$2,300 buffer for accruals to be posted in a couple months. Under Materials and Services, the "Elections" budget line is 187% spent; the actual election bill was \$5,988.60 whereas we budgeted \$3,200. Overall, the expenditures were at 96.5% of budget leaving a \$10,200 buffer for accruals. A couple items on the Other Funds P&L, the Estate of Eunice Barger Bequest of \$64,478.91 was received in June and, therefore, deposited. Those funds were moved to the pool account. Amazon book sales in June totaled \$132.72 with a total for the fiscal year of \$2,151.42. Ending cash in this fund is \$145,636.54. On the July 2013 P&L, the notable checks for the month are SDAO workers comp for the current fiscal year of \$1,854.18, LEO \$1,525 (membership \$525 plus Library2Go subscription \$1,000), Baker County Chamber \$135. There was no activity in the Other Funds for July.</p> <p>Checks were signed and approved.</p>

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	<p>In other news, Funding Commitment Letters from the USAC E-Rate program were received totaling \$11,715; including the telephone and branch Internet services funding of \$4,785 and Baker Library NERO Internet services of \$6,930 for which the vendor bills USAC directly. Hawes believes this indicates that the likelihood is low the district will be audited in response to the vendor complaint letter allegedly submitted about the Richland Internet service change.</p> <p>Forrester asked for an update on artist Phillip Charette. Stokes reported that Charette had recently sent an email with an updated address; no additional payments have been received to-date.</p> <p>Dielman requested a projection for the potential TAN loan this fall. Hawes said that she would prepare the report for the August meeting.</p>
Next Meeting Date	The next Board meeting will be August 12, 2013 at 6:00pm since the time change was approved.
Adjourn	<p>The meeting was adjourned at 7:55pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>